



Duanesburg Central School District

**Faculty Technology & Data  
Policies Handbook**

2014 - 2015

From the offices of:  
Data & Instructional Technology & Information Systems Management

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## **Mission**

*The Duanesburg Technology Committee agrees that district technology should play a vital role in providing 21<sup>st</sup> century tools for 21<sup>st</sup> century learners. To ensure that this mission is achieved the district permits education staff to utilize district and personal technology for instructional purposes.*

## **ELECTRONIC TECHNOLOGY ACCEPTABLE USE PROCEDURE**

The purpose of the Duanesburg Central School District-Local and Wide Area Networks, and Internet Access Network is to advance and promote education in all of its school buildings within the District. It is intended to assist in the collaboration and exchange of information among all who are concerned and involved with education. The goal of infusing technology into daily operations of our classrooms, libraries and offices is to promote high quality technological resources in an equitable, efficient and cost effective manner. Such technology includes and is not limited to electronic mail, local computer networks, the Internet, and other online services.

The benefit of being connected to the internet and other on-line services is that it expands classroom teaching dramatically by making many fascinating resources, including original source materials from all over the world, available to students, teachers, parents, and administrators. These services bring information, data, images, and even computer software into the classroom from places around the globe, and it does this almost instantaneously. Access to these resources can involve students in individual and group projects, cross-cultural collaborations, and idea sharing not found in schools that lack Internet and on-line-services access.

While the benefits of the Internet and other on-line services are enormous, parents need to be aware that they are open systems, which contain pockets of material that many people would disapprove of and keep away from children. The Duanesburg School District will make an effort to prevent student's access to inappropriate materials on the Internet and other on-line services, but we cannot guarantee that they will not encounter text, pictures, or references that are objectionable. The District asks parents for assistance in developing responsible attitudes, reinforcing appropriate behaviors and observing security practices on the network. System users should have no expectation of privacy with respect to files saved or maintained on the District's computer systems. Network administrators and District officials will have access to all files in order to ensure system integrity and compliance with this procedure.

The use of the Local Area Network, Wide Area Network, and Internet is a privilege, not a right. Users are responsible for what they say and do on the networks. Because communication with thousands of others is so quick and easy, it is important to think before communicating and to show respect for other people and for their ideas. The use of computers must be in support of education and research, and consistent with the educational objectives and the Mission of the Duanesburg Central Schools. Use of the Duanesburg District's network or that of another organization's connected network or computing resources must comply with the rules appropriate for each network.

It is imperative that staff, students and visitors conduct themselves in a responsible, decent, ethical, and polite manner while using such equipment and networks. This procedure does not attempt to articulate all required or proscribed behavior by its users. The following general guidelines are provided to illustrate appropriate conduct and use. This is not an exhaustive list, but rather indicative of the type of conduct which will be considered acceptable by the district:

- A. Any use of the Duanesburg Central School District equipment or information networks for inappropriate, illegal, obscene or sexual harassment purposes is prohibited. Illegal activities shall be defined as a violation of local, state and/or federal laws as well as the District's rules and regulations. Inappropriate use shall be defined as a violation of the intended purpose of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle;
- B. Any use of the district's equipment for commercial purpose, or for individual profit or gain, or unauthorized access to databanks is prohibited;
- C. Any use of equipment for private business advertisement or political lobbying is prohibited;

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- D. Any use of the district's equipment that will disrupt use by other users or invade the privacy of an individual is prohibited;
- E. The district's on-line network accounts shall be used only by authorized students and staff approved by the Building Principal, and the Superintendent or his/her designee. Users are ultimately responsible for all activity under their operating or individual accounts, which includes but is not limited to unnecessary long distance charges, per minute (unit) surcharges and/or equipment or line costs, liability or damages caused by users who misuse the equipment, software, or networks;
- F. Prudent use of the district's finite resources and shared technological resources is expected. Users may not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate (e.g. computer virus, malware, spyware), damage or otherwise hinder the performance of any computer's memory, file system or software;
- G. The use of personal devices (jump or flash drives, including wireless devices) is allowed for educational purposes only. These devices are permitted as long as the user engages in the required login and authentication process. Any personal devices utilized in concert with District hardware will continue to be the responsibility of the user. Technical support, maintenance and care for non-District owned equipment is the responsibility of the owner or student and use of such devices is at his/her own risk; (*See Devices Policy*)
- H. Only approved hardware is to be connected to the network. Users may not tamper with networks, switches, modems, pc's, terminals, printers, wiring, etc.;
- I. Software is protected by copyright laws; therefore, users are not allowed to make, install, use or secure unauthorized copies of software on or from District computers;
- J. Plagiarism is not acceptable. All information accessible via the network should be assumed to be private property. Users will properly acknowledge all sources (Internet, email, CDs, etc...) for borrowed words, sounds, music and images with appropriate citation;
- K. Storage on the network and or hard drives of any Duanesburg Central School District computer is not permanent. Users have the responsibility to save work as instructed and to maintain backups of important files on diskettes or flash drives maintained in good condition. CD and DVD burners are available by permission for archiving larger projects;
- L. Students, staff, parents, and administration must agree not to give out students' records, personnel information, confidential records, or internal financial data to unauthorized receivers;
- M. All users' traffic that traverses another network will be subject to that network's acceptable use policy;
- N. As applicable, student use will be permitted provided there is parent notification and administrative authorization and proper supervision maintained by the staff;
- O. District users must recognize and observe applicable copyright laws and regulations. Unauthorized duplication or other forms of infringement of copyright materials is prohibited;
- P. Students who leave or graduate and staff who leave the employment of the District may not maintain a network account or have access to District equipment;
- Q. Each building administrator shall have the first level of responsibility to review alleged infractions and to determine appropriate action. The Superintendent shall receive a report on any incident and the results of the administrator's investigations;
- R. The Superintendent of Schools for the Duanesburg Central School District shall remain the final authority on the issuance of user accounts and on use of the networks.

## **DATA AND MANAGEMENT SYSTEMS USE POLICY**

*The following policy is an agreement of data systems accessed by Duanesburg Central School District hosted by the North Eastern Regional Information Center (NERIC).*

### **Systems**

- eSchoolData - Student Information System
- Groupwise – Staff Email
- IEP Direct - Program Services Student Information System
- RTI Direct - Program Services Student Information System
- Atlas Rubicon
- NERIC Connect
- Active Directory
- *Additional data systems operated either within or through the district subscribed services*

### **Procedures**

1. All data systems are to be secured at all times from unauthorized users. This includes responsible password protection and proper supervision of computer portals while users are logged into systems.
2. Student information systems contain extensive personal information and must be kept secured at all times. Please utilize password protection systems while stepping away from computers.
3. Users of student information systems must have direct purpose for being assigned access to data and management systems.
4. Users will be banned from access to systems for purpose of personal benefit or private purpose.
5. The data and management systems are not to be used for any illegal activity which includes the transmission of obscene, defamatory, threatening material, or the propagation of any type of criminal activity is strictly prohibited.
6. District administration reserves the right to retrieve, read or access any electronic communication messages or data stored on district own or operated equipment.
7. All communications including while on school equipment and personal devices regarding personal and workplace related information must remain confidential at all times.
  - a. All employees whether full time, part time or temporary must safeguard information transmitted and received on district owned equipment and regarding workplace information.
8. Technology systems should not be used to create offensive or disruptive messages including images.
9. Confidential information must remain only transmitted through district services including email.
10. Employees must use only district email for work related transmissions.

11. All district communications systems may not transmit information used for purposes of political lobbying, product endorsement, commercial promotion, exposure of confidential district information, or personal benefit.
12. Storage of information including data, videos, and images must be professionally appropriate and properly stored on correct systems.

**Enforcement**

District administration reserves the right to investigate any transmissions of information or data stored on district information systems in the hint of suspicion.

Violations of this policy will be subject to punishment or dismissal of district employment and/or involvement of law official investigation.

## **TECHNOLOGY EQUIPMENT AND A/V USE POLICY**

### **Available Technology**

- Library Media Centers
- Mobile Laptop Computer Labs
- Projector Carts
- Desktop Computer Labs
- Digital Cameras / Other Media Technology

### **1. General Policy:**

- a. Students and staff needing to use computer technology for class work or projects may use the Library Media Center computers or work in computer labs when the lab is not signed out for class instruction.
- b. One designated person is responsible for signing out equipment and its safe return.
  - Technology Staff will not setup and take down technology borrowed for presentations.
- c. Students and staff are not to sign out/take laptops for individual use.
- d. District computer labs are not to be used for entertainment or playing games.
- e. Exceptions or special conditions must be approved by district technology administration.
- f. Executable programs imported from websites or self must not be used unless the Information Technology department has authorized use of them.

### **2. Mobile laptop computer labs:**

- a. Mobile labs are available for use in your classroom.
- b. Scheduling of computers will be coordinated by [a designated person] for each school year.
- c. The purpose of the laptop mobile lab is for classroom instruction as an entire class.
- d. *They are not to be signed out on individual basis by staff or students.*
- e. Teacher borrowing equipment must see the designated person of each building to sign out the carts.
- f. If at last minute you need to use the laptop carts and they are available you will still need to sign your name on the sheet for the time you are taking the carts.
- g. In each building there is a designated Teaching Assistant to help with technology needs. If you have questions about the function or use of these laptops you should see this person first.
- h. Mobile laptop carts may be signed out by the teacher for class periods.
- i. Laptop carts should be plugged into the wall outlet for charging when not in use.
- j. Laptops should be plugged into charger stations when they are not in use.
- k. Lock the carts when they are not in use. **DO NOT GIVE STUDENTS THE CART PASSWORDS**
- l. Make sure to return the carts to their designated storage area when they are not in use.



**3. Computer labs:**

- a. Desktop computer labs are available in each building for instruction and projects. (Educational Purposes Only)
- b. Please see the designated Teaching Assistants for support in these labs.
- c. Coordination of each lab must be setup through designated Teaching Assistants at their respective building.
- d. Study hall students may not be sent to the computer labs.
- e. Priority of computer use will be given based on needs and availability of computer technology.

**4. Portable Projector Carts:**

- a. Projector carts will not be setup by technology staff.
- b. One person borrowing the equipment is responsible for the safe return of the technology equipment.
- c. Projectors and laptops are not to be removed from the carts for any reason.
- d. Projector presentation carts must be signed out with the principal’s secretary in the main office of the building that it resides.

**5. Digital Cameras / Other Media Technology:**

- a. Digital Cameras if available to building staff may be used for classroom instruction.
- b. All devices must be signed out per period in either building.
- c. All devices must be returned immediately by the teaching staff responsible for signing out the equipment.

**Who to see for technology needs?**

Task	Middle School / High School	Elementary School
<b>Reserve a computer lab</b>	Roberta Hillenbrand	Lori Galea
<b>Reserve a mobile laptop lab</b>	Sue Clark	Lori Galea
<b>Reserve a laptop projector cart</b>	Lori Kuhl	Lori Galea
<b>Software assistance</b>	1. Roberta Hillenbrand 2. Joe O’Neill 3. Jeff Rivenburg	1. Lori Galea 2. Joe O’Neill 3. Jeff Rivenburg
<b>Troubleshoot hardware or software</b>	1. Roberta Hillenbrand 2. Joe O’Neill 3. Jeff Rivenburg	1. Lori Galea 2. Joe O’Neill 3. Jeff Rivenburg
<b>Reserve Library Media Center</b>	Donna Wilkes	Lori Galea

## FACULTY PERSONAL DEVICES POLICY

### Purpose

Duanesburg Central School District provides all staff access to a Wi-Fi network and the option of bringing in a personal device as a means to enhance educator's abilities by using familiar technology and 21<sup>st</sup> century skills. The intent of allowing such technologies is to enable students to utilize tools of communication for college and career readiness. The purpose of this policy is to assure that staff recognizes the limitations that the school imposes on their use of personal technology devices. In addition to this policy, the use of any school computer, including laptop computers, tablets, and smart phones also requires faculty to abide by the DCS Code: **Electronic Technology Acceptable Use**

### Procedure.

### Definitions

Personal technology includes all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of personal technology includes, but are not limited to, iPods and MP3 players; iPad, Nook, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework and other activities as deemed appropriate by school administration.

1. Devices must instructional purpose to be used during classroom instructional time. Staff must take professional responsibility when selecting to use laptops or other personal computing devices for internet access, note taking, or word processing. Staff must turn off and put away a personal device when requested by a administrator.
2. Teacher use of personal technology devices during instructional time must support the instructional activities currently occurring in each classroom and lab. Nothing may be viewed or displayed that would be labeled as inappropriate.
3. Users should be aware that their use of the device could cause distraction for others in the classroom, especially in regards to audio. **Headsets, headphones, ear buds, sleep phones and like devices are not to be worn in hallways, classrooms, bus, and public areas due to the risk of safety. All like devices should be stored properly at all times in student lockers, pockets, or media storage pouches.** All audio should be muted that potentially cause distraction to instructional time. *Teachers should not use headsets muffs during contractual times for the purpose of communication hazards.*
4. **Users must not under any circumstance use any devices for recording of audio, video, or photography in all locations on school property for any purpose other than education.** This includes school buildings, district properties, and busses. Personal recording devices must not be used in order to maintain a right to confidentiality and privacy for all staff and students in the district. Video cameras used in courses or for local broadcast must be pre-approved for content and purpose through the supervising staff. Recording of administrators, teachers, bus drivers and other school personnel is prohibited and is otherwise considered invasion of privacy. Sporting events are an exception provided there is approval by coaching staff.
5. Staff may use their personal technology devices for the purpose of work related production, communication, and instruction. Staff should not use devices for entertainment, playing games, or online shopping during contractual instruction time.

Personal technology use is permitted during the school day for educational purposes and/or in approved locations only. Users are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to inquire with school administrators when they are unsure of the permissibility of a particular use of technology prior to engaging in such use. The district expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.

### **Staff Responsibility & Behavior**

**Duanesburg Central Schools accept no responsibility for personal property** brought to the school by students. Staff who choose to bring a technology device to school assume total responsibility for the device. District Information Technology staff are not able to provide technical support or repairs on personal devices. Devices that are stolen or damaged are the responsibility of the owner. Device owners should take all reasonable steps to protect against the theft or damage of their personal technology devices.

1. Access appropriate information, images, data and use appropriate language, and Information
2. Never view, use, or copy passwords of another user
3. Only access or share appropriate data. Sharing of group files during collaborative projects is approved as using technology for 21<sup>st</sup> century learning.
4. Evaluate distribution of personal information regarding yourself and never distribute information of anyone else, to anyone online – such as, but not limited to
  - a. Phone numbers, addresses, personal identification numbers, or name
  - b. Photos or videos of anyone
5. Immediately report threatening, discomfoting, indecent or inappropriate materials, found on the internet or in a file, to administration.
6. Never buy, sell, advertise or otherwise conduct business, during contractual time on any device.

### **Enforcement**

If users refuse to comply with the above guidelines, the consequences of the Electronic Technology Acceptable Use Procedure will apply. Infractions will be documented in addition to appropriate punishment will handled by district administration.

### **Physical Security**

Users should take the following physical security preventative measures.

- Your device should NEVER be left unattended for ANY period of time. When not using your device, it should be secured in a locked area or on person.
- Personal devices must not be:
- Left in view of an unattended vehicle

### **Access Control and Authentication**

1. To use a device within the school, staff must sign onto the network using your assigned user name.
2. Users should not attempt to connect devices to district wired Ethernet ports or telephone lines without authorization from district technology administration.

## **EMPLOYEE SOCIAL NETWORKING POLICY**

The District positively views the appropriate use of social networking sites (e.g., Facebook, Myspace, Twitter, etc.), personal blogs or websites, wikis, video or picture share sites (e.g., You Tube, Flickr) and other internet-based social forums. Technology is dynamic and this policy is intended to be flexible to include new and changed technologies. The District respects the rights of employees to use social networking sites as a medium of self-expression during non-work time.

### **Employee Use of Social Networking Sites — Guidelines**

In general, what an employee does on his/her own time outside of work will not be regulated by the District. However, the District may monitor and regulate employee postings/activities if:

- The employee chooses to identify him/herself as an employee of the District and the subject matter of the communication is regarding a matter of personal interest and not a matter of interest to the general public. (Please note that identifying your work place on a site will not automatically rise to the level of District regulation unless one of the below bulleted activities occurs on the site.)
- The activity occurs through use of any District technology or during work time.
- The activity affects the employee's job performance or the performance of others.
- The activity involves or relates to District students.
- The activity is harmful to the District's interests.

If an employee chooses to publish content, as detailed above, on any internet-based social networking site, including, but not limited to, the sites mentioned above, the District requires that employees observe the following guidelines:

- Employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Remember that what is published online will be public for a long time. Be mindful to protect individual privacy. Use common sense when determining what to publish. Online behavior should reflect the same standards of honesty, respect and consideration that are used in direct contact communication.
- Employees shall not produce content that states or implies that the employee's opinions reflect the opinions of the District or are endorsed by the District. Employees may want to consider creating a statement such as "The postings on this site are my own and don't necessarily represent the District's positions or opinions." (Please note that this statement will not protect an employee from any and all liability resulting from his/her statements.) Unless given written permission by the human resources administrator/designee, employees are not authorized to speak on behalf of the District or represent that they speak on behalf of the District.

- Employees shall not disclose District information that is confidential or proprietary. This specifically includes information or comments regarding students. If an employee has any doubts regarding the release of information, consult a supervisor before releasing information that could potentially harm the District, its current or potential employees, students or community.
- Employees shall not reference personally identifiable information concerning students in any way on any social networking site or on the web unless specifically approved by your supervisor. This includes pictures, video or posting of student work. Employees must follow all Board of Education policies regarding student privacy.
- Employees shall observe the Code of Interpersonal Conduct when communicating about the District and its current and potential employees, students and community regardless of the subject matter of the communication. Note that the use of copyrighted materials, unfounded or derogatory statements or misrepresentation is not viewed favorably by the District.
- Employees shall respect copyright and fair use laws.
- Employees shall honor the privacy rights of the District's current employees by seeking their permission before writing about or displaying internal District happenings that might be considered to be a breach of their privacy and confidentiality.
- Employees shall recognize that they are legally liable for anything that is written or present online. Employees can be disciplined by the District for commentary, comment or images that are defamatory, pornographic, harassing, and libelous or that can create a hostile work environment. Employees may also be sued by other District employees and other individuals or companies that view the commentary, content or images as defamatory, pornographic, proprietary, harassing, libelous or as creating a hostile work environment.
- Employees shall follow all Board policies.

Currently, all social networking sites have been blocked by the District's Internet Content Filter. The District can and may monitor employee use of social networking sites when such sites are accessed through District-provided technology resources.

### **Employee Use of Social Networking Sites — Classroom**

The District understands that technology is dynamic and encourages employees to use technology to assist with student learning.

Employees shall only use the District website program or other approved District sites as a social networking tool for classroom purposes under the following guidelines:

- The employee shall not use a personal social account to connect with students.

- Educational Technology administrator and superintendent /designee must approve any District sponsored social network site between any employee and student. (This limitation does not apply to close family members such as a staff-parent and student-child.)

### **District Social Networking Sites**

The District may create and maintain District social networking sites. Employee comments or posts to a District social networking site must be professional in nature and must be in compliance with all Board policies. The District may remove or block any posts which, and/or users who, are not professional in nature or tone.

### **Summary**

This policy must be interpreted with all other Board policies. Employees that violate this policy may receive disciplinary action, up to and including termination.



Duanesburg Central School District  
**Faculty Technology & Data  
Policies Agreement**

I understand and agree to follow all of the Technology and Data use procedures. I understand that by violating these rules administrative action may be required.

I \_\_\_\_\_ (Staff Printed Name) agree on \_\_\_\_\_ (Date) to the following policies as signed below:

**Please sign each line for Initial each policy or agreement and sign your name below.**

- Electronic Acceptable Use Procedure \_\_\_\_\_
- Data and Management Systems Use Policy \_\_\_\_\_
- Technology Equipment and A/V Use Policy \_\_\_\_\_
- Faculty Personal Devices Policy \_\_\_\_\_
- Employee Social Networking Policy \_\_\_\_\_

Signature: \_\_\_\_\_



**Duanesburg Central School District**  
**Staff User Names and Passwords**

Please change your passwords upon sign in and destroy this page immediately

System	User ID	Password
District Computer Network		
Email		
eSchoolData		
Rubicon Atlas		