EACS Staff Technology Handbook

EACS

EAST ALLEN COUNTY SCHOOLS

DREAM IT. DO IT.

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1. Technology Goals

1. Equip all stakeholders to safely use technology to interact with, and impact, the world around them.
2. Teach the ethical use of technology.
3. Improve the quality of learning and promote greater academic achievement.
4. Develop a new set of knowledge and skills for teaching the 21st century learner.
5. Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
6. Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
7. Expand integration of digital resources.

2. Responsible Use Agreement

A. Introduction

This Responsible Use Agreement (RUA) outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus. In addition to this policy, the use of any district provided technology requires students and staff to abide by the EACS Staff Technology Handbook Policies.

1. The EACS network is intended for educational purposes only.
2. All activity over the network or while using district technologies will be monitored and/or retained.
3. Access to online content via the network may be filtered in accordance with our policies and federal regulations, including the Children's Internet Protection Act (CIPA).
4. Users are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of school resources can result in disciplinary action.
5. EACS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
6. Users of the district network or other technologies are expected to immediately alert district personnel by the end of the next school day of any concerns for safety or security (duty to inform).

B. Technologies Covered

EACS may provide Internet access, desktop computers, iPads, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, EACS will assess the educational value and attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

C. Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, be appropriate, and be kind; use common sense, and ask if you do not know.

1. Users should abide by the same Responsible Use policies when using school devices off the school network as on the school network.
2. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care.
3. Users should report any loss, damage, or malfunction to school personnel immediately.
4. Users may be financially accountable for any damage resulting from negligence or misuse.

D. Internet Access

District Provided Access- EACS provides its users with access to the Internet, including websites, resources, content, and online tools while on campus. That access will be restricted in compliance with CIPA regulations and school policies. Internet activity will be monitored and records will be retained indefinitely.

1. Users must understand that the Internet filter is a mandatory and vital safety precaution.
2. **Users must not circumvent the Internet filter.**

3. Users should follow district protocol to alert the Technology Department or submit a site for review if a site is blocked and the user believes it should not be.
4. Users should follow district protocol to report sites that are not blocked, but that the user feels should be blocked.
5. EACS will allow access for one (1) personal device on the district WiFi network.
6. EACS will provide a limited media network access to the members of the media only.
7. EACS will provide a limited guest network for visiting presenters only.

Non-District Provided Access- EACS staff-utilized devices may be used on other wireless networks while off campus, but are subject to the restrictions outlined in the EACS Staff Technology Handbook.

E. **Web 2.0 (Email and Collaborative Content)**
Recognizing the benefits collaboration brings to education, EACS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Availability and use may be restricted based on district policies.
1. District provided email accounts should be used with care.
2. Users' email usage may be monitored and archived to meet legal obligations.
3. Users should be careful not to share personally identifying information online. **Sharing inappropriate personal information or content is strictly prohibited.**
4. Users should be aware when opening files or following links from unknown or untrusted origin.
5. Users should communicate with appropriate, safe, mindful, and courteous conduct.
6. Users should be aware that third-party cloud-based storage tools such as iCloud Drive, Google Drive, and Canvas are not owned nor controlled by EACS.

F. **Security and Passwords**
Users are expected to take reasonable safeguards against the transmission of security threats (viruses, worms, spyware, etc.) over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If a device is believed to be infected with a virus, please alert school personnel and HELPdesk immediately. The user should not attempt to remove the virus or download any programs to help remove the virus.

A User's access to any EACS computer system or the Network is by the use of a User ID and password combination. The password is required to be changed every 60 days. The password will be a minimum of 8 characters in length, and contain numeric and alphabetic characters. It is every User's obligation to maintain password security by not sharing their password, by logging off of devices when finished, and by changing the password at the required 60 day intervals. Each user will receive four emailed reminders to change the password during a 14-day span prior to the end of the 60 day interval.

G. **Downloads and Streaming Content**
Users may be able to download file types, such as images or videos; however, for the security of the district's network, such downloads should only be from reputable sites, and only for educational purposes. Streaming video and audio via video streaming services such as YouTube should also be used for educational purposes only, and in short clips of 10 minutes or less. EACS reserves the right to block all streaming audio and video services during periods of standardized testing. i.e. NWEA and iLearn testing.
Examples of streaming media sites that are unacceptable include: Pandora, Spotify, Netflix, and Hulu.

H. **Netiquette**
1. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
2. Users should recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content.

I. Personal Safety

1. Users should recognize that communicating over the Internet brings the risks associated with the lack of face to face contact.

2. Users should carefully safeguard the personal information of themselves and others.

3. Users should be cautious when sharing personal information, including phone number, address, social security number, birthday, or financial information, over the Internet.

4. If the user sees a message, comment, image, or anything else online that makes him or her concerned for his/her personal safety, it should be brought to the attention of school personnel immediately.

J. Cyber-bullying

The National Crime Prevention Council defines cyber-bullying as: "When the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person."

EACS Position on Cyber-bullying

1. Cyber-bullying will not be tolerated.

2. Engaging in cyber-bullying to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges.

3. In some cases, cyber-bullying can be a crime.

4. The user should remember that activities are monitored and retained.

5. **Report cyber-bullying immediately to school personnel.**

K. Examples of Responsible/Irresponsible Use

Responsible:

+ Use school technologies for school-related activities.

+ Follow the same guidelines for respectful, responsible behavior online as offline.

+ Treat school resources carefully, and alert technology staff if there is any problem with their operation.

+ Upon creation of online collaborative discussions, it is a staff member's responsibility to monitor student content and behavior within the online discussion**.**

+ Alert school personnel of threatening, inappropriate, or harmful content online.

+ Use school technologies at appropriate times, in approved places, for educational pursuits.

+ Recognize that use of school technologies is a privilege and treat it as such.

+ Communication with students should be via EACS' Learning Management System (Canvas) or district Gmail accounts and **should be limited to educationally-related content.**

+ Communication with parents should occur via email, phone, or EACS' Learning Management System.

+ Staff communication via social media with students/parents should be limited to educationally-related content

Irresponsible:

▬ Use school technologies in a way that could be personally or physically harmful.

▬ Attempt to find inappropriate images or content.

▬ Engage in cyber-bullying, harassment, or disrespectful conduct toward others.

▬ Try to find ways to circumvent the school's safety measures and filtering tools.

▬ Use school technologies to send spam or chain mail.

▬ Plagiarize content found online.

▬ Agree to meet someone met online in real life.

▬ Illegal installation or transmission of copyrighted materials.

▬ Use language online that would be irresponsible in the classroom.

▬ Use school technologies for illegal activities or to pursue information on such activities.

▬ Attempt to hack or access sites, servers, or content that is inappropriate.

▬ Downloading or viewing media labeled "Explicit"

* This is not intended to be a complete list, just a few specific examples.

L. Limitation of Liability

1. EACS will not be responsible for damage or harm to persons, files, data, or hardware.

2. While EACS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function; it makes no guarantees as to their effectiveness.

3. EACS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

M. Violations of this Responsible Use Policy

Violations of this policy may have disciplinary repercussions, including:
1. Suspension of network, technology, or computer privileges
2. Suspension from duties
3. Legal action and/or prosecution
4. Financial Consequences

N. Social Media Classroom Use Guidelines

Purpose for Social Media Guidelines:

East Allen County Schools (EACS) recognizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. Thus, EACS has adapted the following guidelines to provide direction for employees, students and the EACS community when participating in social media activities. Whether or not an employee chooses to personally participate in a blog, wiki, online social network, or any other form of online publishing or discussion, it is his or her own decision. Free speech protects individuals who want to participate in social media, but the laws and courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations. The EACS Social Media Guidelines allow employees to participate in online social activities both personally and professionally. These guidelines have been created as a resource for you. It is important to create an atmosphere of trust and individual accountability; keeping in mind that information produced by EACS employees and students is a reflection on the entire district and is subject to EACS's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before participating in any social media application.

What is Social Media?

Social media is user-created content online designed in a collaborative environment where users share opinions, knowledge, and information with each other.   Tools include, but are not limited to:
• Blogs (Blogger, WordPress, etc.)
• Wikis (Wikispaces, Google Sites, etc.)
• Social Networking sites (Facebook, Twitter, etc.)
• Photo and Video Sharing sites (YouTube, Flickr, etc.)

Personal Responsibility:

• EACS requires staff with a personal online presence to be mindful of the information they post. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Even if you delete that information, it still may be stored on a website's server for a longer period of time.

• The lines between public and private, personal and professional, are blurred in the digital world. By virtue of identifying yourself as an EACS employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at the EACS.

• It is your responsibility to familiarize yourself with the appropriate security settings for any social media tool (personal or professional) that you use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. Similarly, if you

enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

• It is unprofessional and inappropriate to use email, text messaging, or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).

• Engaging in social-networking friendships on Facebook, Twitter, Instagram, Snapchat, or other social networking sites is prohibited with students, and strongly discouraged with parents or guardians of students. The District recognizes that because of the tight-knit community of EACS, many staff members may have students or parents of students, who are family members or close personal friends. However, EACS cautions staff members against engaging in such social-networking friendships with these individuals.

• Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair EACS's or the employee's capacity to maintain the respect of students and parents/guardians, or impair the employee's ability to serve as a role model for children.

Professional Responsibility:

• Social media can be a powerful communication tool and educational tool for students and parents. EACS employees are encouraged to use social media for these purposes.

• EACS employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time; protect your privacy.

• Remember that social media in the classroom is an extension of your physical classroom. What is inappropriate in your classroom should be deemed inappropriate online.

• Staff who use social networking to interact with students in an educational manner must find a way to interact without giving students access to their personal information and posts. Many social network sites allow you to create "groups" or "pages" where you can interact with students without giving them access to your personal account. Please check social media site guidelines for more information.

• Staff who use social networking to interact with students or parents as a communication tool must find a way to interact without giving students or parents access to their personal information and posts. Many social network sites allow you to create "groups" or "pages" where you can interact with students without giving them access to your personal account. Please see check social media site guidelines for more information.

• When contributing online, do not post confidential student information. Do not post pictures of any students on your personal sites.

Overall Guidelines for Using Social Media:

The following are general guidelines for using social media, whether personally or professionally:

1. **Be Transparent.**   How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work, and what you do.

2. **Always a School Employee.**   The lines between public and private, personal and professional are blurred in the digital world.   You will always be considered to be an EACS employee, while employed. Whether it is clearly communicated or not, you will be identified as an EACS employee in what you say online. If you don't want it on the news, don't share it online.   What you share online can become news.

3. **District Values.**   Represent EACS values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships. Do not denigrate or insult others, including students, staff, administrators, parents, or other school districts. Consider carefully what you post through comments and photos. A violation of these guidelines could be regarded as a form of professional misconduct and may result in disciplinary action.

4. **Represent EACS in a Positive Manner.**   Represent EACS and the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues, nor about EACS in general. Negative comments may amount to cyber-bullying, and could be deemed a disciplinary offence. Your posts and comments should help build and support the school community. Do not comment on, nor forward rumors. You are responsible for what you and others post, even if on a personal page.   Be certain it is accurate and supports EACS. It is a good idea to monitor your profile page to ensure that all material posted by others doesn't violate these guidelines. Once posted, you can't take it back.

5. **Share your Expertise.**   Write what you know to be accurate. Add value to the discussion. Post something useful. Provide worthwhile information and perspective. A district's most valuable asset is its staff, represented by its people, and what you publish may reflect on the school. Speak in the first person with your own voice and perspective.

6. **Respect and Responsible.**   Employees, parents, and students reflect a diverse set of customs, values, and points of view. Be respectful for others' opinions in your posts or comments. You are responsible for the content you post.   Make sure your tags, descriptions, and your image portray you, and EACS, in a professional manner.

7. **Own and Correct Your Mistakes**.   If you make a mistake, admit the mistake and correct it quickly. Clearly share your error with your principal, Human Resources, and the Technology Department so they can help address the issue effectively. Clearly state if you've corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

8. **Confidential Information.**   Online postings and conversations are not private. Do not share confidential information, whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about colleagues or students without their expressed permission.

9. **School Logos.**   School logos may only be used in a professional capacity.   When using social media in a professional manner, all images and colors should match the EACS logo or school mascot.

10. **Posting Photos or Movies without Permission.** Do not post or tag photos or movies of others without their permission. If you use photos or movies taken at school, you must follow the EACS guidelines.   If you have questions, please contact your building administrator.

11. **Responding to Negative Comments and Criticism.**   How you respond to a negative comment or criticism will say more about you and your character than what you post. When in doubt, do not give credibility by acknowledging it with a public response; perhaps a private response would be more appropriate.

12. **Response and Post Regularly**.   To encourage readership, post regularly. Don't post to your blog or social media, and then not post for three weeks. Readers won't have a reason to follow you if they cannot expect new content regularly. Respond to other's posts.   Answer questions; thank people, even if it's just a few words. Make it a two way conversation.

13. **Spell Check and Abbreviations.**   Any online contribution should be well written; EACS is an educational organization, and the grammar of the posts should reflect that fact.   What you post will be online for the world to read. Follow writing conventions including proper grammar, capitalization, and punctuation. Be cautious about using common abbreviations. While your circle of friends may understand what you are saying, you may have readers who won't understand. When in doubt, define the abbreviation at least once in a post.

14. **Copyright and Fair Use**. Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink, confirm that link goes where it should, and that the content is appropriate.

15. **Personal Information.**   Be careful about sharing too much personal information. People seem to share personal information, such as their pet names, their parents and children's names, where they grew up, and more. This information may help a hacker guess your passwords. If you share that you will be out of town, a criminal may use this to target your home for a burglary. Do not share with a student your personal problems that would normally be discussed with adults.
16. **Video.**   The Internet is becoming an increasingly popular educational tool and place to share personally created movies. You are responsible for all you do, say, and post online, including video. Anything you post online should represent you in a professional manner as others will see you as connected to EACS. Anything you show in your classroom should be previewed by you in its entirety, prior to any student seeing it. Consult a building administrator if you feel the content may be questionable.
17. **Staff-Student Relations.**   Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers, such as writing personal letters or emails; personally texting or calling students, or allowing students to make personal calls to them unrelated to homework, class work, or other school-related business; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing. Employees who post information on social media sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, abuse of alcohol, drugs or anything students are prohibited from doing will be investigated by district officials.

Referenced Sites and Resources:

• Barrow County Schools http://www.barrow.k12.ga.us/

• Papillion-La Vista School District Social Media Guidelines https://www.nspra.org/files/Papillion-LaVista%20Social%20Media%20Guidelines.pdf

• Social Media Guidelines for Educators (Facebook group): http://www.facebook.com/group.php?gid=80354045978

• Social Media Guidelines for Schools - Andy Mann, Calhoun ISD http://www.scribd.com/doc/28430149/Social-Media-Guidelines-for-Schools

• Social Media Guidelines for Schools Wiki http://socialmediaguidelines.pbworks.com/

• Think Social Media Guidelines: http://thinkingmachine.pbworks.com/Think-Social-Media-Guidelines

3. iPad Policy

A. Terms
Users will comply at all times with the EACS Student Technology Handbook policies.   Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the property.   **ANY LOST, STOLEN, OR DAMAGED iPad MUST BE REPORTED TO SCHOOL AUTHORITIES IMMEDIATELY, AND NO LATER THAN THE NEXT SCHOOL DAY.**

B. Title
Legal title to the property is in the District and shall at all times remain in the District. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the EACS Staff Technology Handbook policies.

C. Lost, Stolen or Damaged
If a staff or faculty member breaks or loses an iPad, the first time there will be no charge. If a staff or faculty

member breaks an iPad a second time, he/she will pay the cost of repair/replacement.   This applies for the duration of the cycle of iPad (or other device) adoption.   Staff or faculty members may purchase the $30 insurance through their building's treasurer, for their iPad, to protect against becoming damaged a second time.

D. Repossession
If the user does not fully comply with all terms of the EACS Staff Technology Handbook, including the timely return of the property, the District shall be entitled to take possession of the property.   Staff retiring or resigning from the district are asked to turn in all mobile technology equipment either to a supervisor or to the EACS Technology Department in the basement of the Administrative Annex, 800 Homestead Dr., New Haven.   If not turned in, the former staff member will be billed the replacement cost of the equipment.

E. Term of Agreement
The user's right to use and possess the device ceases upon termination from the district.

F. Unlawful Appropriation
Failure to return the device in a timely manner, and the continued use of the device for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

4. Financial Terms of Mobile Technology Use

A. iPad Costs
If a staff or faculty member breaks or loses an iPad the first time, there will be no charge. If a staff or faculty member breaks an iPad a second time, he/she will pay the cost of repair/replacement.   EACS staff iPads must be in an EACS-approved case at all times. If a damaged iPad is not in an EACS-approved case, the employee assumes full financial responsibility for repairs or replacement for the first and all subsequent damages. This applies for the duration of the cycle of iPad adoption.   Staff or faculty members may purchase the $30 insurance for their iPad to protect against becoming damaged a second time through their building's treasurer.

B.   Table of Estimated Repair Pricing

With insurance, and upon a 2nd incident of damage:

Repair/Replacement type	Estimated Repair/Replacement Costs
Broken Screen/Digitizer	$100.00
Broken LCD	$100.00
Power Adapter + Cord	$38.00 ($19 for adapter and $19 for cord)
District-Assigned iPad Case	$26.00

Without insurance

Repair/Replacement type	Estimated Repair/Replacement Costs
Broken Screen/Digitizer	$180.00 (subject to change)
Broken LCD	$180.00 (subject to change)
Power Adapter + Cord	$38.00 ($19 for adapter and $19 for cord)
District-Assigned iPad Case	$26.00

C. Stolen, Lost, Vandalized, or Damaged iPad
1. **ANY THEFT, LOSS, VANDALISM, OR DAMAGE MUST BE REPORTED TO SCHOOL AUTHORITIES WITHIN 24 HOURS OR THE NEXT SCHOOL DAY!**
2. Power cord/adapter or case must be paid in full.

5. Mobile Technology Precautions
A. Handling and Care of the IPad

- The user must keep the iPad in the district provided protective case or be subject to full repair/fair market value of iPad if damages occur using an alternate case.
- iPads and cases must remain free of any writing, drawing, stickers, or labels that are not applied by EACS.
- Use the iPad on a flat, stable surface.
- Do not set books on the iPad.
- Do not have food or drinks around the iPad.
- Wipe surfaces with a clean, dry microfiber cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time, i.e. car or window seat.

B. Power Management
It is the user's responsibility to recharge the iPad's battery so it is fully charged by the start of the next school day.
The iPad must remain on or in Sleep mode at school at all times (no exceptions).

C. Transport
- The iPad should be transported in its protective case.
- Do not leave iPad in a vehicle for extended periods of time or overnight.
- Do not leave iPad in visible sight when left in a vehicle.

D. Monitoring and Supervision
- Do not leave the iPad unattended in an unlocked classroom or during an extra-curricular activity.
- Do not lend your iPad to others. **You are responsible for the safety and security of the iPad and any activity on the device.**