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Network

- **What is a network?**

When you have two or more computers linked together, they form a network. Our computers are all joined to the network so that they communicate with one another and share resources (like printers and space on the hard drives).

- **What is a server?**

A server is a computer that passes information back and forth to other computers. We have three types of servers. One is a file server. It is a server dedicated to storing information. This is where home drives and shares are located. The second type of servers are application servers. These are the servers you connect to when you log into the system (fhstt, fmstt, pss, etc.). These servers store the programs that you use. The third type of server is called a domain controller. These servers control each person's access. One of our domain controllers (DC03).

- **What servers do we have?**

- **PSS** Teachers connect to **pss**
- **FMS** Teachers connect to **fmstt**
- **FMS** Students connect to **fms**
- **FHS** Teachers connect to **fhstt**
- **FHS** Students connect to **fhs**
- **SAU** office staff connect to **SAU18**

- **How do I log in to the server?**

Most people will log into a server by using the “Connect to Server” or “Remote Desktop Connection” icon on their laptop screen -- double click on the icon to connect. (If you don’t see “Connect to Server” on your desktop, you will click on Start, then All Programs, Accessories, Remote Desktop Connection). You will then make sure the server you connect to is listed next to the word Computer. (The example below shows how a high school employee will connect.) Then you will press connect.



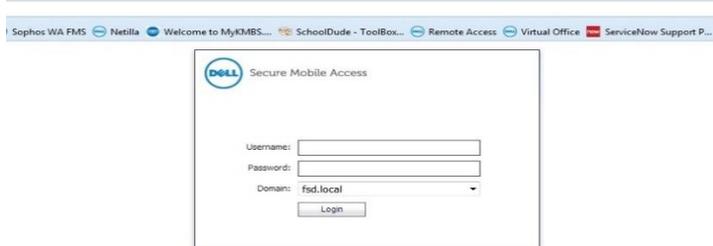
Next, you will see the following screen. Bear in mind that “Log on to:” may or may not show depending on whether you have the options tab showing. If you are having difficulty connecting to a server, this is one of the first places to look. Be sure that FSD is selected in the drop down menu next to “Log on to:” Once you have typed in your username and password you should click “ok” to log on to the server.



- **Why do I get disconnected from the server?**
Because you are working on a servers rather than your local machine, you are sharing resources. Servers are set to “time-out” accounts that have been idle for two hours in order to give precedence to those who are currently working on the server. Other network errors, such as a wireless signal disruption, may also cause a loss of connection from the server.
- **How do students log in to the server?**
Students will log in to the server the same way that teachers do except they will access the student servers rather than the teacher server. Usernames will be in the format of first three letters of first name and first three of last name all in one word with no capital letters. All students from grades 4-12 have individual log on accounts. Students in the elementary schools will use their teacher’s last name as their username.

- **How do I log in to Servers from home?**

Open a web browser (Firefox or Google Chrome) and type <https://sau18.remoteworkplace.com> into the address bar. You can also access it Going through the district website at www.sau18.org → Web Services → and Staff/Student Access at the bottom of the page. Once you access the link you will see a login screen asking for username and password.



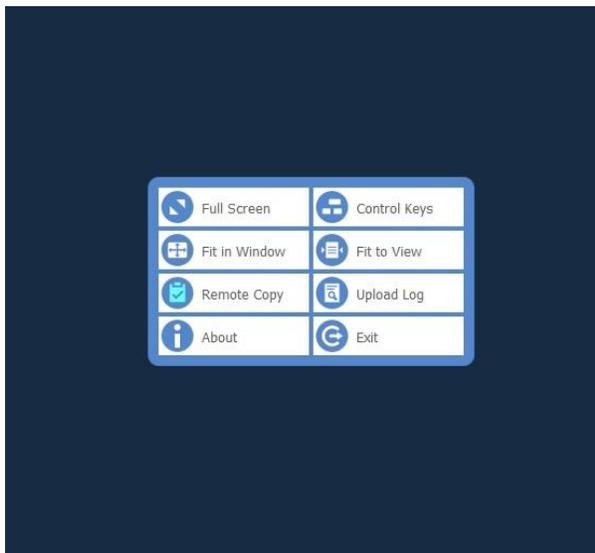
This will be the same username and password you use to connect from school. Once logged in you will see a screen similar to the one below. **Single click** the icon for your respective server.



Once you click the server you want it will bring you into the server. To get it to display full screen either click the bar that flashes at the top to display full screen which disappears fast or just click the S icon in the upper right corner of the screen. As seen below:



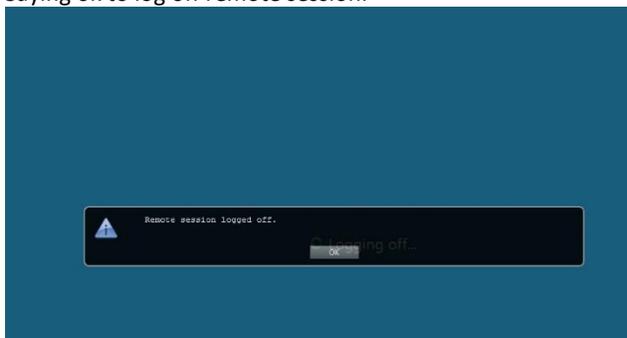
This will bring up another box where you can choose full screen as seen below:



Once logged in you will have access to the same resources and applications as you would if you were logged in directly from school. After you are finished simply log out as you normally would.



Once you log off you just need to click on the button in the middle of the screen. Saying ok to log off remote session.



- **The Sonic Wall**

The Sonic Wall is a firewall that allows us to provide protection to our computer users. It allows or denies web pages to load based on their content. This allows us to be CIPA compliant. The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding support for Internet access or internal connections from the "E-rate" program – a program that makes certain technology more affordable for eligible schools and libraries. For more information regarding CIPA please visit <http://www.fcc.gov/cgb/consumerfacts/cipa.html>. The Sonic Wall also protects us from outside intruders gaining access to our network.

- **What is Sophos?**

Sophos is an anti-virus software. This helps us to keep our network clear of viruses. You can tell your computer is protected by Sophos by the blue shield in the lower right corner of your taskbar. The district also utilizes the Sophos Web Appliance which provides web filter capabilities. It allows for the creation of group based policies so staff and students can have different kinds of access to websites and downloads. It also has robust reporting capabilities to track web site usage and traffic.

- **Home Drives, Public & Shares**

Home drives are where you should be storing all of your work unless otherwise specified. (Ex. Sped forms are stored in shares) Your home drive name should look similar to your username. An example home drive would be Stutes ([\\fs](#)) (H:)

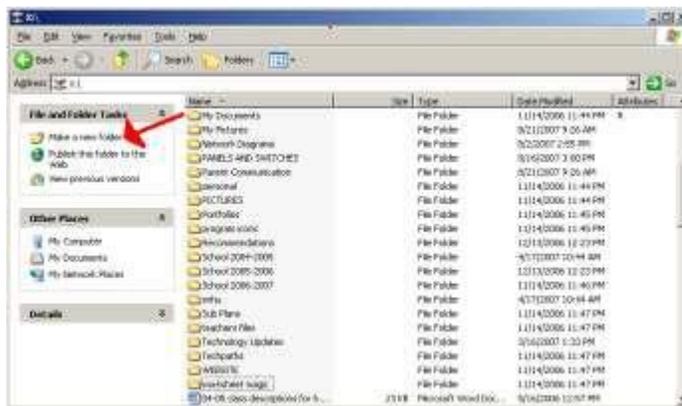
Shares allow access to different files for different people based on the groups to which they belong. Special education teachers are an example of a group that has a share for the various forms they need to use. You can see what shares you have access to by clicking on “Computer”. The spaces to which you have access will be listed under Network Drives as shown below.



- **How to organize my home drive.**

This is a difficult task to explain. Think of your home drive as a file cabinet. You should organize your home drive as you would organize a filing system. Create outer folders with major topics or types of documents you save and then, if necessary, create folders within the folders to allow for organization. For example, if you like to save web pages for future reference, you could create a folder called web pages and save all of the pages there.

That way they don't clutter the files you frequently access, such as lesson plans or parent correspondence. Create folders by clicking on the "Make a New Folder" button on the left or by clicking file, new, folder and then naming the folder.



Software

The following list of software is available on our servers. The list is divided into four categories according to their use.

1. Staff Based Software:

Microsoft Office –The **Office System** gives access to Word, PowerPoint, Excel, Access and Outlook.

School dude "Help Desk" (IT Direct and Maintenance Direct - IT Direct is a Cloud-based IT help desk management solution that streamlines the entire technology workflow process from support request to resolution. Maintenance Direct is a Cloud-based work order management solution that allows you to manage the work order process from request to completion. There is a "Help Desk" icon on your server desktop.

Quickbooks Pro for office staff - is Intuit Inc.'s set of software solutions designed to manage payroll, inventory, sales and other needs of a small business.

2. Staff/Student Multipurpose:

Website – SAU 18's website content manager is: Savvy Software Inc. <http://www.franklin.k12.nh.us/login.cfm> Instructions for accessing both the site www.franklin.k12.nh.us and your page can be found on Page 19 of this handbook.

Macromedia – FHS- **Adobe Flash Player** is the standard for delivering high-impact, rich web content. Designs, animation, and application user interfaces are deployed immediately across all browsers and platforms, attracting and engaging users with a rich web experience.

SMA400 (new remote device that replaces Netilla) is a website <https://sau18.remoteworkplace.com> to log into the FSD domain. Staff and students can use this program to access their programs and files from home.

Mozilla Firefox is a [cross-platform](#) Internet browser, providing support for various Versions of [Microsoft Windows](#), [MacOSX](#), and [Linux](#).

Sophos - is a world leader in IT security and control solutions purpose-built for business, education, government organizations and service providers.

Go Math – is a comprehensive Grade K-6 **mathematics** program developed to support the Common Core State Standards for Mathematics.

Atomic Learning – (All faculty staff and students) - Atomic Learning provides thousands of short, easy-to-understand tutorial movies and a library of curriculum resources that can be used as an integral part of a professional development program, a valuable curriculum supplement, and an anytime/anywhere software training resource.

VLACS - online virtual public high school and middle school where students can earn credits through a web based application.

Google Sketch up - is a 3D modeling program for a broad range of applications such as architectural, civil, mechanical, film as well as video game design.

Google Apps for EDU - is a package of cloud-based services that can

provide users with a whole new way to work together online—services include Google Docs, Google Classrooms, Google Drive, Google Sites and many more.

Staff and students login through our Google SAU18 domain using their district username + @gm.sau18.org address as the username. To access the login for Google go to: <http://www.google.com/a/gm.sau18.org>

All faculty and students login using their district email address just be sure you use “gm.sau18.org” for the username. All users are prompted to change their password at first login.

3. Reading/Library Research:

Destiny (type <http://172.16.136.155:8080/>) in your browser address bar or double click the destiny icon on your desktop. Destiny is a powerful, browser-based software suite to help streamline our libraries. With ODestiny you can search for books and resources available in our schools.

From home you can also login to Destiny by going to the school website <http://www.franklin.k12.nh.us> and click Franklin High School and then Library Media center. <https://sites.google.com/a/sau18.org/franklin-library/>

4. Subject/School Specific:

Inspiration – For FHS and FMS - **Inspiration** can be accessed through the program list. Inspiration® is the essential tool students rely on to plan, research and complete projects successfully. With the integrated Diagram and Outline Views, they create graphic organizers and expand topics into writing. This powerful combination encourages learning in multiple modes. As a result, students gain and retain a better understanding of concepts and demonstrate knowledge, improving their performance across the curriculum.

Kidspiration –PSS - under Open Office **Kidspiration** can be accessed through the program list. Created for K-5 learners, Kidspiration® provides an easy way to apply the proven principles of visual learning. Students build graphic organizers by combining pictures, text and spoken words to represent thoughts and information. Younger learners develop early literacy skills, and more advanced students improve comprehension skills and better organize ideas for writing.

Type to Learn –PSS - Students embark on time-travel missions and learn keyboarding skills. Built on a proven typing curriculum of sequential, skills-building instruction, this exciting program meets all the learning goals of **Type to Learn**® with a focus on mastery. Keyboarding lessons are wrapped in an integrated presentation of demonstration, review, practice, and testing called Missions. Students receive continual reports on their Mission progress and teachers can customize the Missions.

FITNESSGRAM – FMS and FHS- **Fitnessgram** was developed by The Cooper Institute in an effort to provide physical educators with a tool that would facilitate communicating fitness testing results to students and to parents. The assessment measures three components of health-related physical fitness that have been identified as important to overall health and function:

- Aerobic capacity;
- Body composition; and
- Muscular strength, endurance, and flexibility.

Macromedia – FHS- **Adobe Dreamweaver**, or simply **Dreamweaver**, is a [web development](#) tool originally created by [Macromedia](#) (now [Adobe Systems](#)).

Macromedia – FHS- Accelerate web design and development with Adobe® Fireworks® CS3 software, the ideal tool for creating and optimizing images for the web and rapidly prototyping websites and web applications

Adobe In Design – FHS - **InDesign** integrates smoothly offering powerful features for creating richer, more complex documents; and reliably outputs pages to multiple media.

Adobe Premiere - is a timeline-based video editing software application.

Macromedia – FHS- Use **FreeHand**® MX software for creative design, storyboarding, document production, and editing with a powerful set of creative design tools. Easily repurpose your designs for print, the web, or Adobe Flash® projects.

Geometer's Sketch Pad –FHS, FMS - The **Geometer's Sketchpad** is a dynamic construction and exploration tool that adds a powerful dimension to the study of mathematics. With

Sketchpad, students can construct objects, figures, and diagrams and explore their mathematical properties by dragging objects with the mouse. As shapes change, all mathematical relationships are preserved, allowing students to examine an entire set of similar cases in a matter of seconds.

Reading Eggs – A web based reading tool for k-4. Supports each child's learning by offering individual, one-on-one lessons that allow children to progress at their own rate

AutoCAD360 - *AutoCAD 360* is free CAD software used at the High School level that allows users to view, edit, and share drawings from their smartphone, tablet, or desktop computer.

Hardware

The following is a list of general technology available to staff and students. There are also a number of specialized hardware elements purchased by specific programs or departments.

- Each certified staff member is issued a laptop for their professional use.
- Each elementary classroom has a minimum of 3 student computers.
- High school and middle school classrooms are furnished with student laptops upon request.
- Each staff member and student has access to a networked printer.
- There are mobile and stationary computer labs available in each school.
- Each classroom is equipped with a projector and interactive whiteboard hardware and software
- Each school has multiple scanners and copiers
- Each school has access to a mobile cart and/or iPad available to be signed out for classroom use

If you need access to something for your classroom and you are not sure how to obtain it, please submit a “Help Desk” request. We can work with you to help meet the hardware needs of your curriculum.

Printers

- **What are network printers?**
Most of the printers in SAU 18 are networked printers. That means they are not connected to a computer. Rather, they are plugged directly into the network and can be used by anyone else on the network who has permission to print to it. This allows us to buy stronger printers that use less ink, print faster, and are accessible by a large group of people.
- **What is available for me?**
Each grade level (K-8) has a designated printer for their use. At the high school, there is a printer for each department. Each school also has a color printer centrally located for those “special” printing jobs that really rely on color for emphasis.
- **How to select default printer?**
It is very important to set your default printer whenever you want to use the quick buttons for printing. The easiest way to accomplish this is to go to Start Printers & faxes click on the printer you want as your default, then go to File Set as default printer. A checkmark should appear next to that printer signifying that you have correctly set your default printer.
- **How do I request ink for our printer?**
Submit a “Help Desk” request and the IT Technician will deliver it to the requested location.
- **Why do some people have personal printers?**

Some people, such as SPED teachers and school nurses, print lots of confidential documents so it's better if the printer is close by. Best practice for everyone is to print only when you know you can get your things from the printer right away. Otherwise, be sure to only print what you don't mind anyone else reading.

Outlook

- **Why do we use Outlook email?**

We use Outlook because it comes from Microsoft and is highly customizable. Because we use a Microsoft Exchange server for email, Outlook is a natural companion for this system.

- **What are the different parts of Outlook?**

Outlook has many features to make your computing experience enjoyable. The most commonly used feature is the mail feature. This is where you send and receive emails. Calendar is probably the second most used feature and is used as a scheduling tool. You can organize your appointments, send appointments to others and create reminders for yourself. The contacts section is available to store your district contacts. This is where you will keep your parent email addresses for communication. There is a tasks section for organizing your to-do lists.

- **How do I access my email?**

Logon to your server and double click on the Outlook icon.

- **Why can't I get my home email?**

We have blocked outside email programs in an effort to keep our students safe and to be CIPA compliant. (See networking section for CIPA explanation) Email can carry viruses. Our SPAM filter and antivirus programs catch emails with viruses. Outside email accounts would not go through our spam filter and, therefore, viruses could unknowingly get into our network.

- **What is SPAM?**

SPAM is unwanted/unsolicited email. SPAM can contain viruses that are harmful to the computer. SPAM also can be used to target your personal information. Occasionally you will get an email saying you need to confirm your account information and to call a certain number or to log onto a website and give your personal information this way – that is SPAM. Another common SPAM email is one that tells you that you have won something in a foreign lottery. If it seems too good to be true, it probably is! This is called PHISHING and is a leading way spammers are committing identity theft!

- **What do we do to prevent SPAM?**

We use our Sophos anti-virus to protect us against the viruses. We use a Barracuda Spam Filter to weed out the majority of SPAM that comes in. Some SPAM still reaches your inbox as spammers are always coming up with new ways to bypass the filter. There will never be a SPAM free world.

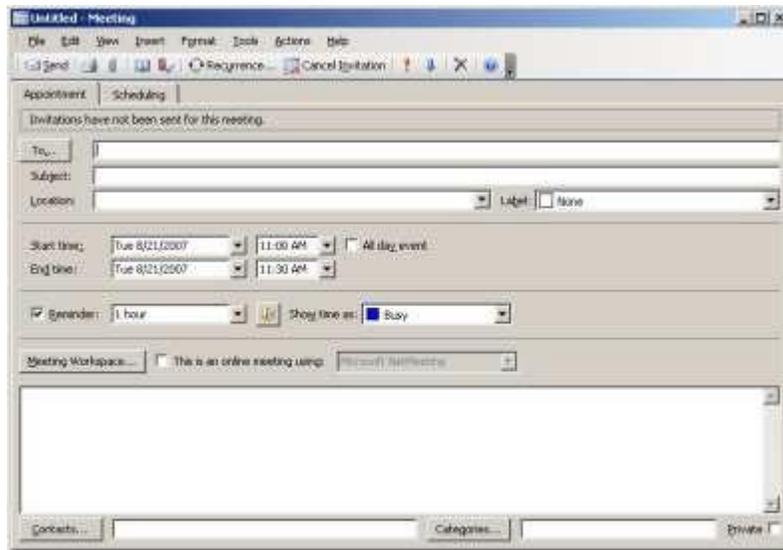
- **What do I do if I get SPAM?**

If you receive SPAM you can right click the email → Select Junk → Block Sender

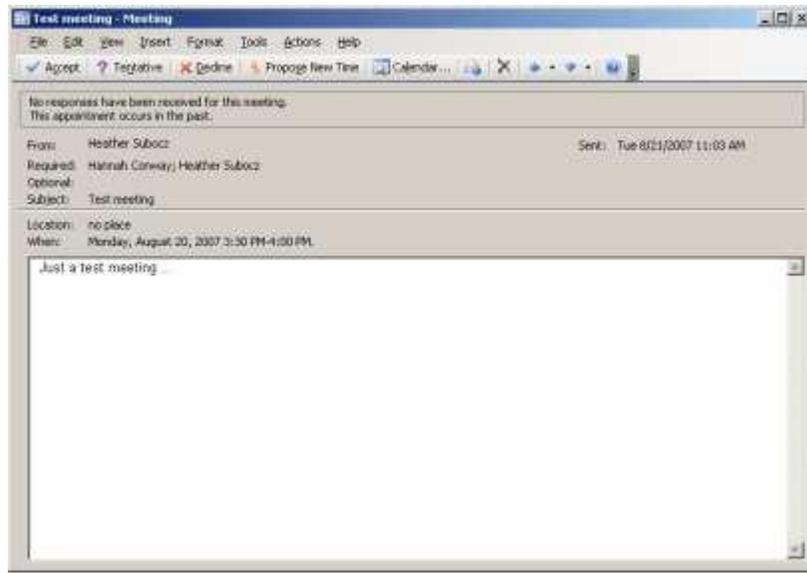
- **How do I send/accept meeting requests?**

In Microsoft Outlook: Click on File – New -> Meeting Request (ctrl+shift+q)

A window will come up like the one below where you will fill in your information. Who you want to attend will go in the To: section. Be sure to fill in the start and end times (uncheck all day event to get the hour selections). Click send after you have filled in the information you want sent with the meeting request.

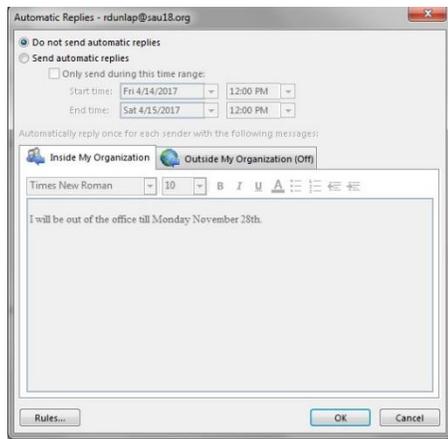


To accept a meeting request you receive, you will open the email and it will look similar to the illustration below, simply click the “Accept” button. You can also use the other buttons as needed to decline or propose a new time that fits your schedule.



- **How do I organize my email?**
You can create folders in Outlook just like you do in your home drive. To create a folder in your inbox for storing email, click on File -> New -> Folder then name your folder. You will then be able to move email to the folders by dragging and dropping them to where you want them.
- **How do I change my views?**
When in Outlook, click on View on the top toolbar. There are many choices from there as to how you can change what you see when looking at your email. If you make a change and do not like the results, simply go back to the View menu and re-click what you had previously clicked, undoing the change. Some of the things you can change include: showing the reading pane so you can see your email without actually opening, the location of the reading pane, arranging the order of the emails in your inbox according to fields like date sent, or email sender. There are other options as well to customize Outlook to your liking.
- **If I am going to be away and unable to check my email what should I do?**
In Outlook you can create an Out of Office rule. This will automatically email anyone who emails you and let them know you are away. You can customize the email sent to people to let them know you are away and when you are back so they are not thinking that you did not respond in a timely manner.

You can turn on this feature by clicking File / Automatic Replies, then Out of Office Assistant. You will then be able to select the “I am currently Out of the Office” button and put your Auto Reply message in the box below as shown. Click “ok” to enable this rule. To turn this feature off when you return, follow the same steps, just click the “I am currently In the Office” button instead.



- **What if I have more Outlook questions?**
The first place to look for help would be in the help menu. In Outlook, click on Help on the menu bar, and then click on Microsoft Office Outlook Help. The Outlook help pane will appear. In the Search For bar type what you are looking for help with and results will show below.

Map a Network Drive to Your Home Directory

- Right click Computer
- Map Drive
- [\\fs\firstinitiallastname](#) (your username)
- Check Reconnect at Logon
- If it requests credentials it would be FSD\firstinitiallastname (your username)
- Password (Remember Credentials should be checked)

To Log On to the Server

1. Start up the computer by pressing the power button.
2. Turn on the monitor by pressing the power button.
3. There should be an icon on the desktop that says connect to the server. If so, double left click on the icon to start your connection to the server.
4. If there is no icon on the desktop, left click once on the start button (bottom left corner).
5. Go to **Programs**, then **Accessories**, and right click once on **Remote Desktop Connection**.
6. Left click on the **Send to**, then **desktop** to create shortcut option.
7. Then, on the desktop, double left click on the remote desktop connection icon.
8. Type the name of your server in the box (if it is not already there) and click **Connect**.
 - a. PSS type PSS
 - b. FMS type FMSTT
 - c. FHS type FHSTT
 - d. FMS Student type FMS
 - e. FHS Student type FHS
9. Type your username and press **tab**.
10. Type your password and click **OK**.

*** If you see a third box that says **Domain**, be sure the option for **FSD** is highlighted.

To Access and Edit Your Page on the District Website:

1. Log in to: <http://www.franklin.k12.nh.us/login.cfm>
2. Username: First letter of your first name and your complete last name (i.e. ahollins)
3. Password: 123123 (unless you have changed it)
4. Questions??? Call Jan 934-3108 ext.4420 or go to www.besavy.com/documentation

Saving Contacts in Outlook:

1. Click on file, then new, then contact.
2. A new screen will come up where you can enter the information such as the person's name and e-mail address.
3. Click save and close.

When you want to find it again to send an e-mail:

1. Click on a **new** e-mail message
2. Left Click on the word **To**.
3. On the right hand side of the window that pops up there is a drop down menu that says **Show names from the:**
4. Choose **Outlook Address Book**, then **Contacts** (this is where you will see your names to choose from).

How to Save Favorites to your Home Drive from Internet Explorer, Mozilla and Chrome:

1. Go to the website you wish to make a favorite.
2. Click on file.
3. Click on save as.
4. Navigate the “save in” location to your home drive.
5. Name the page.
6. Click save.

How to set your default printer:

Setting your default printer is important, especially when printing through your email or MMS. There are also other programs that will not allow you to print unless your default printer is set. The first step is to click on the Start button on the lower left hand side of your screen. From there, select printers and faxes. You may have multiple printers to choose from, but click the one you use most often. Click file and, then click “Set as default printer” . If everything works as it should, you will now see a black checkmark next to your printer indicating that it has been set as the default.

General Tip’s

Selecting all text on a page:

There is a shortcut to selecting all text or images on a page. Simply hold down your control key and hit the “A” key. This will select everything on the page.

Copying and Pasting

Rather than mousing over text, images, or links and having to right click to copy and paste, there is a more efficient means. First, select the text or image you wish to copy and hit control + c. To paste, select the area in which you wish to paste the image or text and hit control + v. Either way you choose works the same, but if you are comfortable using the shortcut, it will save you time.

Charging Laptop Battery:

Best practice when trying to get the most life out of your laptop battery is to always run the battery completely down before plugging in the power pack and recharging. The reason for this is that each time you use say half the charge of the battery and then plug it in; it slowly drains the overall life of the battery by bringing down its maximum charge.

General Computer Troubleshooting:

The first thing to do when troubleshooting a desktop that will not turn on is check and make sure all the cables are plugged in firmly. If it is plugged into a power strip, make sure that the power strip is also on and the outlet is working.

More times than not if you are experiencing a monitor not working, or mice and keyboard issues, or you're not able to connect to the server, it's because the cables are not plugged in correctly or are not plugged in all the way. **ALWAYS** check that first. Another thing to try if you are experiencing odd problems with Windows, is to do a reboot of your computer or shut it off for 60 seconds.

Almost everything that applies to desktops will also apply to laptops. The main difference is a laptop has the ability to run off of batteries. If you are experiencing low or dulled brightness, it is a good indication that your battery is running low and needs to be charged. If your laptop will not turn on, make sure it's plugged in or make sure the battery is charged.

Setting up folders in the Public Drive:

To create your own folder within the public drive, simply right click within the public drive folder and select "new" folder. Make sure you name it something you will recognize.

- **Short Cut Keys:**

- Ctrl + A = select all on the page
- Ctrl + C = copy
- Ctrl + X = cut ... WARNING if you don't paste the material it will be gone for good!!
- Ctrl + V = paste
- Ctrl + B = bold
- Ctrl + I = italics
- Ctrl + U = underline
- Ctrl + S = save ... a good idea to do often while typing long documents! ☺

- **Useful Websites**

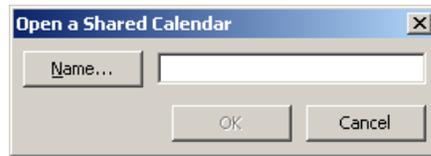
- SAU 18 Website (View) – www.sau18.org
- SAU 18 Website (Edit) – www.franklin.k12.nh.us/login.cfm
- SMA400 – <https://sau18.remoteworkplace.com> for remote access to our network from home.

- **My letters are typing numbers????**

On laptops, occasionally the Num Lock will become activated, causing your letters to type numbers. (Ex. You type an i and the number 5 shows up.) To correct this, press the blue FN key (bottom left of keyboard) and the Num-Lock key (usually F11). This will turn off the Num Lock function and allow for regular typing again.

- **Viewing Shared Calendars:**

If you want to view calendars that are shared for you, open Microsoft Outlook, click on the calendar tab, half way down you will see a link that says Open a Shared Calendar. Click on that link and a window will pop up.



Type in the name of the calendar you want to view.

Policies and Guides

**Franklin School District
Classroom Teacher
Laptop Loan Agreement**

I understand and agree that the laptop, as described below, that the Franklin District has loaned me is a district-owned computer, hereinafter referred to as a laptop, and is on loan to me while I am employed by the Franklin School District as a classroom teacher. Upon termination of my employment with the Franklin School District or if I transfer to a different position within the District or at the request of either the principal of my school or the District Technology Coordinator, I will return the laptop to the principal of my school.

I understand and agree that I will exercise reasonable precaution in protecting the laptop and data stored on it from loss due to theft or damage due to vandalism. If it is lost due to theft and damaged due to vandalism, I will immediately report the theft or vandalism to the appropriate law enforcement agency and the principal of my school.

I understand and agree that I will exercise reasonable precaution in protecting the laptop from damage due to excessive temperatures, exposure to moisture, impact damage and other potential accidents.

I understand that the laptop is covered against defects, mechanical and electrical problems and accidental damage by the manufacturer for three years. I shall inform the District Technology Coordinator of any problems or damage to the laptop.

I understand and agree that no personal software shall be installed on the laptop unless it is a legally owned and licensed copy.

I understand and agree that the laptop is loaned to me to support my position as a classroom teacher.

Laptop Manufacture and Type: _____

With: Carrying Case with strap, one AC adapter/charger.

Laptop Service Tag Number: _____

Franklin School District Inventory Number: _____

Teacher Name: _____

Teacher Signature: _____ 23 _____

**Computer Security, E-Mail and Internet
Communication Policy Franklin
School Board Policy EHAA**

The District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including E-mail and internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and E-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be

assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.

8. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any

- E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
 11. The District has the authority to terminate or limit access to any program at any time.
 12. Personal disks cannot be used on the system unless pre-authorized by the computer coordinator.

**POLICY ON COMPUTER
SOFTWARE USE AND
ACQUISITION
Hill School District Policy IJKB**

Computer software is protected by U.S. Copyright Law and various international law treaties and conventions. Copyright laws make it illegal to copy or distribute computer software without the author's prior permission. All of the rights to use, copy, reproduce and distribute computer software are owned by its author or producer. An author of computer software enters into a written agreement with a customer which grants that customer a license to use the computer software and usually permits that customer to make one (1) back-up copy of the computer software. No other copying or distribution of the software is permitted. The penalties for illegal copying or distribution can be serious. For example, U.S. Copyright Law provides that persons involved in the unauthorized copying of software face both civil and criminal liability, ranging from fines of as much as \$50,000 and jail terms of up to five years.

Given the importance of this matter, the Hill School District requires that all employees familiarize themselves with the following policy. Failure to comply with this policy may result in discipline up to and including termination.

I. USE POLICY

There are two basic types of computer software: files and/or programs:

1. **Data Files:** All data files are the property of the Hill School District. These files are confidential and are to remain under the control of the employee who manages or creates such files. Under no circumstances shall any data files be copied, in whole or in part, for use other than as necessary in the fulfillment of an employee's job responsibilities and, further, under no circumstances shall any such files be removed from the Hill School District's premises.

2. **Executable Programs and Associated Program Files:**
All computer software must be treated as copyrighted software and must be approved and installed by the Building Technology Coordinator or other designated person in accordance with the procedures outlined in this Section I and in Section II below.

Programs that have been created at the Hill School District or by Hill School District personnel or their authorized agents are the property of the Hill School District and are subject to copyright protection. As the Hill School District created the program and therefore owns the copyright, such software can be duplicated with the Hill School District's prior permission. All requests for duplication of Hill School District created software must be in writing to the attention both of the building principal and the Hill School Board. If both the building Principal and the Hill School Board agree to grant such a request, they must do so in writing **prior** to the actual duplication of the software.

All other programs belong to a specific company ("software licensor") and are usually licensed to the Hill School District on a per copy, single user basis. This means that a single copy of software can only be installed on a single personal computer for use by one person. The person who is responsible for the operation of that personal computer may make one (1) back-up copy for loss prevention if and only if the software licensor has not provided the Hill School District with a back-up copy. Please check with the building technology coordinator or the building principal before making a back-up copy to determine whether the software licensor has provided the Hill School District with such a copy. Under no circumstances is the back-up copy to be used on any additional personal computers as such use constitutes copyright infringement.

Some programs are licensed to the Hill School District on a per copy, multiple user basis. This means that a single copy of software can be installed on a client server which permits use of the software by several persons at the same time. The building technology coordinator will install such software and will insure that the number of concurrent users does not exceed the total number of authorized licenses.

Some programs are licensed to the Hill School District on a per copy, single user basis. This means that a single copy of software can be installed on multiple computers, up to the number of copies licensed. The building technology coordinator will install such software and will insure that the number of installed copies does not exceed the total number of authorized licenses.

Under no circumstances should additional copies of software be created. The building technology coordinator will only install software from the original program diskettes and/or CD-ROMs and will do so only once on one (1) computer. If the building technology coordinator becomes aware that the original or back-up copy has been used for installation on other equipment, he or she will notify the building

principal.

The building technology coordinator will not use, and no employee is allowed to use, any software to cancel or defeat copy protection of copyrighted software. No employee will modify, adapt, reverse engineer or alter in any way copyrighted software.

Employees are not permitted to install software purchased for personal use on any Hill School District computer. Employees are not permitted to bring into work any software

purchased for a home computer. The building technology coordinator must install all software (whether or not purchased, free of charge, or shareware) on Hill School District computers and he or she will not install anything other than validly authorized and properly licensed software. (See Section II on Software Acquisition Policy).

Employees are also not permitted to copy software installed on Hill School District computers for home or other personal use, nor are they permitted to install any copies of

Hill School District software on any Hill School District computer, their own personal computer or anyone else's home or business computers. Employees may not transfer any software from any Hill School District computer to any other computer, and they may not provide any software to any person who is not a Hill School District employee.

Employees who violate any of these rules or who make, acquire or use unauthorized copies of computer software or assist another employee to do the same shall be disciplined as appropriate under the circumstances, up to and including termination. Employees are expected to report any known or suspected violation(s) of this policy to the building principal or building technology coordinator.

II. SOFTWARE ACQUISITION POLICY

When an employee has identified the need for a new software program, the following procedures must be adhered to:

1. The building technology coordinator should be consulted to discuss the needs, cost, timing and capabilities of the software to insure that the software being purchased is appropriate for the job and is compatible with the hardware and software then in use by the Hill School District.
2. A purchase requisition should then be completed in accordance with the purchasing procedures established for the Hill School District. The appropriate Hill School District representative will then obtain quotes from authorized software vendors and make a determination as to where the purchase should be made.
3. Once the software arrives, the building technology coordinator will update the master inventory list and

install the software on the proper computer(s) or client server. Periodic audits may be conducted by the Hill School District using the master inventory list as a basis for comparison.

4. If an employee is offered any software free of charge, including, by way of example only and not by way of limitation, shareware and electronic bulletin boards, installation and usage of such software must first be approved by the building technology coordinator. The building technology coordinator will install such software. Under no circumstances should such software be installed, utilized or copied by the employee except as provided for herein

and such software shall be treated as copyrighted software subject to the policies outlined in Section I above.

5. When any software becomes obsolete, or when it is otherwise no longer used or needed by the Hill School District, contact the building technology coordinator and he or she will dispose of it in accordance with the applicable written license agreement. Under no circumstances is an employee permitted to retain or dispose of such software.

**SCHOOL DISTRICT INTERNET
ACCESS FOR STUDENTS**

**Franklin School Board Policy
JICL**

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Legal References:

RSA 194:3-d, School District Computer Networks
47 U.S.C. §254, Requirements For Certain Schools – Internet Safety
20 U.S.C. §6777

Fair Use Guidelines for SAU #18

What Is Fair Use?

Fair use allows the reproduction of lawfully acquired copyrighted print and non-print materials for the following purposes:

- Criticism
- Comment
- News reporting
- Teaching
- Scholarship
- Research

If the duplication or change/s are to fall within the bounds of fair use, the following four standards must be met:

- **The Purpose and Character of the Use**
The use must be for such purposes as teaching or scholarship and must be nonprofit.
- **The Nature of the Copyrighted Work**
Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- **The Amount and Substantiality of the Portion Used**
In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- **The Effect of the Use upon the Potential Market for Or Value of the Copyrighted Work**
If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Legal Reference: Public Law 94 -553 Federal
Copyright Law of 1976 (U.S. Code, Title 17)

What Are the Fair Use Guidelines for Off-Air Videotaping for Regular Broadcast Programs? Guidelines for off-air recording of broadcast (non-subscription) programs i.e. ABC, CBS, NBC and PBS for educational purposes are:

- Record off-air simultaneously with broadcast transmission.
- Use once by the teacher/s for classroom instructional purposes during the first ten consecutive school days in the forty-five (45) day calendar retention period.
- May be repeated once only when instructional reinforcement is necessary during the first ten (10) consecutive school days in the forty-five (45) day calendar retention period.
- Use remaining forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast programs in the teaching curriculum.
- Record only in response to a specific request of and used by the teacher making the request.
- Make a limited number of copies of the recording to meet the legitimate needs of teachers.
- May use all or sections of program; however, CANNOT alter the original content and/or physically or electronically combine or merge to constitute teaching anthologies or compilations.
- Must include the copyright notice on ALL off-air broadcast programs
- Retain by educational institution for no longer than 45 days after the date of recording; must be erased on or before the 45-calendar day retention period.

The term *school days* is defined as “school session days not counting weekends, holidays, vacations, examination periods, and other scheduled interruptions within the forty-five-- (45) calendar day retention period.” In addition, guidelines established in 1976 allow educators, who have bought or rented videos designated for home use, to use these videos for face-to-face student instruction—but not for student entertainment.

Source: Agency for Instructional Technology at www.technos.net/proceed/Video.htm

What Are the Fair Use Guidelines for Off-Air Videotaping for PBS Programs that have the Extended Educational Rights Agreements?

Guidelines for off-air recording of PBS programs for educational purposes are intended to provide a free preview of programming to give teachers adequate time to review videotapes, evaluate their appropriateness for classroom use and either schedule that use or decide to purchase program videotapes. The fair use agreement covers a specified time period— sometimes three years but more frequently one year. The time period is usually defined from the date of the broadcast from which the recording was made, though sometimes it is defined from the date of the original broadcast on public television. On occasions, there may be a fixed expiration date for the rights granted.

The following are the off-air videotaping guidelines for PBS extended educational rights agreement:

- Available to only preschool and K-12 educators.
- Apply only to designated PBS general-audience programs.
- Does not apply to programs on other networks, undesignated prime time general-audience and children's programs on PBS.

- Does not apply to specific instructional television programs for the classroom (ITV) though similar types of rights may be negotiated by other entities; i.e., NHPTV on teachers' behalf.
- May be recorded at home by classroom teachers if PBS programs have extended educational rights. (General fair use guidelines)
- May also be recorded by a school library media specialist, but only if a teacher has specifically requested this. (General fair use guidelines)
- Identify recording rights on the tape label along with the program title, the name of the teacher who requested or taped the program and the rights, expiration date, as well the program details.
- May utilize PBS programs with extended educational rights as often as needed for instructional purposes during the educational rights period.
- May use all or sections of program; however, cannot alter the original content and/or physically or electronically combine or merge to constitute teaching anthologies or compilations.
- Any tape that has reached the end of its assigned rights period must be erased on or before the date specified.
- May not be duplicated except when more than one teacher makes a request for the same program. (Each copy is then under the same restrictions as the original one.)

Source: <http://link.unctv.org/services/tvforteachers/educationrights.html>

What Are the Fair Use Guidelines for Off-Air Videotaping for Cable in the Classroom (CIC)? Cable in the Classroom (CIC) provides schools with free cable service and over 540 hours per month of commercial-free educational programming. This service is supported by 39 national cable networks and over 8,500 local cable companies i.e. Metrocast Cablevision.

Fair use guidelines are the following:

- Apply to all programs designated as Cable in the Classroom
- Have copyright clearances of one year or longer
- May be taped by anyone, at home or at school, with or without a request.
- No limits on the frequency of their use, and they may be saved for the length of their fair use agreement.

Refer to *Copyright Clearances: Copyright at a Glance* for CIC members and fair use guidelines for non-CIC programs below. Permission received from Al Race, Executive Editor for Cable in the Classroom Magazine.

It is strongly recommended to check listings online at CIC.

Information for fair use changes periodically. Refer to the following site: <http://www.ciconline.org/section.cfm/4/37/45>

Source: <http://www.ciconline.org>

What Are the Fair Use Guidelines for Off-Air Videotaping for NHPTV Instructional Television (ITV) Programs?

During the school year, ITV programs specifically produced for classroom (K-12) use are broadcast as part of the NHPTV Knowledge Network. The NHPTV Knowledge Network acts as an agent for enrolled schools, districts, and cooperatives by purchasing the broadcast and/or tape duplication rights for all programs in the current year's schedule.

See Library Media Specialist for Knowledge Network Program Guide and arrangements for off-air videotaping.

Source: *Knowledge Network Program Guide* <http://www.nhptv.org/kn/home.htm>

What Are the Fair Use Guidelines for Educational Multimedia?

The fair use guidelines for classroom use of educational multimedia are the following:

- **Student Use**
Students may use portions of lawfully acquired copyrighted works in their academic multimedia projects, with proper credit and citations, and may retain these in their personal portfolios as examples of their academic work for later appropriate use such as job and graduate school applications.
- **Instruction In Multimedia Development**
Educators may use portions of lawfully acquired copyrighted works in the course of face-to-face teaching activities or similar places devoted to instruction to demonstrate to students how to create multimedia projects.
- **Face-To-Face Curriculum-Based Instruction**
Educators may use portions of lawfully acquired copyrighted works in production and in using their own multimedia projects for their own teaching tools in support of an identified curriculum.
- **Peer Conferences**
Educators may perform or display their own multimedia works created for their own curriculum-based instructional activities, which use portions of copyrighted works lawfully acquired by the educational institution, at workshops of their peers or a conference where educators are presenting work they created for their students.
- **Remote Instruction**
Educators may use portions of lawfully acquired copyrighted works in producing their own multimedia educational programs to be used for curriculum-based instructional activities provided over an educational institution's electronic network, provided there are technological limitations on access to the network programs (such as a password or PIN) and on the total number of students enrolled.
- **Time Limitations**
Educators may use their own multimedia programs, containing portions of copyrighted works incorporated under fair use and

developed for educational purposes, in teaching courses for a period of up to two years after completion of the finished multimedia product but use beyond that time period requires permission for each copyrighted portion incorporated in the production.

Portion Limitation

- **Text** -- Up to 10% of a copyrighted work or 1000 words, whichever is less.

- **Poems**
 - Entire poem if less than 250 words.
 - 250 words or less if longer poem.
 - No more than 5 poems (or excerpts) of different poets, from an anthology.
 - Only 3 poems (or excerpts) per poet.
- **Film or Video**
 - Up to 10% of a copyrighted work or 3 minutes, whichever is less.
 - Clip cannot be altered in any way.
- **Illustrations**
 - A photograph or illustration may be used in its entirety.
 - No more than 5 images of an artist's or photographer's work.
 - When using a collection, no more than 10% or no more than 15 images, whichever is less.
- **Music**
 - Up to 10% of a copyrighted musical composition, but no more than 30 seconds.
 - Up to 10% of a body of sound recording, but no more than 30 seconds.
 - Any alterations cannot change the basic melody or the fundamental character of the work.
- **Internet**
 - Often combine resources that include both copyrighted and public domain sites; therefore care should be used in downloading any sites for use in multimedia presentations.
 - Until further clarification, write for permission to use Internet resources and to be aware of the copyright ramifications of including embedded additional links to that particular site.
- **Numerical Data Sets**
 - Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table.
 - A field entry is defined as a specific item of information (e.g. name, Social Security number) in a record of a database file.
 - A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

Other Considerations

- **Copying and Distribution Limitations**
 - Do not post multimedia projects claiming fair use exemption on an unsecured web site.
 - No more than 2 copies of the original production may be made.
 - Only 1 may be placed on reserve for others to use for instructional purposes.
 - An additional copy may be made for preservation purposes, but may be used or copied only to replace a use copy that has been lost, damaged, or stolen.
 - If more than one person has created the

multimedia presentation, each principal creator may retain only one copy.

- **Multimedia Presentations Citations**

- Educators and students must credit sources, giving full bibliographic information when available.
- Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source.
- Copyright information for images may be shown in a separate bibliographic section unless the presentation is being used for distance learning. In this case the information must be incorporated within the image itself (i.e. it must appear on the screen when the image is viewed).

Sources:

Educational Multimedia Fair Use Guidelines Development Committee, July 17, 1996 <http://www.indiana.edu/~mediares/mmfairuse.htm>

Copy Right and Fair Use for Educators

<http://itc.utk.edu/itc/clearinghouse/copyright/default.html#multimedia>

ICT Literacy Standards and Portfolios

Ed 306.42 Standards

All of the New Hampshire School Minimum Standards were updated and became effective 7/1/2005. The ICT Literacy Program Standards, which are contained within the School Minimum Standards, are listed here:

Ed 306.42 InformationandCommunicationTechnologiesProgram.

(a) The local school board shall require an integrated approach to the use of 21st century tools, including, but not limited to digital technology and communication tools, within all curriculum areas through the adoption of an information and communication technologies literacy (ICT) program in grades K - 12 that provides opportunities at developmentally appropriate levels for students to:

- (1) Develop knowledge of ethical, responsible use of technology tools in a society that relies heavily on knowledge of information in its decision-making;
- (2) Become proficient in the use of 21st century tools to access, manage, integrate, evaluate, and create information within the context of the core subjects of:
 - a. Reading;
 - b. Mathematics;
 - c. English and language arts;
 - d. Science;
 - e. Social studies, including civics, government, economics, history, and geography; f. Arts; and
 - g. World languages;
- (3) Use 21st century tools to develop cognitive proficiency in:
 - a. Literacy;
 - b. Numeracy;
 - c. Problem solving;
 - d. Decision making; and
 - e. Spatial/visual literacy;
- (4) Use 21st century tools to develop technical proficiency at a foundational knowledge level in:
 - a. Hardware;
 - b. Software applications;
 - c. Networks; and
 - d. Elements of digital technology; and
- (5) Create digital portfolios which:
 - a. Address the following components:
 1. Basic operations and concepts;
 2. Social, ethical, and human issues;
 3. Technology productivity tools;
 4. Technology communications tools;
 5. Technology research tools; and
 6. Technology problem solving and decision-making tools;
 - b. Represent proficient, ethical, responsible use of 21st century tools within the context of the core subjects; and
 - c. Include, at a minimum, such digital artifacts as:
 1. Standardized tests;
 2. Observation;
 3. Student work; and

4. Comments describing a student's reflection on his/her work.

(b) The local school board shall provide opportunities for students to demonstrate ICT competency by the end of 8th grade using assessment rubrics applied to the contents of digital portfolios as required in (a)(5) above. Students who successfully demonstrate knowledge, skill, and understanding of these competencies shall have the opportunity, as high school students, to take a higher level computer course to meet the ½ credit requirement.

(c) The local school board shall provide opportunities for students to complete a ½ credit ICT course prior to high school graduation, including, but not limited to:

- (1) Use of common productivity and web based software;
- (2) Use of a variety of multimedia software and equipment;
- (3) Configuring computers and basic network configurations; and
- (4) Applying programming concepts used in software development.