

# Technology Staff User Guide

## Policy Handbook

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### **Purpose of this document:**

Over the years technology, and staff have changed, so things that are assume to be understood, are not. It is the goal of this document to let all staff know what the policies and expectations of PCS are, in hopes that misunderstandings will not happen. Unfortunately, some may look at this document as a negative thing, instead of a help to answer those questions that come up all too often. The first thing that usually is stated by a person that is told that they have not done something correctly is: "I didn't know," or "How was I suppose to know that?" Even though this document has many of those "Thou shall nots", our hope is that we will help you avoid misunderstandings and that by following the things that are outlined here, all (both staff and students) will benefit. It is further hoped that these policies, when appropriate, will be communicated to the students, so they will adhere to them also.

### **Document Creation:**

One member from each building attended a meeting in the spring of 2002 and discussed a number of issues that, put together with existing board policy and state and federal law, have been put into this document. This is a living document in that it will be edited and added to as needs arise. If you see an area that need to be considered, please communicate these with your building team, administrator, or building coordinator.

### **Definition:**

Technology is almost anything that plugs in or runs on batteries (exceptions are the actual building electrical outlets, the lights, the Air Conditioning and heating, and the classroom clocks).

### **Acceptable Use Policy:**

The PCS has a board approved acceptable use policy that covers all users of technology in the district. There is a student level policy and a staff policy. PCS has provided a copy of this policy to all staff and students and expects adherence. If you wish to have another copy of this policy, see your building coordinator or principal. Copies of the student policy will be available to students at each registration day. A parent signature for Internet use will no longer be necessary, but a yearly letter should be passed out at registration or sent home. This letter should state that if a parent has objections to their child using of the Internet, they need to make this objection known by sending a letter to the school.

**Summary:** See the Acceptable Use Policy (AUP) form for complete list of expectations and penalties for non-compliance.

1. The use of PCS technology must be for school purposes - private use of school equipment is not appropriate (the few exceptions will be outlined later).
2. The use of PCS technology is a privilege that, if abused, can be taken away.
3. There is no implied privacy. Computer hard drives, voicemail and network storage are owned by the school and are open to inspection. Internet usage is

- filtered and monitored by the technical staff. If violations of the Acceptable Use Policy occur, these abuses will be reported to the administration.
4. Use of intellectual property should be respected. No use of PCS technology should violate copyright laws (this includes, but is not limited to - computer software, video editing, and photocopying)
  5. Although generally covered in number one and four, the use of the Internet to view inappropriate material, download copyrighted or non-approved software, or anything that takes away from the educational process is a clear violation of the AUP.

### **Specific Expectations :**

#### **School owned equipment:**

1. No piece of school owned equipment should be removed from the assigned building without expressed permission of the building administrator or his designate.
2. No permission should be granted by the administrator if the stated purpose is not directly related to educational use (a permissible use could be taking a digital camera or computer home over the summer to learn the equipment, but should not be to use the camera for personal picture taking).
- 3.

#### **Computer/Network Issues:**

1. The computer in the classroom should be viewed as a resource to aid in enhancing instruction. No computer should be viewed as solely the teacher's or solely the student's, but should be viewed as a tool for enhancing the education of children. Games should not be played on school owned computers, unless such playing contributes to the educational process and aligns with the classroom curriculum.
2. Your Login and Password to the network and to any area in the system (i.e. SDS) should be protected and never given to a student. If a password has been compromised, the staff member should let the building coordinator know so they can request a password change from the technology staff.
3. Software loaded on any computer (whether the computer is school owned or personally owned) must comply with the corporation copyright policy.
  - a. No copyrighted software should be loaded on any computer without that software being in possession of the school's technology team.
    - i. Approved personally owned software, must be stored at school with other software owned by the school and not be loaded in other locations than the license allows.
    - ii. Software, while loaded on machines that reside on school property will be understood to belong to the school. Upon leaving the school or deciding the software is not needed, the school technology staff will remove the software from the computer and give the software media back to the original owner.

4. Downloading Software from the Internet is a tougher policy to specify and even tougher to regulate:
  - a. The Internet and email were provided to each work area to enhance instruction and productivity and not for personal entertainment. The following uses are discouraged:
    - i. Monitoring radio stations via the web (this decreases the speed of the network for everyone).
    - ii. Downloading software that impacts computer performance or that could introduce viruses to the network (this includes unnecessary things like downloading screensavers, music, games, chat room software like MSN Instant Messenger, Yahoo Instant Messenger, Mirc, NetPhone). Please seek permission from your building coordinator or tech committee for permission to download these types of applications. Building Coordinators or Tech Committees should only approve this usage if such usage is necessary to enhance the educational process.
5. Personal Internet and Email Usage Possible Exceptions:
  - a. The Internet should be used to enhance instruction or aid in the performance of a staff member's duties. Occasional personal use is permissible if such use does not interfere with normally assigned duties. Personal use while students are present is discouraged.
  - b. At this time, the corporation does not feel that personal email presents a problem (opening virus laden attachments excluded), as long as it does not interfere with performance of your duties. Checking email while students are present is discouraged.

### **Television and VCR**

The television and VCR in every classroom can add much value and enrichment. It is the hope of this expenditure to see teachers work with guides and record programs that will add to curriculum. The following are goals and requirements for these resources:

- Television or videotape viewing by students should be an integral part of the subject being taught or of such nature (current events) that all students need to see the program.
- Care should be given in viewing an important happening (i.e. the 9-11 tragedy) that the age of the students and the class time given to this is appropriate.
- Videos shown in class from a video store or personally owned must be directly tied to the curriculum of the class or unfortunately, this is a violation of the copyright law. Check the warning on private or video store videos for a ruling against showing them to a group. If this warning is present, permission from the distributor must be sought. Videos from Wabash Valley are not in violation as Wabash Valley has paid the licensing fee to allow public showing on their tapes.
- Most television recordings have a maximum 45-day limit on how long they are legal to keep and show to a class. Certain channels and companies (ie: the

Discovery Channel and National Geographic company) have more generous rules. Check with your media specialist or librarian if there are questions.

- The library staff will record shows upon request. Check with your librarian for procedures in having a program taped for classroom use.
- Personally editing a movie by re-recording a show and editing out parts is a violation unless you receive written permission from the owner of the film. There are companies that buy the rights to PG-13 and R rated films with educational value (like Gettysburg) and edit out the swear words or extreme graphics and sells them to schools and places like Wabash Valley. These film companies will not give us permission to do this for free and will prosecute if they find us violating this aspect of the law.
- Be mindful of the rating of videos shown in the classroom. Even if the film is closely tied to the classroom curriculum, a PG-13 rating is inappropriate to show to 11 year olds without expressed approval of all the parents and the building administrator. Making justification after the fact is much harder than making the case with parents and the administrator before the showing and then excusing the few students whose parents object to another area when showing the video.

### **Telephone**

The addition of the telephone in all work areas in PCS has made life easier for most people; however there are some considerations that must be kept in mind:

- Be careful when talking about students on the phone (ie: a parent calls at the end of the day, but you have a student staying after).
- Do not make personal calls (i.e. making appointments, etc.) while students are present in the classroom.
- The 4-digit long distance code assigned to each professional staff member, select paraprofessionals and office staff should only to be used for school related long distance calls. Staff should use a personal calling card for non-school related long distance.
- Do not share your code with anyone else.
- All student use of the phones should be supervised (before 900 numbers were blocked, we had a \$154 bill for a call to the Psychic Hotline).
- Please check your voicemail daily and clear out old messages. You check your voicemail by dial \* and your extension if you are at your own phone or if you are not at your own phone, dial 700, listen for the recorded voice - hit # and it will ask for your extension and then your password. The 700 method works from any phone in the corporation. If you are at home, you can check your voicemail by calling in and if there is an operator on duty, ask them to transfer you to 700. If you are calling in from home and hear a recording, just hit # and follow the directions to put in your extension and password.

### **Technology Expenditures**

All money that is spent for technology comes from one of two sources, capital projects (from property tax) or from grants. The following are important understandings:

- Any equipment purchases exceeding \$100 must be planned for and budgeted, if said expenditure is to be purchased out of Capital Projects ? Neither general fund material and supplies accounts (411) nor school specific local funds (course fees or extra-curricular, etc.) should be used to buy equipment exceeding the \$100 figure.
- The principal of each school requests Capital Project budget items in May of each year for appropriation in the following year (so a request in May of 2004, approved by the board and the state in August of 2004, can not be expended before 2005). Therefore, planning is important.
- Any grant monies must be spent in accordance to what the grant proposal stated. Most grants allow for a 10% variance, but due diligence to fulfill the tenets of any grant must be given, as failure to adhere to this, could result in the district having to repay the grant out of existing funds. Or it might hurt the chance the corporation would receive future grants.
- It is important to remember that all grant money is owned by the school district and not by the writer of the grant. Therefore, final decisions on the expenditure of such funds must be approved by the administrator in charge or their designate. The placement and usage of grant provided items should adhere to the tenets of the grant and be supervised and reallocated when necessary by the building principal (ie: a grant might state that the equipment provided must be in a 1<sup>st</sup> grade classroom for one full year, but then can be reallocated ? this decision on reallocation would be up to the building administrator with consultation of the appropriate committees and/or district staff).
- Currently, the district allocates Capital Projects money for technology at approximately \$50 per student per year. In actuality it must be understood that this is a requesting suggestion. All Capital Projects money is district wide money and if the need arises, must be spent in ways to best help all students of PCS.

### **Computer Purchasing Decisions**

- All computers will be replaced on a five or six year cycle (if funds are available). The key computers, defined as those in classrooms, offices, and each building's primary lab are on this cycle. The outdated equipment will become additional classroom machines or used to create new labs or add to existing labs.
- With the current initiatives of the district, and the cost in dollars and staff time, future computer buying in the district would be of the Windows platform. For those that like justification, here are a few examples: A power supply for a windows [IBM] machine is \$22, for an Apple \$399. The school warranty of the Windows computers PCS is currently purchasing is 3 years. Apple's warranty is 90 days for labor and 1 year for parts. Further, PCS can not buy the Apple parts. They must be put in by a certified Apple dealer in Kokomo at a cost of \$115 per hour. So, the cost of upkeep and having the technology staff trying to stay current on two completely different platforms made the follow necessary:
  - This district, except in certain special applications where the Windows platform is inferior, will purchase no new Apple computers.

- Current Apple computers would not be connected to the network as this puts additional overhead on the network and necessitates a considerable amount of technology staff time in configuring and maintenance.
- As Apple Macintosh computers fail, they will not be repaired if parts are required. If the computers can be fixed with existing parts and software, they will be repaired.

### **Software Acquisitions**

- Each building plans for a certain amount of necessary software purchases each year. Over the years, decisions have been made, and certain software has been acquired in quantities, to legally load this software on all teachers' machines. If there is a need for additional software for your classroom or office use, a request needs to be turned in to your building coordinator with reasons why this expenditure should be made. If it can be shown that what the staff member needs to do to enhance curriculum cannot be done with existing software, the expenditure will likely be granted and the building coordinator will request the technology department to acquire and load it.

### **Printers**

Computers have little value to the teacher without the ability to print out the work. It is the plan of PCS technology to have at least two printer resources available to the staff and students. Considerations in this area:

- Many rooms have an individual (local) printer; however, due to the cost of replacement cartridges and the four cents per page for an inkjet, building committees are unanimous in moving away from providing this type of printing. Laser printers have a one-cent per page average for black and white.
- All buildings have at least one black and white HP network laser printer and one color laser accessible to all staff members' main computer. Larger buildings have multiple lasers.
- The color laser is a great addition, but costs more per page if color is involved. This ranges from a few cents to a dollar if the whole page is a color photograph. Due diligence must be taken in printing in color. The teacher should supervise student use of the color laser printer.

### **Storage of Volatile Files (Personally written - not replaceable)**

- All personally created files should not be stored on the hard drive of the classroom machine. When logged in to the network, there is an area called your P: file that is your place to store data. Another option is to store personally created data on floppy disk. Both of these choices provide a higher degree of security for files and allow the technology staff to fix computers without the worry of losing a person's files.
- Each summer a number of computers will be updated and, if needed, rebuilt. If the only thing on the hard drive of that computer are school owned applications, we can easily reload these. There should be no inconvenience to staff.

- The technology staff backs-up all data in the P: files periodically, so chance of loss is lessened.

### **Replacement of equipment**

- Built in to every year's Capital Project budget are line items for AV and other technology pieces. If a piece of equipment can not be repaired, it will be replaced (this includes overhead projectors, TVs, VCRs, and computers. A staff member needs to let their building coordinator know if a piece of technology in their area is broken or does not serve the needed purpose. If the resources are available, these requests will be fulfilled.

### **Key Software of the District**

The following list is some of the key software that is installed on computers throughout the district:

- ALS and Essential Skills - Remedial and Enhancement software that each students K-8 use for one hour per week.
- Gradekeeper - The Corporation owned grade book software.
- Internet Explorer 5.5 - The Corporation has recently moved to the use of Internet Explorer over the Netscape product. If there is a specific need for Netscape 4.72, it can be loaded upon request.
- Microsoft Works 4.0 or 4.5 - an integrated program, providing a basic spreadsheet, database, and word processing program.
- Corel WordPerfect Suite 7 - a comprehensive suite of software for word processing, spreadsheet, and presentation development. This program is very similar to the Microsoft Office product.
- Student Data Systems (SDS) - our student management software for attendance, grade reporting, and managing of all information.
- Groupwise - the email program the district uses.
- Novell Application Launcher (NAL) - provides building specific software.
- Adobe Acrobat Reader 5 or 6 - software used to read many Internet documents.