



North Montgomery Community School Corp. (NMCSC) Staff Technology Handbook

INDEX

	Page
Staff Acceptable Use Policy	2
Acceptable Use Policy Sign-Off	4
Staff Device Use Agreement	5
NMCSC Standards Proper Device Care	7
Device Use Agreement Sign-Off	9

NMCSC Staff Acceptable Use Policy

(Based in part on School Board Policies 7530.02, 7540.01, 7540.02, 7540.04, 7540.05, 7542, & 7544)

The school board provides technology resources (as defined in School Board Policy Bylaw 0100) to support the educational and professional needs of its students and staff. Corporation technology Resources are to be used for business and educational purposes. The school board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the board imposes reasonable restrictions on its use consistent with its limited educational purpose.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of technology resources that are not authorized by this policy and its accompanying guidelines.

Staff Responsibilities:

Staff members are expected to utilize Corporation Technology Resources and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Corporation does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with school board policies and the accompanying guidelines.

Users have no right or expectation to privacy when using Corporation technology resources (including, but not limited to, privacy in the content of their personal files, electronic and voice mails, and records of their online activity when using the Corporation's computer network and/or Internet connection). NMCSC reserves the right to confiscate, remove, search or otherwise investigate any of the above mentioned items at its discretion as well as any personally owned storage device or media used on NMCSC property. NMCSC prohibits individuals from using their personal communication devices (PCDs) to access the Corporation's technology resources (e.g., networks, servers, projectors, printers, etc.) while on-site at a Corporation facility.

Unacceptable Uses

Unacceptable uses include, but are not limited to the following:

- a) Engaging in actions that are illegal (such as libel, slander, vandalism, harassment, bullying, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like)
- b) Disclosing the personally identifiable information of any staff or student
- c) Using technology resources to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail account
- d) Attempting to forge email headers, use invalid or non-existent domain names, or other means of deceptive addressing
- e) Accessing, uploading, downloading, distributing or e-mailing inappropriate, obscene, pornographic or otherwise explicit material or literature
- f) Harvesting or collecting network e-mail addresses for the purposes of sending unsolicited e-mail
- g) Using school email (or school time) to promote any referendum after the resolution is

- passed or any political candidates.
- h) Using the account or password of another user
 - i) Attempting to disable/alter technology protection measures, alter or circumvent NMCS computer restrictions or security systems for any purpose
 - j) Violating copyright or otherwise use the intellectual, personal or physical property of another individual or organization without permission
 - k) Attempting to vandalize, damage, or disable the property of another individual or organization
 - l) Downloading or storing entertainment software, games or other files not related to the mission and objectives of NMCS
 - m) Using social media that has not been approved and is not for educational purposes
 - n) Requiring students to go to the staff member's personal web pages/sites (including but not limited to Facebook, Instagram, or Pinterest) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.
 - o) Any conduct that violates board policy or is deemed contrary to the best interests of the NMCS, its students, employees and property

Social Media Guidelines for Staff

Staff use of Corporation-approved social media platforms/sites (as defined in School Board Policy Bylaw 0100) must be consistent with Policy 7544. Staff are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through Corporation-approved social media platforms/sites without appropriate consent.

Guarantees and Privacy

NMCS electronic information resources, the Internet, and use of e-mail are not inherently secure or private. NMCS reserves the right to monitor and/or search staff use of NMCS's technology resources and take appropriate action based on use that violates school board policy. NMCS reserves the right to disclose any electronic message or data to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, e.g., in response to a document production request made in a lawsuit involving the NMCS or by a third party against the user or pursuant to a public records disclosure request. NMCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. NMCS will not be responsible for any damages incurred by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. NMCS will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of NMCS's technology resources. Use of any information obtained via the Internet is at the user's risk. NMCS specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by NMCS resulting from the user's intentional misuse of the NMCS's technology resources.

NMCS Staff Acceptable Use Policy

Please sign and return the below portion to the school you are employed in.

Staff Agreement

As an employee of the North Montgomery Community School Corporation, I have read and agree to comply with the NMCS Staff Acceptable Use Policy and acknowledge that violation of the acceptable use policy may result in disciplinary action up to and including dismissal. I further understand that some materials accessible to network/Internet users may be offensive, illegal, defamatory, or inaccurate, and that although the North Montgomery Community School Corporation has taken reasonable precautions to restrict access to such materials, such exposure may nevertheless occur. I further agree to indemnify and hold harmless the North Montgomery Community School Corporation, its employees and agents, from any and all claims arising from misuse of the network/Internet, and waive any and all claims I may have against the District for such use or misuse. In addition, I understand that I may have access to sensitive and confidential data and that I will only view such information that is pertinent to the duties assigned to me and will not violate Federal Laws such as FERPA and HIPAA.

Signature: _____ Date _____

Board approved 7-24-17
Revised 1-27-20
Form revised 4-23-21

Staff 1:1 Device Use Agreement

This agreement is made effective upon receipt of a 1:1 device (i.e. Chromebook or iPad, depending on which building) between The North Montgomery Comm. School Corporation (“NMCS”) and the staff member (“Staff”) receiving a device. This agreement is considered an addendum to the NMCS Staff Acceptable Use Policy. The Staff member, in consideration of being provided with a 1:1 device, including power adapter, charging cable, case and software (“accessories”) for use while employed at NMCS, hereby agree as follows:

1. Equipment:

- a. Ownership: NMCS retains sole right of possession of the 1:1 device and grants permission to staff to use the 1:1 device according to the guidelines set forth in this document and in conjunction with the NMCS Staff Acceptable Use Policy. NMCS retains the right to collect and/or inspect the 1:1 device and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software (including the device OS) or hardware.
- b. Equipment Provided: Efforts are made to keep all 1:1 device configurations the same. All systems include ample RAM, applications, and wireless network capability. NMCS will retain records of the serial numbers of provided equipment.
- c. Substitution of Equipment: In the event the 1:1 device is inoperable, NMCS has a limited number of spares for use while the 1:1 device is repaired or replaced. This agreement remains in effect for such a substitute. Staff may NOT opt to keep a 1:1 device or to avoid using the 1:1 device due to loss or damage.
- d. Responsibility for Electronic Data: It is the sole responsibility of the staff member to backup indispensable data as necessary. NMCS does not accept responsibility for any such files or software.
- e. Responsibility for Installed Software: The Staff may not install or uninstall any software to the 1:1 device without prior approval from the Technology Staff. Operating System and Application updates will be run from a central location.

2. Damage, Loss or unreturned Equipment:

- a. Warranty for Equipment Malfunction: NMCS has a limited manufacturer’s warranty for the 1:1 device. The warranty only covers damage to the 1:1 device caused by manufacturer’s defects.
- b. Responsibility for Damage: Staff are responsible for maintaining a 100% working 1:1 device and accessories at all times. Staff shall use reasonable care to ensure that the 1:1 device and accessories are not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage or loss/theft of the 1:1 device or accessories, it is the staff member’s responsibility to notify their school administrative office as soon as possible. Devices that are lost/stolen or not returned will result in full replacement cost of the 1:1 device and accessories being accessed.
- c. NMCS reserves the right to charge the Staff the full cost for repair or replacement of the 1:1 device or accessories when damage occurs *due to gross negligence*. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked 1:1 device at any time. See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)
 - Lending the 1:1 device or accessories to anyone.
 - Using the 1:1 device or accessories in an unsafe environment.
 - Using the 1:1 device or accessories in an unsafe manner.
- d. Technical Support and Repair: NMCSC will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of NMCSC may result in the staff being charged the full replacement cost of the device or accessories. A regular summer maintenance plan is scheduled for devices collected at the end of school.
3. Legal and Ethical Use Policies:
- a. Monitoring: NMCSC will monitor 1:1 device use using a variety of methods to ensure compliance with NMCSC’s Staff Acceptable Use Policy and this agreement.
 - b. Legal and Ethical Use: All aspects of NMCSC’s Staff Acceptable Use Policy remain in effect during the use of the 1:1 device. NMCSC will make every attempt to provide content filtering within the NMCSC network and outside the network. However, NMCSC does not have full control of the information on the Internet or incoming e-mail while off campus.
 - c. File-sharing and Proxy Apps/websites: The installation and/or use of any Internet-based file-sharing tools or Proxy Apps/websites designed to circumvent filtering software are explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).
 - d. Allowable Customizations: Staff are permitted to alter or add files to customize the assigned 1:1 device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, NMCSC reserves the right to insure all customizations follow the NMCSC Staff Acceptable Use Policy and may periodically conduct maintenance that may configure the 1:1 device back to the originally installed state.

NMCSA Standards For Proper 1:1 Device Care

This document is an important addendum to the Staff 1:1 device Use Agreement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned 1:1 device.

Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Your Responsibilities

- Treat the equipment with as much care as if it were your own property.
- Update the 1:1 device OS when directed by technology staff.
- Bring the 1:1 device, case and charging unit every school day.
- Keep the 1:1 device either secured (i.e., locked in your locker, classroom or other secure place where others do not have access) or attended (with you or within your sight) at all times. Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the 1:1 device in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the 1:1 device in a car other than in a locked trunk.
- Do not expose the 1:1 device to extreme temperatures or elements including water.
- Do not let anyone use the 1:1 device you have been assigned. Loss or damage that occurs when anyone else is using your assigned 1:1 device or accessories will be your full responsibility.
- Adhere to NMCSA's Staff 1:1 device Use Agreement at all times and in all locations. When in doubt about acceptable use, ask an administrator or member of the tech team staff.
- Back up your data. Never consider any electronic information safe when stored on only one device. Use your school-supplied accounts on a regular basis.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to a principal or submit a helpdesk ticket.
- Don't force anything (e.g., connections, charging cables, etc.). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of NMCSA for repairs.

General Care

- Do not attempt to remove or change the physical structure of the 1:1 device, including the screen cover or school provided case. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the 1:1 device.
- Do not do anything to the 1:1 device or accessories that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the 1:1 device.

Carrying the 1:1 device

- Always leave the 1:1 device in the school provided case.
- Do not grab and squeeze the 1:1 device, as this can damage the screen and other components.
- When moving with the 1:1 device, be sure to hold it securely with both hands.

Screen Care

- The 1:1 device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure (e.g., closing lid on earbuds).
- Do not touch the 1:1 device screen with anything (e.g., pen, pencil, etc.).
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Always check to make sure no objects such as pencils, pens or head phone plugs have been left on the keyboard prior to closing the 1:1 device. Closing the 1:1 device with an object on the keyboard can damage the screen.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your 1:1 device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Charge when the battery reaches 10% capacity. Immediately shutdown if you are unable to connect to the charger.

Personal Health and Safety

- Avoid lengthy use involving repetitive tasks. Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- Read any safety warnings included with the device.

Staff 1:1 Device Program Acknowledgement Form

Review and initial each statement below.

Board approved 5-19-

14

The following items reiterate some of the most important points covered in the Staff 1:1 device Use Agreement and the Standards for Proper Care addendum.

	Staff Initial
I will not leave my device or accessories unattended unless it is locked in a secure place. I am fully responsible for the cost of deductible or replacement should my device or accessories become lost or stolen.	
I understand that I am financially responsible for the full cost if damage occurs due to my "gross negligence."	
I understand that I am responsible for backing up my own files and important files should always be stored in Google Drive.	
I will read and follow the Standards for Proper 1:1 device Care.	
I will read and follow general maintenance alerts from school technology personnel.	
I will report any problem, damage, loss or theft to my principal, or member of the tech team staff immediately.	
I will keep the device secured whenever it is moved from one point to another.	
I will not attempt to repair the device outside of approved NMCS channels.	

Terms of Agreement

I have read the 1:1 device Staff Use Agreement and the Standards for Proper Care addendum and agree with their stated conditions. I understand I am financially responsible for any damages to the 1:1 device or if the 1:1 device and/or accessories are lost/stolen. I understand the 1:1 device and accessories remain the property of NMCS. At the end of my employment, I agree to return the 1:1 device and accessories to the school in the same condition it was issued less reasonable wear.

Staff Name (printed clearly) _____

Staff Signature + Date _____