TECHNOLOGY DEPARTMENT EMPLOYEE HANDBOOK

July 2025

Note: This handbook is not a contract and is subject to change. This handbook lists items regarding discipline and progressive discipline for specific violations of employment. These listings do not change the status of at-will employees. Please read the employee handbook carefully. Failure to meet the expectations, policies, and/or procedures outlined in this employee handbook or any other employee handbooks specific to your area can result in disciplinary measures up to and including termination.

Hamilton Southeastern Schools is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, gender, national origin, or handicapping condition.

<u>This document is a supplement to HSE's Support Staff Handbook</u>

Table of Contents

This handbook is specifically related to issues that affect Hamilton Southeastern Schools Technology Department employees. A comprehensive Support Staff Handbook covers information that affects support staff members from the Technology Department as well as the support staff from the other various departments of Hamilton Southeastern Schools. If you cannot find information about a topic in this handbook, please consult the Hamilton Southeastern Schools' Support Staff Handbook and/or Policy Manual.

This handbook is not a contract of employment; therefore, it is subject to change.

1. Mission Statement

The mission of the HSE Technology Department is to provide leadership along with innovative, effective, and reliable technological support to the students, staff members, and administrators of all schools and the central administration in achieving the overall educational mission of Hamilton Southeastern Schools.

2. Professional Expectations

All Technology Department employees are required and expected to maintain a high level of professionalism, courtesy, and respect towards others.

All Technology Department employees using school corporation technology and equipment must restrict their use to technical support and to perform their job duties.

3. Public Relations

Remember that people associate you and your demeanor as a representative of the school and the Technology Department. Display respect for the students and teachers in your building. Greet visitors in a professional, friendly, courteous, and helpful manner.

Our purpose is to serve and support the students, their parents, and the community. Your technical support helps the teaching staff accomplish their jobs in the classrooms and is critical to the educational mission of the school district.

4. Absences

Chronic or patterns of absenteeism, even if scheduled, can be detrimental to staffing and productivity. You must notify your supervisor and your building principal via email at least 30 minutes before your scheduled work day begins if you are going to be absent for any reason. Employees with chronic or patterns of absenteeism cannot be considered to be meeting the commitments of the work schedule and may lead to a reprimand or employment termination.

Hamilton Southeastern Schools recognizes the importance of providing reasonable time off for employees who are ill or who need time to take care of personal matters that cannot be accomplished during non-work hours. That being said, sick leave and personal leave is provided for specific job assignments. In addition, absences for special circumstances can also be excused. These include: bereavement leave, inclement weather, jury duty, or appearance as a witness in a jury trial, workers compensation leave, approved family medical leave, and disciplinary leave/suspension.

Timesheet Documentation

195 and 205-day schedule technology department hourly (non-exempt) employees are required to fill out time sheets daily. Time sheets are completed using the Time clocks Plus application. Year-round or 260-day schedule technology department hourly (non-exempt) employees are not required to fill out time sheets; however, it is an expectation that employees will fulfill the work hours agreed upon employment and determined by the Department Directors. The respective technology area managers are responsible for monitoring employee absences and counseling employees in a timely manner when attendance concerns surface. Claiming unworked time or hours will be considered an act of fraud and will lead to employment termination.

Departmental Rules

a. The respective technology department area managers are responsible for informing and enforcing the department's absence policies and procedures.
b. All employees are required to email and report their absences directly to their immediate supervisor and their building principal at least 30 minutes prior to the start of the workday.
c. **Voluntary time without pay is not allowed.** Any emergency or incident where time without pay may be necessary will be considered on a case-by-case basis.
d. Three (3) days or more taken throughout year as time off without pay will be considered willful neglect of duties.
e. Exceptions to this policy require written approval of the Director of Educational or Infrastructure Technologies.

5. Tardiness

Employees are expected to arrive to work at the scheduled beginning time and stay on the job until the scheduled ending time. Chronic or patterns of tardiness, either at the beginning of your shift or returning to work from scheduled breaks, can be detrimental to the department's productivity and the school district's overall educational mission. Employees with chronic tardiness or patterns of tardiness cannot be considered to be meeting the commitments of the work schedule, and could be subject to disciplinary action and/or termination.

6. Breaks/Lunch

Break and lunch times are set times that need to be scheduled and approved by your supervisor. Employees are expected to observe the set break and lunch times. Lunch breaks must be taken and cannot be exchanged for time off such as early dismissal, medical appointments, personal time, etc.

Buildings with more than one technology specialist, and Administration building employees, must schedule overlapping lunch breaks so that there is always someone available to respond in case of an emergency.

195 and 205-day schedule employees who work eight (8) hour shifts are allowed two (2), fifteen (15) minute breaks and thirty (30) minutes for lunch due to the convenience of the school cafeteria. 15-minute breaks cannot be combined to make 1-hour lunch breaks. Breaks must be taken and cannot be exchanged for time off such as early dismissal, medical appointments, personal time, etc.

260-day schedule and salaried (exempt) employees are allowed one (1) hour for lunch. Lunch breaks must be taken and cannot be exchanged for time off such as early dismissal, medical appointments, personal time, etc.

Extending or abusing breaks or lunch times will be considered willful neglect of duty that may lead to employment termination.

Leaving work or assigned building without notification, other than an emergency, will be considered abandonment of duties and will lead to disciplinary action and/or employment termination.

7. Emergency Closings and Delays

On days where there's a school delay, all employees should report to work during regular working hours and remain for the entire shift. If you are unable to get to work due to inclement weather on any day that you are scheduled to work, you must inform your supervisor as soon as possible. 260-day employees must use personal or vacation time (either ½ day or full day) or use previously accumulated compensatory time (with appropriate documentation) to cover the missed time. 195 and 205-day employees may either take personal leave (either ½ day or full day), previously accumulated compensatory time (with appropriate documentation) or may choose to only claim the hours worked on their time sheet (effectively taking a pay dock for the lost hours that day).

In instances where the schools are closed for the entire day, employees on the 195 and 205-day schedule should remain at home. However, they are expected to be at work for the entire shift on the school's make up day. Year-round (260-day schedule) and salaried employees must report to work on the day's schools are closed unless conditions warrant no travel by order of Law Enforcement, County or City government, or Superintendent of Hamilton Southeastern Schools.

In the event of a school closing or early dismissal due to an emergency or crisis, technology specialists assigned to affected buildings will report to their supervisors and finish the day at another or alternate building. If the supervisor determines that you are allowed to go home due to the emergency or crisis, you are required to make up the time at a later date not to exceed forty (40) hours the same week.

8. Requesting Vacation, Professional, or Personal Leave

You need to request vacation as advanced as possible to ensure that all issues are addressed and your position is covered. It is preferable that a minimum of two (2) weeks advanced notice be given for vacation, professional, or personal leave.

260 day employees must use the attached forms NOT school building forms. 195 and 205-day staff must use the Time clock Plus app to request time off. Building principals are not authorized to sign these forms and will be returned if this happens. The Director of Educational or Infrastructure Technologies or direct manager is the only person authorized to sign and approve vacation, professional, or personal leave.

Technology Specialists assigned to specific schools must follow the procedure below when requesting time off. This procedure was agreed between the principals and the Director of Infrastructure Technologies for consistency purposes:

- The Technology Specialist emails the Technology Manager requesting time off and copies the building principal.
- As agreed with the schools, if the principal sees a conflict or issue with the request, the principal will notify the Technology Manager with his/her concerns. At this point, all additional concerns and issues will be addressed with the person requesting time off and their direct manager.
- If there is no response or follow-up from the principal within 24 hours, the Technology Manager will take action on the request and generate an email to the tech specialist copying the principal and the Director of Infrastructure Technologies of the approval.
- Once approved, the 205 Technology Specialist will submit the time off request in Timeclocks Plus.
- Once approved, the 260 Technology Specialist will submit the time off request on the attached HR form and email it to their direct manager.

9. Training and Professional Development

The Technology Department is committed to its employees' training and professional development. Employees are encouraged to participate, seek, and request training in areas that they feel deficient or require additional skills to perform their jobs more efficiently.

The department is committed and supports training for everyone keeping in mind that you need to take care of your job in the process. Therefore, the conditions and expectations for the benefit of paid training are:

- Night classes or courses must be the first order of preference for all employees when selecting or attending training off-site courses during the workweek. If there are no other options, you need to discuss alternate options with your supervisor.
- For year-round employees (260-day contract and salaried), you can only be away for training for an entire week during work hours once every four (4) months. Someone will have to cover your workload during your absence. This may cost HSE money if consultants are hired to do your job.
- For 195 and 205-day employees, you can only be away for training two (2) days every four (4) months.
- While in training during work hours, you must check your email and tickets daily and respond to any issues or concerns brought to your attention. While on training, you are still on duty and need to be responsive to the department's needs and requests.

- If an emergency arises and your supervisor calls you in, you are expected to come in and arrange either with the trainer or with your supervisor a follow-up to the course.

10. Work Week

A workweek consists of seven consecutive 24-hour periods, equaling 168 hours total. Though HSE does not permit overtime without prior authorization, for purposes of overtime calculations, the workweek begins Saturday at 12:00 am and ends Friday at 11:59 pm.

11. Job Assignments

The workload varies each day depending on the school corporation and/or Technology Department's needs. Job duties outside of your job description may be added, changed, or deleted by your supervisor as necessary to support HSE's educational mission.

It is your responsibility to notify the building principal and staff if you leave the building for any reason or are assigned to a different building by your supervisor.

Technology Specialists are required to support other schools/buildings on a regular or scheduled basis to meet the Technology Department's support needs. Technology Specialists are Technology Department employees assigned to a building but this assignment can change at any time based on School Corporation's or Technology Department's needs. Technology Specialists **do not** report to building principals, they report to their respective technology department supervisor. Mileage reimbursement is allowed when traveling between buildings other than the one(s) assigned for the day.

Adjustments to work hours and/or schedule are to be approved only by the Director of Educational or Infrastructure Technologies or your direct manger. Changing work hours or workday schedule without approval from anyone other than either Directors or your direct manager is strictly prohibited. Building Principal should be kept informed of any hours adjustments.

Under no circumstances, should Technology Department employees perform duties not directly assigned by their supervisor, not technical in nature, or not described in their job description. When there are conflicts between technology department policies and building policies, the technology department policies will take precedence.

12. Classroom or Student Teaching/Instruction

Technology Department employees are not sanctioned to teach students or perform duties related to teaching or supervising students in any way, shape, or form. Performing teaching duties directly associated to teaching, supervising, or instructing students is strictly prohibited and violations may lead to disciplinary action and/or employment termination. Technology department employees' duties are strictly technical in nature and not curricular or instructional. However, it is expected all employees actively engage with Teachers, Media Specialists, etc. to ensure all facets of Technology are being proactively supported. Student groups recognized or organized by the school who provide technical assistance (Ex. Student helpdesk) can interact with Technology Specialists. Further integration into support roles will be considered on a case by case basis.

13. Faculty/Staff Technology Training

Technology Specialists are allowed to provide teaching staff with assistance to enable/empower them to utilize district's hardware, software, and incorporate technology into their instructional methodology and delivery systems with close coordination, and approval, of HSE's Instructional Technology Integration Specialists. This assistance does not mean leading, proctoring, supervising, monitoring lab classes, or classrooms; it means as stated – to enable and/or empower teachers to use technology **independently**.

For training consistency purposes, all building technology faculty training or in-service sessions conducted by Technology Specialists at the schools must be approved and closely coordinated with HSE's Technology Integration Specialists who will determine the validity and delivery of the training.

14. Overtime, Compensatory Time, and Working from Home

Voluntary overtime is not allowed under any circumstances. School administrators or teachers do not have the right or authority to ask you to voluntarily work overtime or without pay.

Overtime for hourly support staff (non-exempt) ***requires prior approval*** from their supervisor to be considered for overtime pay or comp time. You need to submit a written justification for the criticality of the task that requires overtime. **You cannot choose to work overtime without prior approval**.

Failure to comply with this policy may result in disciplinary action up to and including termination. You also need to submit the required overtime request forms in a timely manner. Submittal of the forms and justification does not automatically guarantee approval. Your supervisor has final approval on overtime.

Salaried (exempt and supervisory) personnel are exempt from the overtime policy. Salaried (exempt and supervisory) personnel are expected to do their work until it is completed regardless if it goes outside the regular work hours without expectation of overtime or comp time. Both exempt and non-exempt personnel workday and hours are assigned by the Director of Educational or Infrastructure Technologies.

Working from home is not allowed. You cannot choose to work from home as this practice is strictly prohibited due to labor liability reasons. If you support administrative systems and an emergency arises, then overtime will be evaluated on a case-by-case basis for hourly (non-exempt) employees and needs to be approved by your supervisor. The emergency needs to be documented in a detailed manner and submitted with the required forms. Any access to administrative systems from home other than emergencies will require prior approval from your supervisor and a written justification explaining the criticality as well.

All forms, paperwork, and notification procedures need to be followed and no exceptions are allowed without the Director of Educational or Infrastructure Technologies' written approval.

District-wide policy on overtime is addressed fully in the Support Staff Handbook.

15. Performance Evaluation

For year-round employees (260-day schedule), a performance evaluation conference will be conducted on an annual basis between January 1st and March 1st.

For employees on a 195 and 205-day schedule, a performance evaluation conference will be conducted on an annual basis at the end of the school year.

The evaluation form is completed by the respective area manager and discussed with the employee at the conference. Completed evaluation forms will be sent to the Administration Building to be a permanent part of the employee's personnel file.

16. Employment Promotions and Contract Renewals

Hourly (non-exempt) employees will move up the pay scale automatically on January 1st every year (as approved by school board) meeting the following conditions:

a. 195 and 205-day contract employees who have completed 120 contract days will move a step per year every year until the top step is reached.
b. 260-day contract employees who have completed 173 contract days will move a step per year every year until the top step is reached.
c. Those who don't have the required time in service will remain in the same step with the new pay rate and move to the next step the following July.
d. Those at the top of the scale will only get the new pay rate change in the new pay scale.

Salaried (exempt) employee promotions and raises will be determined by HSE administration per recommendations from the Director of Educational or Infrastructure Technologies.

Comp-TIA A+ certification is a requirement for all 260-day technology specialists.

17. Employment Resignation

Employees should give proper notice (preferably two weeks) and written documentation to the Director of Educational and Infrastructure Technologies regarding the date of their last day of work at Hamilton Southeastern Schools. All keys, badges, parking tags, HSE-owned hardware/software, software installation keys, and books must be returned at the Administrative building or with a supervisor.

18. Disciplinary Actions

Any claim or request for disciplinary action from teachers, principals, or other building administrators will be taken seriously and investigated when warranted and resulting appropriate disciplinary action will be taken by the supervisor or Director of Educational or Infrastructure Technologies.

19. Chain of Command

All Technology Department employees are to follow appropriate chain of command for communications, complaints, or questions regarding any administrative or personnel issues. All communications to HSE administrators or school board members must follow proper protocol and chain of command procedure as listed in this handbook and/or HSE Policy Manual.

Any personnel conflict or complaint must be addressed with your supervisor first. Dispute resolution procedures are clearly outlined in HSE's Support Staff Handbook.

Violations of chain of command protocol will be considered an act of insubordination.

20. Visitors and Children in the Workplace

Employees should not have visitors during work hours. Children in the workplace or work area are strictly prohibited due to the risk of injury and legal liability to the School Corporation.

21. Telephone Usage

Personal or non-business related phone (or cell phone) calls must take place outside regular work hours, during breaks, or lunch. They should not occur at other times during the workday with the exception of an emergency.

Cellular phones must be turned off, or set to vibrate, while in the schools/buildings to avoid disruptions in the building and/or classrooms.

Personal or non-business messaging is not allowed during work hours unless it is an emergency. All personal or non-business messaging must take place outside regular work hours, during breaks, or lunch.

22. Appearance/Dress Codes

Because you are a representative of the School Corporation and the Technology Department, a neat, clean, and professional appearance is required at all times for all employees.

Administration building employees dress code is always business casual. **Clean** sneakers are allowed for technology specialists but not for employees working in the Administration building. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

Shirts with sleeves, either short sleeves or long sleeves, may be worn. Blue denim is allowed for dress down days observed by the entire building or School Corporation. Employees are allowed to dress for the holidays and/or special school/building spirit or activity days.

Sweatshirts, sweat pants, sweat suits, jogging suits, camouflage, torn clothing, and T-shirts are unacceptable and it is strictly prohibited at all times. Coats and jackets may not be worn in the building during work hours. Anyone not wearing approved clothing will be sent home to change clothes. Supervisors may give approval for different shirts or blouses if they promote educational or school spirit goals. Hats or caps may not be worn during work hours.

High standards of personal cleanliness and professionalism are expected and essential for all Technology Department employees. The respective area manager will be the final judge of the suitability of any clothing/cleanliness. Continuous dress codes violations may lead to disciplinary action.

Due to the nature of technical work and safety concerns, female technology specialists or any other female employee handling equipment, or performing equipment maintenance/support, are not allowed to wear skirts. Skirts are allowed for female personnel who do not perform technical support duties in the administration building. Blouse type tops will be worn buttoned, not as an open smock.

23. School Corporation Vehicles

School corporation vehicles assigned to the Technology Department are for official use only. Due to insurance policies and coverage, only authorized employees are allowed to drive school corporation-owned vehicles. Personnel authorized to drive School Corporation vehicles must abide by the following rules:

- ***School Corporation owned vehicles are for official use only.***
- Authorized drivers using the vehicles must keep them clean at all times and safe driving practices followed at all times.
- Vehicles left overnight must be locked and parked in a safe and well-lit area.
- Vehicles left overnight must not block building entrances or pose a security risk by increasing the chances of a burglary.
- Any mechanical problems found or discovered must be reported to your supervisor as soon as possible so it can be taken in for maintenance and avoid further damage.
- Authorized drivers must report any and all damages or accidents to your supervisor as soon as possible.
- Traffic tickets or summons are the sole responsibility of the driver and supervisor must be notified immediately.
- Negligent damage or accidents are the sole responsibility of the driver and any corporation expenses as a result of such accident must be refunded to HSE.
- All equipment must be removed daily to avoid theft and damage to vehicles. If equipment is left inside overnight, employee is responsible for **ALL** damages and value of stolen equipment.
- Cell phone texting while driving is strictly prohibited.
- Driving school corporation vehicles is a privilege, not a right or entitlement, and can be revoked at any time.

24. Gum Chewing

Gum chewing is allowed as long as it doesn't interfere with building policies.

25. Confidentiality

It is not appropriate to discuss school business outside the schools. All confidential school information and documents must remain at school. General confidential information guidelines to follow are, but not limited to:

- Know the classification and/or sensitivity of data being used.
- Don't collect or store 'personally identifiable' confidential data.
- Ensure that anyone handling confidential information understands their responsibilities and how a compromise may potentially harm students, employees, or HSE School Corporation.
- Restrict access to confidential data as much as possible.
- Do not risk nor compromise confidential data for convenience of others.
- Do not email confidential information unencrypted.
- Report all situations where confidential data has been compromised to your supervisor as soon as possible.

26. Computer and Internet Online Games, Gambling, and Personal Web Surfing

All Technology Department employees are expected to perform the job they are being paid for and it does not include playing computer or Internet online games, gambling, and extensive personal (non-business or non-job related) web surfing. Playing computer or Internet online games, gambling, and extensive personal web surfing during work hours is strictly prohibited. Doing so will be considered abuse of computer property and willful neglect of duties leading to disciplinary action and/or employment termination.

Playing or watching DVD movies during work hours falls under the same guidelines and is strictly prohibited.

27. Email and Instant Messenger (IM) Abuse

Using school corporation electronic/network communications is limited to Technology Department's technical and business purposes only. This type of communication tends to be easily abused leading to counter-productivity affecting the overall school district educational mission.

All accounts maintained on our systems are property of HSE. You must have no expectation of privacy in anything you create, store, send or receive on any HSE computing system. Your emails can be monitored without prior notification if HSE deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, HSE reserves the right to take disciplinary action, including termination and/or legal action.

Instant Messenger applications or processes are not allowed on any HSE computing resources.

Due to the Technology Department's expectation of its employees to maintain a high level of professionalism, email and IM abuses will be considered willful neglect of duties and abuse of computer property leading to counseling, letter of reprimand, and/or employment termination.

Remember that the rule of thumb should be not to say anything in an email that you don't want to see later and at the most inopportune time.

28. Email Policy

Email is an educational and business communication tool and users are expected to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than

other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of e-mail:

- If you send or forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and HSE can be held liable.
- If you unlawfully send or forward confidential information, you and HSE can be held liable.
- If you unlawfully send or forward or copy messages without permission, you and HSE can be held liable for copyright infringement.
- If you knowingly and maliciously send an attachment that contains a virus, you and HSE can be held liable.

The following rules are required by law and are to be strictly adhered to:

- It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.
- Do not send unsolicited email messages.
- Do not forge or attempt to forge email messages.
- Do not send copyright material (movies, videos, pictures, etc.).
- Do not send email messages using another person's email account.
- Do not disguise or attempt to disguise your identity when sending mail.

Although HSE's email system is meant for educational and business use, HSE allows the reasonable use of email for personal use if certain guidelines are adhered to:

- Do not send mass mailings.
- Personal use of email should not interfere with work and must be kept to a minimum.
- Personal emails are kept in a separate folder, named 'Private' or 'Personal'. The emails in this folder must be deleted weekly so as not to clog up the system or use necessary disk space.
- The forwarding of chain letters, junk mail, jokes, tasteless material, and executables is strictly forbidden.
- On average, users are not allowed to send more than two (2) personal emails a day.
- All messages distributed via the corporation's email system, even personal emails, are HSE's property.

29. Use of Computers and Computer Security

Corporation computer resources and equipment are available for educational and school related purposes only. Illegal, unauthorized, or illicit use of school computers or equipment is addressed in the Support Staff Handbook and may lead to disciplinary action and/or employment termination.

Abuse or misuse of computing services may not only be a violation of HSE's policy but may also violate federal and state criminal statutes. Therefore, HSE and Technology Department will take appropriate disciplinary and legal action in response to abuse or misuse of computing services.

Technology Department employees should not have an expectation of privacy with respect to their use of electronic information, resources, data files, or other records generated, stored, transmitted, or maintained on school corporation's computer resources.

School district technology used by students, faculty, and staff is not private and may be monitored at any time by designated school district staff to ensure appropriate use. The school district reserves the right to inspect user directories for inappropriate/illegal materials or executable files and unauthorized programs that may affect the operation and security of the school corporation's network.

Remote access to email for hourly personnel other than working hours is prohibited due to labor laws and guidelines.

The school corporation reserves the right to monitor access and use of email, the Internet, or other network or computer-related activities and traffic, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to request for public records, or disclose messages, data, or files to law enforcement or other legal authorities.

Monitoring by the technology department of a specific user's use of technology may also occur upon the instruction of the superintendent, or designee. The school district reserves the right to review any materials or assignments stored or created on the schools' computer systems with or without the user present and without the permission from individual users. Such mandated examination or review will be conducted by a member of the technology department accompanied by an individual designated at that time by the superintendent and, if required, by a school administrator.

30. Acceptable Computer and Technology Use

All employees must abide to the Acceptable Use Policies set by the school board.

All Technology Department employees must clearly understand that access to school district's computers, networks, and Internet services is provided for non-personal, administrative, educational, communication, and research purposes consistent with the school district's educational mission, curriculum, and instructional goals. General rules and expectations for professional behavior and communication apply to the use of school district's computers, networks, and Internet services and as required for the performance of your assigned duties.

The confidentiality of any information stored in or created, received or sent over the e-mail system, or through Internet access cannot be guaranteed. The Internet should not be used for sending highly confidential or sensitive information without encryption. Care should be taken when e-mails are sent that contain personal information about school district employees, students, and/or parents. E-mails that contain information on students must heed the Family Educational Rights and Privacy Act (FERPA) and e-mails that contain information on employees must heed the Health Insurance Portability and Accountability Act (HIPAA).

Technology Department employees are strictly prohibited from installing or supporting personal or illegal software on their assigned computers or computer labs. Any illegal software found on any HSE computing resources is to be reported immediately to the building administrator and your supervisor and removed from the computer system until a software license has been purchased and registered to HSE - this includes shareware or freeware programs. Apps on iPads may be installed as long as they do not violate the Acceptable Use Policy.

Technology department employees are allowed to connect personal computing devices to HSE's network as long as the device's use does not violate the school board's Acceptable Use Policies.

Technology staff that are assigned a school owned device will have the device replaced without any financial implications for one incident. However, if stolen, the employee must complete a police report. The employee will be financially responsible to replace a device after one occurrence.

31. Zero Tolerance Policy

Technology Department employees have a critical role in business operations and the delivery of HSE's educational mission. Therefore, due to the nature of work and access to district-wide files and computers, and to maintain a high level of professionalism, willful violation of the following items will result in immediate employment termination:

a. Installation of key logging or monitoring software on computers.
b. Unauthorized acquisition, attempts to acquire, and use other users' passwords.
c. Sharing of passwords (personal, departmental, email, servers, other users', etc.).
d. Copying or maintaining list of users' passwords without users' knowledge, technical justification, or supervisory/administrative written direction.
e. Logging on to staff and administrators' computers without technical justification or support purposes.
f. Accessing PCs remotely without users' knowledge, technical justification, or supervisory/administrative direction.
g. Accessing, viewing, changing, overwriting, or monitoring users' files or email without users' knowledge, technical justification, or supervisory/administrative written direction.
h. Modifying users' files/directories permission to access their information and/or files without users' knowledge, technical justification, or supervisory/administrative written direction.
i. Monitoring network or email traffic/activity without technical justification or supervisory/administrative written direction.
j. Accessing, viewing, changing, or monitoring student or employee confidential information without technical justification, or supervisory/administrative written direction.
k. Unlawful communications, including threats of violence, obscenity, pornography, discrimination, and harassing communications.
l. Gaining access to network equipment, servers, or administrative systems without proper authorization.
m. Knowingly and/or maliciously bypassing corporation network security and content filtering systems.
n. Downloading, storing, sharing, and/or using network traffic monitoring or hacking software without technical justification or supervisory/administrative written direction.
o. Modifying software, hardware, or systems configurations without technical justification or supervisory/administrative written direction.
p. Downloading, copying, storing, and/or sharing copyright material.
q. Downloading, copying, storing, printing, and/or sharing pornographic material.
r. Downloading, copying, sharing, installing and/or using pirated, illegal, or unauthorized software; (includes shareware and freeware).
s. Copying and distributing HSE licensed software to non-authorized personnel or without supervisory approval.

t. Downloading large amounts of software affecting corporation's Internet traffic and bandwidth for personal reasons and/or without technical justification.
u. Install and/or assist in installing wireless networks without technical justification or supervisory/administrative written authorization. The Director of Infrastructure Technologies and the Curriculum Office must approve all wireless networks. Doing so without authorization creates serious security risks to all of HSE's information and computing resources.
v. Intentional propagation of computer "worms" and "viruses," the sending of electronic chain mail, denial of service attacks, and inappropriate "broadcasting" of messages into the network or email systems.
w. Unauthorized scanning of computers, servers, or networks for security vulnerabilities.
x. Intentional conduct leading to the damage of electronic information, computing/networking equipment and technology resources.
y. Misrepresentation of one's identity to gain access to systems, software, or other services to which one does not have authorized access.
z. Theft of parts, equipment, software, and/or school corporation property.
aa. Use of parts, equipment, software, and/or school corporation property for personal or business gain or purposes.
bb. Use of computer resources for personal, private business, commercial activities, fund raising, or advertising activities.
cc. Intentionally or recklessly compromising the privacy or security of electronic and confidential information.
dd. Vandalism or any malicious attempt to harm or destroy data or the data systems of another user, of the school or district, or of any other Internet entity.
ee. Pervasive abusive/vulgar language or violent behavior towards students, parents, peers, supervisors, teachers, or administrators.
ff. Misconduct or willful neglect of duties and/or insubordination.
gg. Possession or use of illegal drugs. This includes drinking alcohol or being intoxicated during work hours.
hh. Possession of a weapon on school property or during work hours.
ii. Forgery of signatures or documents.
jj. Performing or participating in illegal or criminal activities.

32. Employee Disclosure of Criminal Arrests and Criminal Charges

Any employee subject to this Handbook is required to report any criminal arrest or the filing of any criminal charge that is related to the following: drugs or alcohol, physical violence, sexual conduct, damage to property, or theft or other dishonest conduct. The employee's reporting obligation applies as long as the employee remains employed by the School and includes any criminal arrest or criminal charge that occurs during non-work times such as weekends, holidays, and spring and summer break.

For purposes of this policy, a criminal arrest shall include being issued a criminal citation or being taken into custody by law enforcement officer for any of the above-described reasons.

The employee must report any criminal arrest or criminal charge to the Human Resources Department in writing within two school days of the date of the arrest or criminal charge filing. The employee must include the alleged offense, the date of the arrest or criminal charge, and the

presiding court or law enforcement agency. The employee should not include any factual details concerning the nature of the alleged offense.

Failure to comply with this policy may result in disciplinary action up to and including termination.

33. Personal Safety/Security

It is your responsibility to observe the safety requirements and use of safety equipment designated for your job. Be on the alert for hazardous or dangerous conditions. All injuries must be reported to your supervisor or building administrator immediately. In the case of an emergency, seek medical attention as soon as possible.

Always follow these procedures to ensure your safety and the safety of other employees:

a. Notify your supervisor if, and when, you need to enter your building or work area outside of normal business hours.
b. Do not leave doors unlocked or leave doors ajar in any building.
c. Report the loss of building keys immediately to your supervisor.
d. Report all threats of violence--direct or indirect--as soon as possible to your supervisor or building administrators. Provide as much details as possible.
e. Report all suspicious individuals or activities to your supervisor or building administrators as soon as possible.
f. Do not put yourself in peril; if you hear a violent commotion near your work area, take cover.
g. Cooperate fully with law enforcement, and medical personnel who respond to a call for help.

For safety reasons, sandals, shoes with open-toe, flip-flops, or slippers are not acceptable for technology specialists or any other employee handling or moving equipment. Jewelry is limited to a watch, wedding rings, one pair of small earrings and/or a pin. Pins will be limited to a school logo pin, service pin, or approved seasonal or promotional pin. Other types of jewelry, including but not limited to pierced noses, multiple earrings, eyebrow jewelry, lip jewelry, and bracelets are not acceptable.

All employees should have been issued a Red Crisis Procedures folder that contains specific information concerning the specific employee's role in case of a variety of crisis situations. Become familiar with the folder and consult it if an emergency occurs. Security audits will be conducted from time to time by central office administration and the Fishers Police Department to assess your role as one of the people responsible for the security of the school.

Safety precautions must be followed AT ALL TIMES not just for personal safety but the safety of others. Do not perform unsafe hardware or equipment setup for the convenience of others. When in doubt, ask your supervisor.

34. Storing and Responsibility of Personal Belongings

Personal belongings must be kept in a safe and secure area. You are solely responsible for ensuring the security of your belongings. The school corporation bears no responsibility or liability for any lost or stolen personal items.

35. Use of Schools Non-Technology Equipment/Facilities

Non-technology equipment or facilities (e.g., kitchen equipment, auditoriums, etc.) will not be used under any circumstances without written supervisory authorization. In addition, building administrators and supervisor must approve meetings or group gathering in any building that requires use of equipment or facilities.

Technology Department employees are not allowed to take home or lend non-technology equipment for off-campus use to any user under any circumstances without supervisory approval.

36. Contract Work with Outside Vendors

Technology employees are not allowed to sign agreements or go into contracts on behalf of the Technology Department or School Corporation. All contract work or signing of contracts for work to be performed is done solely at the administration building and with the written approval of the Director of Infrastructure Technologies.

37. Consultants Support

Due to HSE's large and complex infrastructure, it is common practice to have consultants work on equipment to resolve technical issues or problems. For security reasons, you must check with your supervisor, or central office, prior to allowing access or working with any person or entity claiming to be a Technology Department technical consultant. School safety and security measures must be practiced at all times.

Consultants are not authorized to give you direction to change or bypass established processes, procedures, and hardware/software configuration changes without approval from the Director of Infrastructure Technologies.

When in doubt, contact your supervisor.

38. Public Records

All data and content (e.g., email, instant messenger, documents, files) generated using school corporation electronic or computing equipment are considered public record information and is subject to disclosure under federal, state, and local public records laws.

39. Handbook Modifications and Exceptions

The Director of Educational or Infrastructure Technologies are the only person(s) authorized to make any additions, changes, variations, or exceptions to this handbook. Any additions, changes, variations, or exceptions must be made in writing with the Director of Infrastructure Technologies' signature to be valid.

Any items or issues not addressed in this handbook are addressed in HSE's Support Handbook.

Attachment A - Personnel Forms

Employee Counseling Form

Date: _____ Employee Name:_____

Dept/Building: _____ ID#_____

Accrual Period: Annual or Rolling year, From: ___/___/___ To: ___/___/___
(circle annual or rolling and provide dates)

Written Warning Occurrence Number ☐ ___/___/___, ☐ ___/___/___, or ☐ ___/___/___
(enter and circle occurrence number and provide date of occurrence)

☐ **Final Warning ___/___/___** ☐ **Termination ___/___/___**

Reason for counseling: _____

_____

Corrective action to be taken by employee: _____

_____

_____

Employee response: _____

_____

_____

The signature below indicates that I have read and understand the above:

Employee Signature: _____Date: _____

Employee Printed Name: _____

Immediate Supervisor Signature: _____Date: _____

Review by: _____ Title: _____Date: _____

Distribution (check all that apply):

____Personnel file ____Employee ____Departmental file

HAMILTON SOUTHEASTERN SCHOOLS
TECHNOLOGY DEPARTMENT HANDBOOK ACKNOWLEDGEMENT
(Handbook Date – July 2025)

This handbook is designed to supply information on department policy guidelines and information relative to department health, safety and conduct. **Please read it carefully.** This handbook is received in addition to, and a supplement of the Hamilton Southeastern Schools Support Staff Handbook, which requires separate form. If you have any questions after reviewing the handbook information, please contact your immediate supervisor.

Acknowledgement

My signature below acknowledges that I have received the following:

1. The Hamilton Southeastern Schools Technology Department Handbook

2. I understand that the Hamilton Southeastern Schools Technology Department Handbook is not a contract of employment; therefore, it is subject to change.

By my signature below I agree to familiarize myself with the contents of the handbook. My signature also acknowledges my recognition that I am an at-will employee and that Hamilton Southeastern Schools may terminate my employment at any time and bypass discipline policies if the situation warrants.

_____
Employee Signature

_____
Printed Name

_____
Date Signed

cc: personnel file