



NORTH ARLINGTON PUBLIC SCHOOLS



Technology Handbook

**For All Employees of the
North Arlington School
District**

Revised: August 2019

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EDUCATIONAL TECHNOLOGY MISSION STATEMENT

North Arlington Public Schools believes in enhancing instruction and communication through the use of technology. To do so, it is the mission of the school district to implement – at every level – technology and technical tools to compliment the many facets of learning and teaching that are available to our students and staff.

It is our continued belief that students and staff alike should have access to the latest technology trends, tools, resources, and computers to include, but not limited to: Mobile Computing, On-Line Learning, and Collaboration.

Students and staff should feel comfortable, safe, and secure throughout our school facilities while using technology responsibly and respectfully, and they should also feel safe from any unwarranted or inappropriate content. Through several security measures, North Arlington Public Schools works diligently to sustain this comfortable and efficient environment.

North Arlington Public Schools will continue to implement technical processes, procedures, policies, regulations, and devices deemed beneficial to the education of our students.

TECHNOLOGY PROCEDURES, POLICIES, AND REGULATIONS

Main Points:

1. The use of any technology in our schools is governed by Board-adopted policies and regulations designed for both students and staff alike. You are required to review all policies as outlined below.
2. Always use caution with any communications.
3. Everyone is required to check their email and voicemail at least once per day; more as may be necessary.

Program

District Policy	Policy Title
2360	USE OF TECHNOLOGY
2361	ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)
2363	Pupil Use of Privately-Owned Electronic Devices

Teaching Staff Members

District Policy	Policy Title
3282	USE OF SOCIAL NETWORKING SITES
3283	Electronic Communications Between Teaching Staff Members and Students
3321	ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES
3322	STAFF MEMBER’S USE OF CELLULAR TELEPHONES

Regulation	Regulation Title
3321	ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS

Support Staff

District Policy	Policy Title
4282	USE OF SOCIAL NETWORKING SITES
4283	Electronic Communications Between Support Staff Members and Students

4321	ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES
4322	STAFF MEMBER'S USE OF CELLULAR TELEPHONES

Regulation	Regulation Title
4321	ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY SUPPORT STAFF MEMBERS

Students

District Policy	Policy Title
5516	Use of Electronic Communications and Recording Devices
5517	PUPIL IDENTIFICATION CARDS

Property

District Policy	Policy Title
7441	ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS
7522	SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STAFF MEMBERS
7523	SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STUDENTS

All policies and regulations should be reviewed and fully understood by all staff members. The district provides a link to this information on our main web page and labeled: "Bylaws, Policies, and Regulations for the BOE," which can be located at <http://www.navikings.org/>.

TECHNOLOGY IN OUR SCHOOLS

1. Our five schools contain both wired and wireless networks. All classrooms, offices, libraries, media centers, and other areas, have access to our school network and the Internet. The high school is where the main network is located.
2. Our school network is considered a "Domain". Our "logon" domain from Windows computers is: n_arlington. Our Internet domain (URL) is: www.navikings.org
3. We use a PaloAlto Web Content Filter and Firewall to block inappropriate web sites. We also use Google's "aggressive" SPAM/JUNK filters to determine the validity and safety of our incoming and outgoing emails.
4. On our Windows computers, we use Sophos Antivirus.
5. Computers in our schools are a combination of Windows 10 Professional, Windows 7 Professional, and Acer Chromebooks.
6. Technology available to everyone in our schools consists of desktops, laptops, iPads, Macbooks, iPods, Smart Boards, Netbooks, Chromebooks, Printers, and many other devices.
7. We use many web-based resources such as Think Central, IXL, Realtime, BrainPOP, Edmodo, GSuite for Education, Google Classroom, World Books Online, and our main public web site.
8. All technology in our schools are managed and maintained by the Director of Technology, Mr. Asmus, at x3054 (or by email to: masmus@navikings.org), and Robert Silkowski at x2098 (or by email to: rsilkowski@navikings.org) This includes, but is not limited to: any and all user accounts to any and all systems, web sites, and/or services; voicemail, email, our school network, Internet access, wireless access, video surveillance systems, and the keycard access system (except as explained below).
9. Door cards are required for access to our buildings. Loss of your keycard will incur a \$5.00 replacement fee. If your door card is lost/stolen/broken, please contact Mr. Asmus.

SCHOOL COMPUTER ACCOUNT

1. You need to have a username and a password to gain access to any Windows computer in our schools. Your school computer account is created and maintained by the District Director of Technology. You are not to share your username or password with anyone!
2. You can log in to any Windows school computer with your username and password. All computers have the necessary software for you to use, and you also get access to any shared network drives. You can also access your emails (see page 9) and your documents (see page 11) from any computer anywhere within our schools.
3. NOTE: You must use a school computer in order to reset your domain password.
4. Using our school computers means that you agree to the terms and conditions set forth in our Acceptable Use Policy (AUP), including, but not limited to, all other technology policies which are located on our Intranet and public web sites. It is your responsibility to read all policies.
5. Because of the nature of information available on our school network, keep your username and password a secret and remember to “log off” from the computer when you don’t need to use it. Do not share your username or password with anyone, and do not leave a computer unattended while you are still logged into the network.
6. Your username and password not only give you access to our school computers, it also gives you access to the Internet and to your email account.
7. Your school computer account is not the same as any other account you might be assigned; such as access to the student information system (Realtime), Think Central, and/or other systems in use within our schools.
8. Always remember to log off of the computer when you are finished.
9. Please shut down your computer at the end of each school day.

PHONES AND VOICEMAIL

1. The main phone number for all schools is: 201-991-6800
2. We use an anonymous call blocker to prevent unwanted phone calls.
3. All offices, and some classrooms, have telephones. However, classrooms and certain other phones are only able to dial local telephone numbers. Front-office phones are equipped with the ability to dial long-distance. In the event you need to make a long-distance phone call from a school phone, please see your school secretary or principal.
4. Teachers and other employees that do not have an actual telephone are still provided a voicemail extension. This is provided to you so that parents and others may call and leave you a voicemail. Therefore, everyone has a voicemail account.
5. Voicemail accounts are assigned by the District Director of Technology.
6. To activate a new voicemail account, follow these steps:
 - From any phone, dial 4000
 - Press the star (*) and then the pound (#) keys
 - At the prompt, dial your extension number
 - At the prompt, dial the temporary pass code of four zeros (0000)
 - Listen carefully to the prompts and follow their instructions
 - When finished setting up your voicemail, hang up the phone
7. You may access your voicemail from any phone in any school by dialing 4000, then pressing the star (*) key and the pound (#) key followed by your extension, and then entering your pass code.
8. To retrieve your voicemail from outside the schools at any time, dial 201-991-6800 and wait for the automated attendant, then press the pound key (#) and follow the prompts.

E-MAIL

1. Electronic mail (email) is the primary way, and most widely-used form, of communication throughout our schools.
2. We have a business-class email solution from “GSuite for Education” (a.k.a. Gmail).
3. The format of everyone’s email address is: [“firstinitialandlastname@navikings.org”](mailto:firstname.lastname@navikings.org)
4. To gain access to your email, do one of the following:
 - a. Go to our web site and click the link at the top-right titled: School Email
 - b. Using a Chrome Browser, click the Login button and log in to your email account and then click on the Mail logo.
5. You have a 30GB limit in Gmail which ALSO includes all of your Google Drive files, folders, and pictures! Please keep track of your storage limit and maintain it appropriately.
6. All employees (teachers, office personnel, custodians, aides, etc.) have an email account. Email accounts, whether you need to send an email, should be checked at least once per day so that you may ascertain if any emails you may have received require any type of follow-up.
7. All students in Grades 3 through 12 also have an email account. The same rule applies to students, since the primary senders would be teachers and potentially their parent(s).

STUDENT INFORMATION SYSTEM (AKA: REALTIME)

1. Our student information system is known as “Realtime”, which is also the name of the company that hosts the system for us.
2. Realtime is a web-based system that is accessible from any computer that has access to the Internet (at school, at home, or from any mobile device) by using Internet Explorer or any other web browser and navigating to the web address designed exclusively for North Arlington: <https://secure.fridaysis.com/northarlington>.
3. Your username and password to Realtime is **not** the same as your school computer account, although your username might be the same. It is important to understand this difference because at times, certain systems might require you to change your password. And when you change your password on one system, it has no effect on your password with other systems.
4. User accounts are created and maintained by the District Director of Technology.
5. You are required to choose 3 questions and provide answers to them in order to identify yourself in the event you forget your password or use multiple computers. This is a safety precaution. Just keep in mind that no one knows what the correct answers are to your questions, so try to keep your answers as simple as possible.
6. NOTE: If you ever forget your password, please do not make any more than 3 attempts to gain access to the system. If you try more than 3 different passwords, the system will shut down your account permanently. There is a “Forgot Password” link that you can use to have the system email you your password.
7. Because Realtime is a web-based system, whereby all attendance, grades, report cards, IEPs, etc. are kept, it is vitally important that you never leave yourself logged into the system when not in use. There is an automatic timer on the system that will log you off within 15 minutes of inactivity, but we recommend that you log yourself off after taking attendance and so on.
8. Please see your school Principal, Supervisor, or TTI member for all training requirements.
9. If you need support at any time, please consult with your Supervisor, Principal, or TTI member.

SAVING DOCUMENTS

1. Typically, when we save documents on a regular computer – such as a home computer -- the documents get saved under MY DOCUMENTS. That is not the case on our school computers. You should save your documents to your Google Drive so that you can access them from anywhere!
2. We also provide a place to share documents with other school employees on the N:\ drive. Understand that if you save to the N:\ drive, the document is made “public” to everyone in our schools (except students). This means the document is “shared”. You can also use your Google Drive to share documents or folders with other people in order to perform any required “collaboration” efforts.
3. Students in Grades 3 through 12 are required to use Google Drive to save their documents so that they can access them from home (for homework purposes) or from any computer in our schools.
4. If you save documents directly into the MY DOCUMENTS folder on a computer, you will only be able to access those documents from that computer, and we do not guarantee recovery of your documents in the event the computer hard drive fails. So please use your Google Drive!
5. If you use a USB drive (also known as a “flash disk” or a “thumb drive”), we do not guarantee recovery of your documents in the event of device failure. Again, please use your Google Drive!
6. If you have any questions about saving documents on our network, please ask. We are happy to have such a powerful resource available to our employees and we want it to work to the best of your needs.

OUR INTERNET WEB SITE

1. Our Internet (public) web site is <http://www.navikings.org/> and contains information for parents, students, and the community at large about our schools, our programs, the Board of Education, and notices about events and items that are required by law to be published.
2. Our public web site also contains links to the individual school web sites.
3. On our public web site also contains links to your Staff Email, Aesop, and located under the About Us link is another link called Staff Resources where you will find links to Realtime, Policies and Procedures, and other important information.
4. We also have an APP which can be downloaded either for Android or Apple. Just search your App Store for: North Arlington Schools

EMERGENCY NOTIFICATION (REVERSE 911) SYSTEM

1. We use a web-based emergency notification system that we call the “Reverse 911” system.
2. This 911 system provides us with an automated approach to broadcasting messages to the phones of every employee and every parent of our schools within a matter of minutes.
3. This type of notification system is also known as an “Outreach”.
4. Calls are made by the Superintendent or building principals in regards to inclement weather (i.e. delayed openings, closures, early dismissals, etc.), actual emergencies, and also as a way to communicate information.
5. When you receive a Reverse 911 call, it will be a pre-recorded message.
6. **It is vitally important for you to always maintain accurate phone numbers for this system by notifying YOUR SCHOOL SECRETARY.**

TECHNOLOGY SUPPORT

1. **You are not alone! We are here to help.** We understand that the world of education has changed considerably since the introduction of technology in schools, so we provide many ways for you to get the support you need.
2. The primary contact for desktop, laptop, printer support in our schools is our Robert Silkowski via email. For assistance with the Internet, email, phones, contact Michael Asmus via email.
3. You may also contact your school's TTI (Team for Technology Integration) member. Your TTI member is listed in the directory on our Intranet site.
4. Another resource for support is to contact your supervisor, principal, school secretary, or ask one of your peers.
5. There are so many levels of experience in our school system that someone will have the support you need. All you need to do is ask.
6. Additionally, Professional Development, Internet webinars, and many other external sources are good ways of increasing your technical proficiency.