

2023-2024
STAFF TECHNOLOGY HANDBOOK
NORTH WHITE SCHOOL CORPORATION
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North White School Corporation Information Technology Philosophy

North White Schools endorse the belief that well-educated learners provide the foundation essential to a democratic, information age society. The intelligent functioning of that society depends largely upon an adequate, capable citizenry. It is, therefore, vital that learners have access to knowledge, acquire knowledge, learn how to apply knowledge to resolve problems, and develop not only positive attitudes about themselves but also respect for the rights of others. North White Schools further endorse the belief that, through programs and services provided, schools must play a primary role in developing these qualities and characteristics in learners. North White School Corporation's NEOLA Policy 7540.04 states "An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

North White Schools endorse the belief that all learners are entitled to the opportunity for quality educational services which will enable learners to develop full potential to function as individuals and as citizens in a democratic, information age society. The educational services shall be provided efficiently, effectively, and conducted in a sensitive and disciplined environment. Further, they shall be implemented at a cost in keeping with the best principles of fiscal responsibility and with full accountability to the school community.

Technology Vision

The vision of North White Schools is to create an information-rich learning and working environment which will access converged channels of information through data networks, communication satellites, fiber optic lines, laser technologies, cable TV, modems, fax machines, microwave transmissions and other developing technologies.

Technology broadens the opportunities for the integration of curriculum throughout all subject areas. Textbooks no longer limit what is to be or can be learned. Learners will be encouraged to ask their own questions, seek answers in many places, consider different perspectives, exchange views with others and add their own findings to existing understandings. Those concerned with education will understand that technology resources; e.g., personal computers, tablets, smart phones, and Apple TV connected to interlinked networks spanning the globe can serve as powerful learning amplifiers.

Technology Mission Statement

It is the mission of North White School Corporation to promote and encourage greater productivity, communication and learning through the availability and use of information technologies.

Rules and Code of Ethics

Access to Electronic Information, Services, and Networks

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Network, North White School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to the Network (e.g., wired, wireless, and mobile hotspot), and through it, the Internet, enables students to explore thousands of libraries, databases, bulletin boards, social media, and other resources while exchanging messages with people around the world. North White School Corporation expects that faculty will blend the available electronic informational resources throughout the curriculum and will provide guidance and instruction in its use. As much as possible, access from school to outside resources should be structured in ways, which point students to those resources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to specific learning objectives.

Today's accessibility to computers and people all over the world, bring with it the availability of material that may not be considered to be of educational value. On a global network it is impossible to control all materials and information. Eventually, users may discover some information to be controversial. The educational benefits of this informational interaction on the worldwide network far outweighs; however, the negative reaction of improper material handling.

Outside of school, families bear the responsibility for the same guidance of Network and Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

The district's Network-related guidelines and procedures are available for review by all parents, guardians, school employees, and other community members.

The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Staff Network and Internet Acceptable Use and Safety

Staff members are encouraged to use the Corporation's technology resources /network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable collective bargaining agreement and Board policy, and/or civil or criminal liability. Prior to accessing the Internet at school, staff members must sign the Staff Network and Internet Acceptable Use and Safety Agreement.

Smooth operation of the Corporation's Network relies upon users adhering to the following guidelines. The guideline's outlined below are provided so that users are aware of their responsibilities.

- A. Staff members are responsible for their behavior and communication on the Internet.
- B. Staff members may not allow other users to utilize their login/passwords. Your passwords must be at least 7 characters. You should not use the same passwords for your Corporation accounts that you use for any other purpose. The passwords must be composed of three types of following types of characters - lowercase letters, uppercase letters, numbers and special characters such as @, _, #. Your passwords must not contain any dictionary words, names or any other information such as hobbies that someone could easily guess.
- C. Staff members may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Staff members may not use the Internet/electronic devices to engage in unethical, hacking, or any other unlawful activities.
- E. All corporation-related electronic communications need to take place using the staff member's username@nwhite.k12.in.us account.
- F. No hardware, software or peripherals may be added to classroom PC's or the network. External items such as lights and fans should not be connected to the PCs. This can only be done by technology staff members.

- G.** Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- H.** Any use of the Corporation's Internet connection, computers, servers or network resources for commercial purposes, advertising, or political lobbying is prohibited.
- I.** Staff members are expected to abide by the following generally accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of students while communicating on the Internet.
 - 3. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail server space. Even though you delete old mail, archival copies of the mail messages are made.
- J.** Use of Internet to access, process, distribute, display or print child pornography and other materials that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the North White School Corporation's computers/network (e.g., viruses) are also prohibited.
- K.** Malicious use of the Corporation's technology resources/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited.

- L.** Staff members may not use the Corporation's technology resources/network in such a way that would disrupt the use of the resources by other users.
- M.** All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- N.** All users are to download and save information onto their nwhite.k12.in.us Google Workspace for Education Drive (accessible as Drive "G" from a personal computer). Downloading of information onto the Corporation's hard drives is discouraged. Only public domain software may be downloaded. If a staff member transfers a file or software program that infects the Network with a virus and causes damage, the staff member may be liable for any and all repair costs to make the Network once again operational.
- O.** Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Corporation reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's technology resources/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- P.** Use of the Internet and any information procured from the Internet is at the staff member's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- Q.** Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- R.** Proprietary rights in the design of web sites hosted on the Corporation's servers remains at all times with the Corporation without prior written authorization.

- S. Staff must supervise student use of the district Internet system, in a manner that is appropriate to the student's age and the circumstances of use. This includes adhering to any applicable website Terms of Service and or Privacy Policies.
- T. Staff must provide supervision of any student use of the computer labs and other technology resources. Staff must report any attempts by students to bypass the security measures in place on the Corporation's servers, computers, technology resources, content filters or network components.
- U. Staff will not allow access to non-curriculum related games accessed on either technology resources/Internet that interfere with the academic process.
- V. Staff are prohibited from:
- Intentionally wasting limited resources
 - Installing software on any of the computers
 - Running any program from a floppy disk, CD-ROM or USB device
 - Altering or attaching equipment to the corporation network
 - Changing the configuration of any software on the computers
 - Downloading material other than appropriate educational research information to a floppy disk, hard drive, or other technology devices
 - Allowing students to access teacher or staff technology devices
 - Attempting to bypass the security measures in place on the Corporation's servers, computers, technology devices, content filters or network components. This includes hiding or making private the media access control address (MAC address) of the device(s) and the use of personal VPN software or sites, e.g., ExpressVPN and NordVPN.
- W. North White School Corporation's email system shall be used for the primary purpose of communication between teachers, administration, parents, students, and the public to accomplish instructional and academic goals of the school system. Email communications must be conducted using the staff member's username@nwhite.k12.in.us account. Students may be provided email accounts from Google Workspace for Education. Email communications with students by staff members must be to the student's school-provided Google Workspace for Education account.
- X. Examples of inappropriate email use or email content include but is not limited to:
- Jokes

- Greeting cards
- Chain letters
- Damaging to another person's reputation
- Virus hoaxes
- Abusive
- Obscene
- Sexually oriented
- Threatening or demeaning to another person's or group's gender, race, ethnicity, or religious background.
- Contrary to the school's policy on harassment
- Personal monetary gain
- Illegal
- Any email that is not instructional, administratively based, or academically based in nature with the exception that staff may, on a limited basis, communicate using email with immediate family members. Immediate family members are defined as the spouses, parents, and children of the staff member.

Y. After logging in to a computer, staff members must take measures to ensure that the computer is not accessed by anyone else. If the computer must be left unattended, the computer must be secured by either logging off or by locking the computer by typing the Ctrl, Alt, and Del keys and choosing Lock Workstation or Lock Computer. At the end of each school day, the computer should be shut down or powered off. Computers that are required to be on 24/7 in order to support security, building maintenance, technology infrastructure or other organization needs are not required to be shut down.

Z. Any portable equipment that is provided to staff, laptops, tablets, cameras, mobile hotspots, etc., is to be used only for school purposes. Individuals that are not North White employees are not to use this equipment without prior approval.

1:1 Devices Upon retirement from the North White School Corporation and as a token of appreciation for their service, individuals will be allowed to keep their 1:1 device when deemed appropriate by the superintendent. (This includes school board members, certified staff members and non-certified staff members)

When 1:1 devices are declared as surplus and will not be utilized any longer by the school corporation, individuals will be allowed to keep their 1:1 devices when deemed appropriate by the superintendent. (This includes school board members, certified staff members and non-certified staff members)

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246

STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, staff members must sign and return this form.

Use of the Internet is a privilege, not a right. The North White School Corporation's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The North White School Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The North White School Corporation also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

The Superintendent and/or his designee, may disable the technology protection measure to enable access for bona fide research or other purposes.

Staff members accessing the Internet through the Corporation's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The North White School Corporation reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that propriety rights in the design of a web site hosted on the Corporation's servers would vest in a staff member upon creation, the staff member agrees to license the use of the web site by the Corporation without further compensation.

Please complete the following information:

Staff Member's Full Name (please print): _____

School: _____

I have read and agree to abide by the Staff Network and Internet Acceptable Use and Safety Policy and guidelines. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Staff Member's Signature: _____

Date: _____

The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke, or suspend access to the Network/Internet to individuals who violate the Staff Network and Internet Acceptable Use and Safety Policy and related guidelines and take other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement and/or Board Policy.