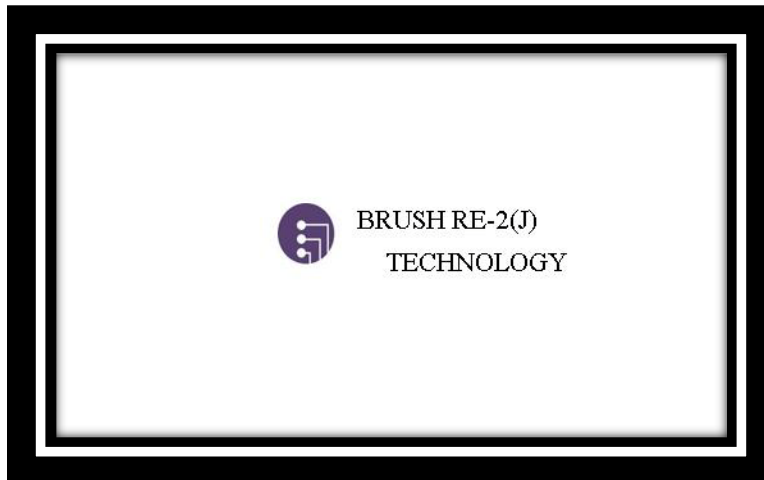


Brush School District RE 2(J)

Technology Policies and Procedures Manual



Article I

District Technology Vision Statement

It is the vision of the Brush School District to develop highly educated students with workforce and or post secondary skills. Through the use of current and cutting edge technology we strive and are committed to prepare today's students for tomorrow's advanced technological opportunities and challenges.

Article II

Supported Hardware and Software

- **Prior to purchasing hardware, software and electronic media, it is important to consider the following attributes. Software, hardware, and electronic media should:**
 - Provide opportunities for problem-solving and development of organizational skills
 - Provide motivation and/or an alternative means of learning and processing information
 - Provide opportunities for cooperative learning
 - Provide the opportunity to learn and apply strategies using current methods and materials
 - Establish a positive outlet for youth's inquisitive nature, capturing motivation and self confidence at critical points of their development
 - Increase communication
 - Efficiently manage student records and data
 - Promote respect and proper use of all technology equipment

Software Guidelines

- Users may not modify, copy, or transfer any software provided by the school, faculty, or another student.
- Users may not copy copyrighted software owned by the Brush Schools. It is generally illegal to copy any software which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
- Privately owned software is not to be used on District equipment without prior approval of the Director of Technology.

Standardization

Network Operating Systems Supported

- Windows Active Directory, Server 2008, Server 2003

Network Components Supported

- Local Area Network serving five district entities (BHS, BMS, Beaver Valley Elementary, Thomson Primary, District Office Complex)

Gigabit Fiber Optics WAN Backbone and Qwest Internet Connection

- TCP/IP protocol running on a private 1Gb
- T3 45Mbit Internet connection

Workstation Operating Systems Supported

- Microsoft Windows 7, Windows XP, and Mac OS X 10.5 Leopard

District Applications Supported

- Microsoft Exchange and Outlook
- Microsoft Office 2007 or newer
- Other software applications are supported at each school site. Lists of supported applications are updated annually.

Article III

Operations

Purchasing Procedures

- The District Technology Department, under direction of the Director of Information Technology determines all technology needs covering all district buildings to ensure that all decisions are based on sound research, security and capacity planning. The projected yearly budget must be approved by the BOE each school year.

All Schools Within the District Must Follow These Procedures When Contemplating Technology Purchases:

- First, all proposed purchases of technology must obtain approval of all hardware and software purchases to ensure standardization and compatibility. Also to ensure that both current and future curriculum needs are met. Finally, to ensure that appropriate funds are identified prior to initiating a technology purchase.

- When initiating a technology purchase, a District employee or School must follow these procedures without exception:
 - a. Submit a “**Request for Learning Technology – Learning Resources**” online:
 - i. <http://www.brushschools.org/form/request-learning-technology-learning-resources>
 - b. This online form will be sent both to the In-Building Technology Leader and the Director of Technology. The request will receive a preliminary review and then proceed to the agenda of the regular in-building Technology Committee Meeting comprised of teachers and staff within each building. During this meeting there will be discussions regarding the quality of the fit in the school as well as determining if any software containing curriculum meets the goals of all schools in the district.
 - c. If the request passes this first gate – it will then be placed on the agenda of the District Technology Committee. This committee will discuss and determine the quality of the fit as it pertains to the district.
 - d. If the request passes this gate – it will then either be purchased if funds are available, or placed the 5 year Technology Plan.

Guidelines for Computer Equipment Donations

- The District maintains/repairs any product that meets the District’s minimum standard for donated equipment.
- The PC Standard will be Determined on a Case-by-Case basis by the I.T. Department
- The Network Printer Standard is: HP laser or equivalent.

Technology Support

- Each school will identify one individual as the In- Building Technology Leader for that site.
- This individual will act as the first point of contact for the respective buildings users in regard to computer and printer problems. It will be the duty of the Technology Leader, upon receiving notice of technology problems, to determine the appropriate response and referral.
- All staff who are experiencing a problem with the technology equipment within their classroom or work area **MUST** submit an online trouble ticket to initiate repairs. The

District uses the SchoolDude application to conduct orderly prioritization of both response and setting of work schedules.

- To submit a SchoolDude:



- The trouble ticket submission may be found on the “Help” link under the “Technology” page on the district website.
- First time users will need to issue this code: Account Number = 473467930
- The needed submission password is – “password”
- The Information Technology Dept. is responsible for assisting computer users when they experience difficulties that cannot be solved by their In-Building Technology Leader.

Technology Maintenance

- It is the responsibility of the Information Technology Dept. staff to ensure that District-owned network servers, computers and supportive equipment operate efficiently.
- The Information Technology Department is solely responsible for adding new machines to the network. This includes any workstation connected to the network that must have software installed and configured as well as a physical wire connecting it with the network equipment.
- This software and wiring configuration is the sole responsibility of the Information Technology Department.
- Schools and departments must consult with the IT Department regarding network design and hardware purchases when they wish to expand their networks. Equipment standards, as defined in this document, are enforced to protect the network from excess traffic and accidental conflicts.
- **NO PC OR COMPUTER DEVICE SHOULD BE MOVED FROM ROOM TO ROOM OR EVEN WITHIN THE ROOM PRIOR TO ACTUAL CONTACT WITH THE I.T. DEPARTMENT AND RECEIVING VERBAL OR WRITTEN APPROVAL.**

Maintenance of Personal Technology Equipment

- Maintenance of any computer, related peripheral or software belonging to a District employee and used in the workplace is the sole responsibility of the owner. District technicians will not service or repair any computer not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. The District will not be responsible for any damage to, or theft of, personal equipment resulting from use in the workplace.

- No personally owned computers will be attached to the District's network without the prior written approval of the Director of Technology.

Technology Inventory

- Each school will maintain an accurate inventory of all technology equipment at the school site, verifying each year that product information, values, and barcodes are recorded accurately. Any new technology equipment acquired during the year will be added to the inventory of the school where the technology resides. An accurate copy of this inventory will be provided to the District Office annually.
- This inventory will be due Technology Department no later than the last day of school.

Disposal of Obsolete Equipment

- The Director of Information Technology is the only entity within the district empowered to direct the appropriate disposal of technology equipment. All requests for or questions regarding the disposal of technology equipment should be directed to the Director.

File Management

- Disk Space Allocations to Staff Members: It is the policy of the District that each staff member be allowed at least 1 GB of space in a designated user file on the school's server.
- Requests for additional space must be made to the Director of I.T.
- File Saving Options:
 - CD or DVD Drive (this drive may be identified with a variety of letters)
 - C:\hard disk
 - Network locations - Each staff member has access to a secured folder. This is called your HOME directory or H: Drive.
 - This folder is secured, accessible only by the designated staff member and is backed up.
 - Use this location to store confidential material and material which is required on a "long-term" basis. Examples include tests, annual or on-going projects, and curriculum. In order to assure the most efficient use of the server disk space, teachers will initially be given access to approximately 1 GB of disk space. Users can view folder size via "My Computer" or "Windows Explorer."

Year-End Procedures

- All Brush School District staff members are responsible for removing old or unused files from all computers located in their rooms, as well as old or unused files located on the network:
 - Including their personal folders and all shared locations.
 - Each staff member is also encouraged to make backup copies of any files, whether on local hard drive or in a network folder, for off-site storage during the summer.
 - If the unit needs repair submit a SchoolDude. So that I.T. can take appropriate actions during the summer.
 - Delete all the emails in your sent and deleted folders within Outlook.

Backups, Cleanups, and Disaster Recovery

- All staff members are responsible for the material on their local computer drives. Staff members are also responsible for assuring that the material in their network folders is current, for creating and securing personal backups, and for deleting obsolete files.
- Complete District network backups will be performed weekly and maintained monthly.
- Backup Exec will be used on the H: Drive and other highly critical databases to ensure disaster recovery using a disk-to-disk option.

Peripherals

- No peripheral can be attached to the network without prior approval of the Information Technology Department.
 - This includes, but is not limited to, printers, scanners, PDA's, cameras, CD-RW, etc. No personally owned peripheral shall be attached to any school-owned technology without the prior approval of the Director of Information Technology. With the exception of previously approved Thumb Drives or Flash Drives.

Telecommunications

District E-Mail

- The Information Technology Department staff is responsible for the maintenance of the District email system. This system is complex and requires special software be installed and configured on each workstation that has access to the email system.
- There is no guarantee of privacy or confidentiality for messages or information that is transmitted electronically.

- Users should not leave the terminal "signed on" when unattended. Best practice here is to use the lock screen option each time you leave your system.
- Users must not leave their password available in an obvious place near the terminal or share their password with anyone, unless asked by a current member of the Information Technology Department.
- The District retains the right to review, store and disclose all information sent over the District electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access District information in the employee's absence. The employee will be notified why, when and where the District chooses to disclose the information sent via email.
- Users have the responsibility to maintain the integrity of the electronic mail system and are responsible for all solicited mail received in their user accounts. Users have the responsibility to report violations of privacy to their immediate supervisor.

Request for Student Email Accounts

- Not yet available

Email Etiquette

- Users are expected to abide by the generally accepted rules of network etiquette. These include the following:
 - Be polite. Do not write or send abusive messages to others.
 - Respect the confidentiality of other network users. Assume that all communications and information accessible via the District's LAN is private property.
 - Use appropriate written language. Do not swear, use vulgarities or any other inappropriate language.
 - Do not reveal a personal address or phone number or those of students or colleagues without expressed written permission as per District policy.
 - Note that electronic mail (email) is not guaranteed to be private. The District's IT staff has access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
 - Keep paragraphs and messages short and to the point.
 - Use the "subject" line, and make it as descriptive as possible.
 - Capitalize words only to highlight an important point or to distinguish a title or heading.
 - *Asterisks* surrounding a word also can be used to make a stronger point.
 - Do not forward chain letters to others on the District's network. They provide distractions to other users.
 - Do not use the District's email to sell, trade or barter by sending to all staff. This district now has a location on the website that will allow individuals to accomplish these desires. Use: <http://www.brushschools.org/forums/district-swap-board-0> this link to access the online Swap Board.

Internet Usage

Please see the Official Board Approved Acceptable Use Policy.

Internet Filtering Specifications

- The School District has installed Internet filtering software that blocks web sites deemed inappropriate. The filtering product currently in use is CIPA.
- While there is never a complete ability to filter unwanted content the District deploys protection measures (or “Internet filters”) to block or filter Internet, or other forms of electronic communications, access to: Obscene material, Pornography, material deemed harmful to minors other information that is determined to be in violation of District policies.

Staff Privileges

- PRIOR TO RECEIVING AUTHORIZATION TO USE THE INTERNET, ALL STAFF MUST SIGN THAT THEY HAVE READ AND UNDERSTANDS THE ACCEPTABLE USE POLICY CONCERNING INTERNET ACCESS.
- Authorized users have the privilege to access the Internet and to exchange information.
- Users are advised that email and/or Internet correspondence is not privileged or confidential.
- Communications are monitored by the administration to assure that Internet use is in support of School District goals.

Staff Responsibilities

- Authorized users-accounts must be in support of the educational goals the District.
- While exercising privileges to use the Internet as an educational resource, users shall also monitor and accept the responsibility for all solicited material received. The user is responsible for immediately reporting unsolicited, inappropriate material to his/her supervisor.
- Users have the responsibility to keep copyrighted software of any kind from entering the school via the Internet. Users have the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network, from entering the school via the Internet.

Request to Reconsider a Website

- If a teacher wishes to access a website that has been blocked by the Internet filter, or to block access to a website allowed to be accessed by students and staff, the staff member must submit a request to the Director of Technology.

Student Users

- Students may use the Internet to participate in distance learning activities, to ask questions of a consultant with expertise, to communicate with other students and individuals, and to locate material to meet their educational needs. School library workers, teachers, and other staff members have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Student Privileges

- PRIOR TO RECEIVING AUTHORIZATION TO USE THE INTERNET, STUDENTS AND THEIR PARENTS/GUARDIANS MUST SIGN THE STUDENT APPLICATION AND CONSENT FORM FOR DISTRICT ACCEPTABLE USE POLICY REGARDING INTERNET ACCESS.
- (Students are advised that email where applicable, and/or Internet correspondence is not privileged or confidential. Communications may be monitored by the administration to insure that Internet use is in support of School District goals.
- Student users have the privilege to access the Internet to facilitate educational growth in technology, information gathering skills, and communication skills.

Student Responsibilities

- SEE THE ACCEPTABLE USE POLICY.

Web Page Implementation

Purpose & Goals

Goals/General Statements

- District and school-supported web pages are designed to:

- Provide information about the District and its schools.
- Provide information about classroom activities and policies.
- Provide teachers and other staff members with a resource to enhance instruction.
- Provide students with an opportunity to showcase their work.

Web Publishing Procedures

- All websites that contain information about the Brush School District authored by staff or students MUST have approval by the Director of Technology.
- If a staff member desires space on the current website to enter specific classroom data, or link to an existing site contact the Director of Technology.
 - If space is granted individual staff members are responsible for keeping web page information current and up-to-date.

Article VI

Formation of District and School Technology Committees

District Technology Committee

Members:

- Director of Information Technology – Facilitator.
- District Technology Specialist.
- In-Building Technology Leader from each school.
- Others as invited.
- All meetings are open to the District Superintendent.

Meetings:

- The District Technology Committee shall meet at least each month in the school year. (Additional meetings may be scheduled as necessary)

Purposes:

- Review, update and recommend changes to the:
 - District Technology Policies.
 - District Technology Procedures Manual.
 - K-12 Computer Standards and Benchmarks.
 - District technology plan and State reporting requirements.
 - Approval of new technology requests.

- This committee is to ensure that the District wide Technology Vision is considered to ensure school to school continuity and alignment is in place.

School Technology Committees

- Every school in the Brush School District shall form a Building Technology Committee, charged with the following responsibilities:
 - Assessing needs and making recommendations for integrating the use of technology into instruction.
 - Organizing professional-development opportunities so that all staff members will acquire competence and confidence in using technology.
 - Assisting in technology planning and goal setting at the building level.
 - Assessing needs and making recommendations in the purchase and deployment of hardware and software within a school building– Providing initial review of software and hardware requests.
 - Ensuring that there is equitable access to technology for all students in all programs.