

Staff Technology Handbook
North Montgomery Community School Corp.



Board Approved 8-26-24

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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. North Montgomery Community School's (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). The Corporation 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 Corporation property. The Corporation prohibits individuals from using their personal communication devices (PCDs) and other technology related items (i.e. cabling, monitors and any peripheral device) to access or connect to the Corporation's technology resources (e.g., networks, servers, projectors, printers, computers, Chromebooks, iPads, 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) Engaging in acts that violate state or federal laws (such as but not limited to Copyright, FERPA, HIPPA, Title VII, or Title IX)
- c) Disclosing the personally identifiable information of any staff or student
- d) Using technology resources to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail account
- e) Attempting to forge email headers, use invalid or non-existent domain names, or other means of deceptive addressing
- f) Accessing, uploading, downloading, distributing or e-mailing inappropriate, obscene, pornographic or otherwise explicit material or literature
- g) Harvesting or collecting network e-mail addresses for the purposes of sending unsolicited e-mail
- h) Using school email (or school time) to promote any referendum after the resolution is passed or any political candidates.
- i) Using the account or password of another user
- j) Attempting to disable/alter technology protection measures, alter or circumvent Corporation computer restrictions or security systems for any purpose
- k) Violating copyright or otherwise use the intellectual, personal or physical property of another individual or organization without permission
- l) Attempting to vandalize, damage, or disable the property of another individual or organization
- m) Downloading or storing entertainment software, games or other files not related to the mission and educational objectives of the Corporation
- n) Using social media that has not been approved and is not for educational purposes
- o) 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.
- p) Any conduct that violates board policy or is deemed contrary to the best interests of the Corporation, its students, employees and property

Violations may result in discipline up to and including termination.

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 School Board 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. Violations may result in discipline up to and including termination.

Guarantees and Privacy

The Corporation's electronic information resources, the Internet, and use of e-mail are not inherently secure or private. The Corporation reserves the right to monitor and/or search a staff member's use of the Corporation's technology resources and take appropriate action based on use that violates School Board policy, state or federal law. The Corporation 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 Corporation or by a third party against the user or pursuant to a public records disclosure request. The Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Corporation will not be responsible for any damage incurred by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. The Corporation will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Corporation's technology resources. Use of any information obtained via the Internet is at the user's risk. The Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by the Corporation resulting from the user's intentional misuse of the Corporation's technology resources.

NMCSC Staff Acceptable Use Policy

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

Staff Agreement

As an employee of the North Montgomery Community School Corporation, I have read and agree to comply with the NMCSC 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 Corporation 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 which is pertinent to the duties assigned to me and will not violate state or federal laws.

Signature: _____ Date _____

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 (“the Corporation”) and the staff member (“Staff”) receiving a device. This agreement is considered an addendum to the NMCSC 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 by the Corporation, hereby agree as follows:

1. Equipment:

- a. **Ownership:** The Corporation retains the 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 NMCSC Staff Acceptable Use Policy. The Corporation 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 configuration’s the same. All systems include ample RAM, applications, and wireless network capability. The Corporation will retain records of the serial numbers of provided equipment.
- c. **Substitution of Equipment:** In the event the 1:1 device is inoperable, the Corporation 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. The Corporation does not accept responsibility for the loss of any files or software.
- e. **Responsibility for Installed Software:** Staff members 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:** The Corporation 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. Damage, accidental or otherwise, is not covered and is the responsibility of the user.
- b. **Responsibility for Damage:** Staff members are responsible for maintaining a 100% working 1:1 device and accessories at all times. Staff members 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 the Technology Department as soon as possible. Devices or accessories that are lost/stolen or not returned will result in a charge to the staff member for the full replacement cost of the items.
- c. The Corporation 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: The Corporation will provide technical support, maintenance and repair during school hours. Any attempt to have repairs made by someone other than the Corporation Technology Department may result in the staff member being charged the full replacement cost of the device or accessories.

3. Legal and Ethical Use Policies:

- a. Monitoring: The Corporation will monitor 1:1 device use using a variety of methods to ensure compliance with the NMCSC’s Staff Acceptable Use Policy and this agreement.
- b. Legal and Ethical Use: All aspects of the Corporation’s Staff Acceptable Use Policy remain in effect during the use of the 1:1 device. The Corporation will make every attempt to provide content filtering within and outside of the school network. The Corporation, however, may 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 (such as DuckDuckGo) designed to circumvent filtering software is 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 members 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, the Corporation reserves the right to ensure 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.

NMCSC 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 from 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 classroom or other secure place where

others do not have access) or 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 the NMCSC 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 the 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 the Corporation for repairs to the device.

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 may result in damage which you will be responsible for covering 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. Do not place stickers of any kind on the device or case.

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 headphone 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 at 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.

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Staff 1:1 Device Program Acknowledgement Form

Review and initial each statement below.

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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 Corporation 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 damage 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 the Corporation. I also understand Violations may result in discipline up to and including termination. 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 _____