

Manhattan-Ogden Information Technology (IT) Basics

How do I get a district username and password?

-After an employee completes the necessary paperwork with Human Resources an account will be created. This process should be complete once district information has been processed. Once they are created the account information should be provided when staff leave the Human Resources department.

What should I do if I have a technology problem?

-The first step is to submit a Helpdesk ticket. The link to “[Requestor](#)” should be on your desktop. You can also go to the Manhattan-Ogden website: <http://www.usd383.org/> then click on District then Technology and “[Technology Service Tickets: SchoolDude](#)”. If you have critical problem, please contact your building lead tech and who can direct you to the support to help you.

How do I reset my password?

-Once you have a district username and password (these should have been provided from Human Resources when starting with the district) you can access your district e-mail. If you wish to change your password see the Network Password Reset (<https://sspr.usd383.org/sspr/private/Login>) on the Technology page of the district website.

How do I access Outlook over the web?

-The Outlook web app in Office 365 allows district employees access their email from any Internet connection. The address is: <https://outlook.office365.com> or you can go to the Manhattan-Ogden website: <http://www.usd383.org/> then click on Educators and “[Outlook Web App \(Office 365\)](#)”

How do I access Outlook on an iOS device?

Settings -> Passwords & Accounts -> Add Account

Choose “Exchange”

For email, type your district email.

For description, type Work or your district email.

Click “Sign In” it should re-direct you to the O365 sign page.

Type in your district password.

Click “Next”

Select “Mail” and “Calendars”

Click “Save”

How can I get greater access to the Internet to research classroom needs?

-Faculty and staff have the ability to gain greater access to the Internet than the students, so that they can do research for their classes and areas. Once the faculty or staff member has a Microsoft username and password (see getting a Microsoft account above) they can go to the site <https://10.30.1.2:4100>, you will see a warning page. Click on continue or I understand the risks. Next, type in their Microsoft username and password and make sure the Domain is MSAD.USD383.ORG then click login. At this point the faculty/staff member has more access out through the firewall to the Internet. Please remember that using district technology is meant

for district related use only – please see district policy IIBG (in this document) if you have other questions.

How do I get wireless connectivity for my district laptop?

- Turn on the laptop wait for the Microsoft screen to appear (then count to ten)
Hit Ctrl-Alt-Del and then a user entry screen should appear (if instead you see a button that says “other” click on it). At the user login screen be user below the user entry and password it says it will try to log into USD383. Enter your district user name and password.

How do I install printers on my district computer/laptop?

-Please see the PDF document in the network drives T:\IT Documentation\Printers. This document will provide a step-by-step process on how to add printers.

Where to save documents?

-Microsoft O365-One Drive is the location for saving documents (see Drive Description below). The second option would be to an “external” location (also see below).

Describe the different drives (what they are used for).

-There are several “drives” on the computer/laptop. The IT department suggests that files be “backed up” to a cloud drive or external storage (e.g., CD, DVD, flash drive, Office 365 or external hard drive) to protect the data, and in the cases where a machine needs to be re-imaged, all the documents will be available to the user. Once the user logs into the Microsoft network there are several options of network drives available to store information. The most typical is the One Drive. This is the users’ home drive and where IT suggests storing most information. This drive, is backed up to the cloud. The T:\ drive is the “global share” drive that is available for software installs and other needs for the entire district. Other drives may be available depending on your position and assignment.

How do I connect to Office 365?

- 1) Go to <https://www.office.com/>
- 2) Click Sign In (top right corner)
- 3) Put in your work e-mail address
- 4) Click Work or School Account
- 5) Put in your district password (same as logging into your computer)
- 6) Installation for Office 2016 is in the top right corner (not necessary for district PCs)

What software is currently installed on all computers?

-This is a list of the basic software currently installed on all district computers:

Windows 10 as an operating system

Office 2016

Adobe Reader

Flashplayer

Internet Explorer (I.E.)

Firefox

Kaspersky – anti-virus program

Outlook - for teachers

Java

Student Information System (SIS) or Infinite Campus - for teachers

Real Player

QuickTime

HelpDesk icon

Shockwave

Some systems may have other software depending on the needs of the person in that position. If you are interested in evaluating or purchasing software for your district computer please follow the policy that is outlined in IIBG (see below – under Copyright).

What are the policies regarding computers in the district?

-The district policy that addresses most computer related issues is IIBG. Here is a copy of that policy:

IIBG Computer Use (See GAA and JCDA) IIBG

Use of District Computers/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright (See ECH)

Any request for new software shall be submitted on the district's Software Approval form and signed as approved by the Director of Technology (or designee). Software acquired by staff, using either district or personal funds installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Hardware/Software

The Director of Technology (or designee) will approve the purchase of hardware or software. Staff shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

Installation

No software, including freeware and shareware, or other applications may be installed on any district computers or electronic device until cleared by the Director of Technology (or designee). The Director of Technology (or designee) will verify the compatibility of the software or application with existing software and hardware, and prescribe installation and de-installation procedures. Students shall not install software on district computers or computer systems. Program files must have the Director of Technology's (or designee) approval to be installed on any district server or computer.

Equipment Connected to the Network

Non-approved district equipment (e.g., laptop, e-reader or other wireless device) will not be connected to the network or computing system without the signed Technology Code of Conduct by parent/guardian or responsible adult. This Code of Conduct will outline the responsibilities of the user and the district with respect to these devices. Any network device (e.g., printer, server, access point, hub/switch) is not to be installed without the prior approval of the Director of Technology (or designee).

Audits

The Director of Technology (or designee) may conduct periodic audits of hardware or software installed within the district to verify legitimate licensing and use.

Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail systems or any other official district communication systems. Any district e-mail, computer application, information in district computers, or computer systems is subject to monitoring by the administration. Only district business shall be conducted on district e-mail systems.

The district Information Technology department may remove faculty/staff information from district systems without notice (e.g., computers, laptops or servers) to allow for proper functioning of these systems. It is the responsibility of the faculty/staff member to maintain a backup of their information.

Ownership of Employee Computer Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members may be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Approved: 2/13

IIBGA Children's Internet Protection Act IIBGA

The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. Such plan shall include measures to address the following issues:

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web,
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,

- (3) Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is 18 years of age or under. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students.

This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: 2/13

Technology Code of Conduct

Purpose:

Students' lives today are filled with media that gives them mobile access to information and resources at all times. The opportunities are limitless, borderless, and instantaneous. In an effort to empower students to engage actively in their own learning, Manhattan-Ogden USD 383 provides the opportunity for students to use technology devices (both district and personally owned) within district locations or in connection with a school sponsored event. Students wishing to use the technology must do so in a responsible manner as stated in the Computer Use Policy (IIBG - <http://www.usd383.org/home/showdocument?id=1016>) as well as in accordance with the following requirements. Issues surrounding personally owned devices are addressed in the student handbooks at each school. (see Addendum at the end of this Code of Conduct).

Device Types:

For the purpose of this Code of Conduct, the word “device” refers to any district or privately owned digital electronic equipment that includes but not limited to: laptops, netbooks, e-readers, tablets/slates, iPod Touches, cell, Smart phones and wearable technology. Devices created specifically for gaming are not allowed (e.g., Nintendo Switch, PlayStation Portable PSP, etc.) unless otherwise approved by an administrator.

Requirements:

Students using an electronic device (personal or district owned) within Manhattan-Ogden USD 383 buildings or at district events need to read and check that they understand the information in this document.

1. A student may only use a device if permitted by Manhattan-Ogden USD 383 faculty or staff. Permission may be withdrawn at the teacher or administrator's discretion. Flagrant and/or repeated violations will be reported to the principal or appropriate administrator for further action, if needed.

2. The student takes full responsibility for the electronic device at all times. The district is not responsible for the security of the device while being used by the student.
3. The student is responsible for the proper care of the device (with the possibility of: costs of repair or replacement) needed to use during school hours or activities. Students provided devices are responsible for their care during the time they are issued/checked out to them.
4. Programs, applications, apps, and sites used within district classrooms have been evaluated and identified for their educational value to students and alignment with the curriculum. A review of the resources has identified the equipment or materials appropriate for students and are necessary for the educational process. Students will utilize these programs, applications, apps, sites as a classroom resource in a manner required to meet curricular objectives. Students needing modifications will need to submit requests to administration and responsible staff.
5. Students using digital devices will be provided resources for the appropriate use of the technology and good digital citizenship. Teachers will make all efforts possible to direct students to online resources that address curricular needs. Students that come across inappropriate materials, or witness others on these sites, should contact a teacher or other responsible staff immediately.
6. The district reserves the right to inspect a student's device or district accounts at any time if there is reason to believe that the student has violated Board policies, administrative procedures, school rules, or has engaged in other misconduct involving other students or staff while using the device. These devices or accounts may also be inspected if there is a concern for the health, safety or welfare of district students.
7. Violations of any Board policies, administrative procedures, or school rules involving a student's use of a device may result in the suspension of technology access within the district and/or disciplinary action, up to and including suspension or expulsion. If there are curricular requirements for technology use then adjustments will be made by the administrator and staff.
8. The student must comply with a teacher's request when using technology. If directed, students will shut down or close a device.
9. Any recordings or photographs made at school, on school or related property, or in connection with a school sponsored event may become the property of Manhattan-Ogden USD 383. If students transmit, or post content in violation of any Board policies, administrative procedures, or school rules, it is understood that Manhattan-Ogden USD 383 has discretion over the use of such recordings and photographs.
10. While on school grounds a technology device should be used for school approved activities, unless otherwise directed.
11. The student must only use his/her own username and password when accessing district network, sites or apps (including but not limited to the wireless network, Student Information System, Learning Management System, district drives, or other resources). Use of another student/staff usernames and passwords may result in the loss of technology privileges and/or disciplinary action.

Addendum: Personal Devices – Student Handbook Statements:

From Elementary Handbooks:

Cell Phones

Students shall not use cell phones, audio or visual recording devices, or other electronic devices during school hours, except as authorized by the principal. Recordings, audio or visual, made in violation of board policy or school rules are the sole property of USD 383, and may be used only with permission of the Superintendent of the district. Students are responsible for cell phones they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property. Students shall comply with any additional rules developed by the school concerning the appropriate use of cell phones or other electronic devices.

Equipment Connected to the Network

Non-approved district equipment (e.g., laptop, e-reader or other wireless device) will not be connected to the network or computing system without the signed Technology Code of Conduct by parent/guardian or responsible adult. This Code of Conduct will outline the responsibilities of the user and the district with respect to these devices. Any network device (e.g., printer, server, access point, hub/switch) is not to be installed without the prior approval of the Director of Technology (or designee).

Electronic Media Games and Toys

Students should leave toys, trading cards, media players and electronic games at home unless they have the permission of the principal to have them at school for instructional purposes. Students are responsible for electronic devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.

From Middle School and High School Handbooks:

Electronic Devices

Unless students have been given permission by a classroom teacher to bring electronic devices to his or her class for educational purposes, all electronic/communication devices including, but not limited to cell phones, Kindles and iPods or MP3's are to be silenced/powered off and secured in the student's personal locker during school hours as they interfere with the learning environment. The staff or administration is not responsible for searching for or finding lost or stolen items. Students engaging in unauthorized use of these devices or in unauthorized audio or video taping on school grounds or activities, or with school equipment on or off school grounds, are subject to school consequences up to and including suspension or expulsion. Recordings, audio or visual, made in violation of board policy or school rules are the sole property of USD 383, and may be used only with permission of the Superintendent of the district.

Above all, when using technology, all Manhattan-Ogden USD 383 students shall:

Be Safe:

Use online safety
Research and use approved sources
Keep personal information confidential

Be Responsible:

Report inappropriate behavior
Demonstrate appropriate care and use of equipment
Cite sources when using others' work

Be Respectful:

Use equipment appropriately
Use proper online etiquette in all digital formats
Be kind when communicating with others

As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action, up to and including suspension and/or expulsion.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him, and my student understands her/his responsibility for the use of any device. I understand that the devices, applications, sites identified by Manhattan-Ogden personnel are for educational purposes and have been reviewed for student use. I agree to assume all risks regarding the student's device, and I release Manhattan-Ogden USD 383 and its employees and agents for all liability regarding the device, including their negligence.

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