

GREENVILLE PUBLIC SCHOOL DISTRICT

Technology Procedures Manual



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Vision, Mission and Goals

GPSD Technology Department

MISSION

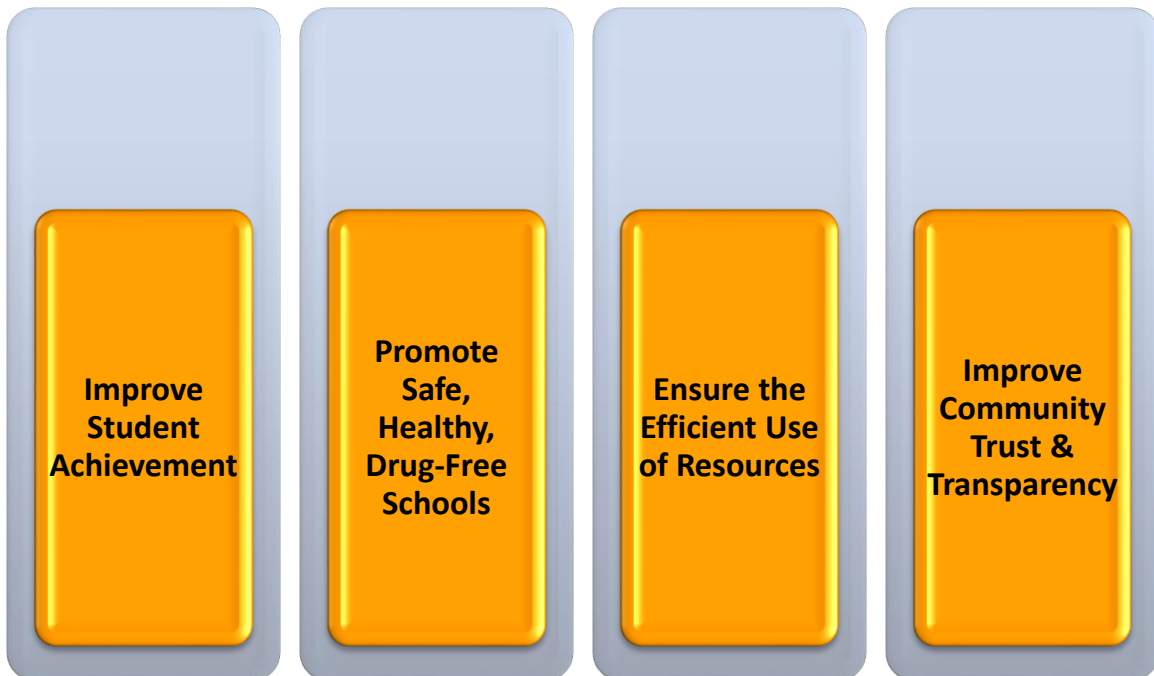
To Provide the Opportunity for ALL to Achieve Success

VISION

Committed To Excellence For All

MOTTO

Safety+Supervision+Scores = Student Success



The Greenville Public School District Technology Department will develop, facilitate, and support appropriate uses of technology in order to increase student achievement, enhance productivity, inspire creativity, and promote learning.

The Technology Department will support district and building level technology initiatives. The department is involved in helpdesk support, repair, purchasing, information systems, networking and infrastructure, and student information systems, network security, staff development and curriculum integration.

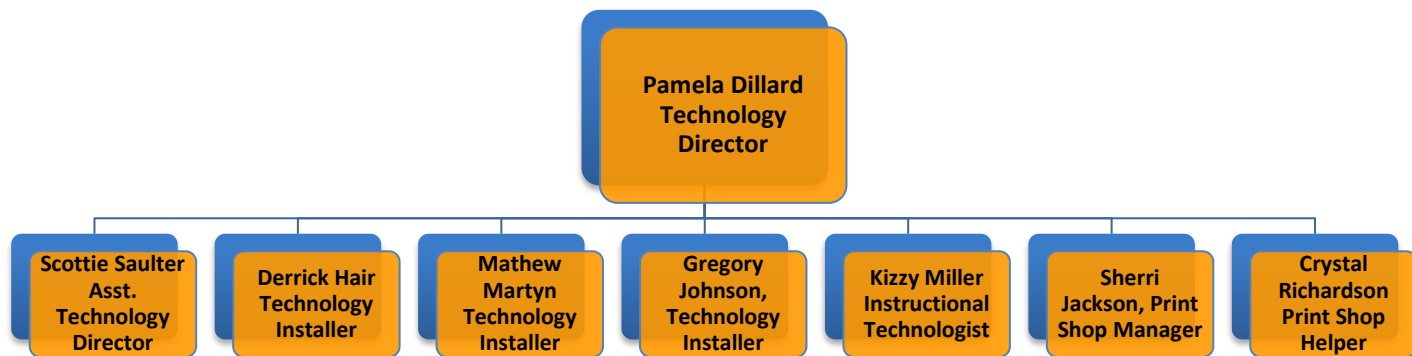
A long-range technology plan focuses our technology initiatives and guides our work. This plan is reviewed and revised on an annual basis to ensure that we are staying up-to-date and that we are meeting our goals.

Greenville Public Schools Technology Department Goals

The infographic is organized into three vertical columns, each representing a goal. Each goal is contained within a yellow rounded rectangle. Inside each goal box are smaller, colored rounded rectangles representing specific strategies or actions. The colors of these inner boxes are: red for Goal 1, purple for Goal 2, and orange for Goal 3.

- Goal 1 - Update Technology Infrastructure**
 - Continue to improve and upgrade the technology infrastructure in the district
 - Maintain network integrity, equipment reliability, and cost efficiencies in the delivery of network operations and support services
- Goal 2 - Assist in deploying efficient and regular use of technology to faculty and staff.**
 - Survey the staff's level of technology use and Expertise
 - Offer Professional Development
- Goal 3 - Support the integration of technology in the curriculum**
 - Expand the use of technology in the classroom
 - Develop the metrics to determine the impact of technology in the curriculum

Greenville Public School District Technology Department



GREENVILLE PUBLIC SCHOOLS
Technology Department Schedule
IT Technicians

Monday	Tuesday	Wednesday	Thursday	Friday
Central Office/Child Guid	GHS(G,M)	T.L. Weston	Weddington	GTC
Akin	Coleman(D)	Coleman(S)	Armstrong	Stern
McBride		Boyd	Manning	Trigg
Webb			GHS(S)	Maintenance/Gregg

School Assignments

Gregory Johnson	Derrick Hair	Matthew Martyn	Scottie Saulter
McBride	Armstrong	Akin	Central Office
Weddington	Coleman	Manning	Coleman
T.L. Weston	Webb	GHS	GHS
GHS	Trigg	Boyd	Maintenance/Gregg
GTC	Weston	Stern	Child Guidance/Central Office

School Assignments for Ms. Kizzy Miller
 Armstrong, Boyd, Trigg, Weddington, Coleman
(She will assist at other sites)

Technology Hardware Purchases

The IT Department provides guidelines for the purchase of hardware to ensure that all hardware technology is appropriate, value for money, and where applicable, integrates with other technology for the business.

The purchase of all computer hardware, software, and mobile MUST be approved by or done through Director of Technology.

Request for Technology Purchase

In order to request quotes for Technology hardware, please complete the following:

- Submit the Technology Request Form to pdillard@gville.k12.ms.
- Once submitted, then we submit the quote to the vendor.
- Once we receive the quote, it will be emailed to the principal for purchase.

Please note, if you are not ready to purchase, the merchandise, please do not submit a request form.

If you just need an estimate for budget purposes, please email me at the above email address for an estimate.

Hardware Repair

Work order requests will be completed at each school site.

- Teachers complete a document and submitted to the secretary to be entered in the work order system.
- Once work orders are entered, then they are assigned to the Technicians by school.
- Once the work order is complete the technician and the principal or the principal's designee must sign identifying the work has been completed.
- Completed work orders are filed for future reference.
- The URL for the work-order system is <http://10.108.1.11/Attendance/maint.aew/DEFAULT>

Request for Software

All software, including types of non-commercial software such as open source, freeware, etc. here must be approved by the Director of Technology and Chief Academic Office prior to the use or download of such software

Software cannot be downloaded on any district devices. The department has a Management system where we push the needed software or app directly to the Software center on each computer. If there is a request for free software, then the request is made by the principal by emailing (helpdesk.gville.k12.ms.us)

Information Technology Security Policy

Information Security

All sensitive, valuable, or critical business data are to be backed-up. It is the responsibility of the Assistant Technology Director to ensure that data back-ups are conducted daily and the backed-up data is kept secured onsite or offsite.

All technology that has internet access must have anti-virus software installed. It is the responsibility of Assistant Technology Director to install all anti-virus software and ensure that this software remains up to date on all technology.

All information used within the school district is to adhere to the privacy laws and the business's confidentiality requirements. Any employee breaching this will be, include but not limited to disciplinary action or termination of employment.

Technology Access

Every employee will be issued with a unique identification code or password to access the technology and will be required to set a complex password

The System Administrator is responsible for the issuing of the initial password for all employees. Where an employee forgets the password or is 'locked out' after five attempts, then the Systems Administrator is authorized to reissue a new initial password that will be required to be changed when the employee logs in using the new initial password

CIPA (Child Protection Act)

It is the belief of the Greenville Public School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. The district will provide for the on-line safety of our Staff and Students on district devices.

- Faculty, Staff, and Students will complete an Acceptable Use Form to provide protection and hold persons accountable for the misuse of internet and district devices.
- Acceptable Use Form for Students
- Acceptable Use form for Faculty & Staff
-

Fixed Asset Disposal

From time to time departments have the need to dispose of computer equipment primarily because

- They are no longer in working order and repair is not a feasible or available option
- The computer is inadequate to serve the purpose required, usually because it is old and has become under-equipped to function with the upgraded software and increased processing demands.

Methods of Disposal

- Where the computer is in working order but inadequate for the designated purpose, it is expected that as far as is practicable the first consideration will be for internal re-assignment.
- If the equipment cannot be used, it should be scrapped for parts or disposed of in accordance District's policy and procedures for disposal.

All transfer of equipment must be recorded in the Relocation of Asset form and submitted to the Fixed Asset Clerk in the Business Office. The attached form, which is also downloadable from the Website

Disposal of Equipment

In order to dispose of equipment, the process is as follows:

- Complete a Fixed Asset Deletion form located on the GPSD Website,
- Once complete, enter a work order for the technicians to analyze the equipment for deletions.
- Once the technicians, verify the deletions, the technician will sign off and the school will submit the form to the Fixed Asset Clerk for appropriate signatures to be added to the monthly docket for deletions by the GPSD Board of Trustees.
- After the deletions are approved by the GPSD Board of Trustees, the Fixed Asset Clerk will submit an email informing impacted parties of the deletions.
- The school will move the equipment to an enclosed area of the building for pickup.

GPSD District Software

[GPSD Online Application](#)

[Employee Connect](#)

[SAM Spectre](#)

[GPSD Work-Order Request](#)

[School Status](#)

[Novell Webmail](#)(Current Email)

[Office 365](#)(Migrating to New Email)

[CANVAS](#)

[Clever](#)

(I-Ready, CANVAS, Brainpop, MYON, Encase, USA-TestPrep, StemScope, MyON)

[A+](#)

[Renaissance](#)

[Destiny](#)

[Major Clarity](#)

[Lexia Learning](#)

[ELS](#)

For technology assistance email helpdesk.gville.k12.ms.us

Online Privacy & Safety Tips

Signing Up for Accounts

- Create email addresses and usernames that don't contain identifying information such as your full name or birth date / year.
- Use different usernames and profile pictures for each site, and have more than one email account for different purposes like work, school, and social groups. You can also consider using a picture that isn't of you for your profile photo.
- Be thoughtful about sharing personal information beyond what's necessary to create an account or set up a profile. Sometimes sites don't make it super obvious that the information is optional, so look out for the fine print!
- Click "no" when sites or apps offer to check your contact list to help connect you with your friends already on their site.
- Opt out of having your profile be searchable on the site itself, and from showing up in general search results like Google.

Passwords

- The best passwords are at *least* 12 – 15 characters long, and can contain letters, numbers and symbols.
- Use different passwords for accounts that contain sensitive or personally identifying information.
- Log out when you're done and opt out when asked if you want the device, browser, site or app to remember your password.

- Two-way Authentication

Privacy Settings & Policies

- Read the privacy settings guides that many social media sites now offer and adjust your privacy settings to meet your needs. Here are links to a few of the major sites privacy guides:
 - [Facebook Privacy Basics](#)
 - [Twitter: Protecting Your Personal Information](#)
 - [Snapchat Privacy Center](#)
 - [Instagram Privacy Settings & Information](#)
- Read the privacy policies of apps and sites to find out who else has access to your information and how they can get it. Many sites and apps will share information if they receive a subpoena or court order, which is important for survivors who have or may have court related interactions with the person who abused or stalked them.

Social Media

- Social media is built to be social. Some information is by default always public, while you can choose who sees other information and posts. Regularly review who is in your friends lists, and be aware that your friends' friends may be able to see your posts.

Friends & Family

- Remember what you post online about you.
- Please do not share your personal information online.

Safe Web Browsing

- Use anti-virus software, keep it updated, and regularly scan your devices.
- Periodically delete history, cookies, temporary internet files, and saved forms and passwords from your web browser.
- Read more about [Internet Browser Privacy Tips](#).



Print Shop

The Greenville Public School District has its own print shop. We print all district materials needed for Departments and Schools. In order to get items printed in a timely manner, please do the following:

- Complete a Print Request Form. In this form, the person will give details of what is needed for their print job. For example, number of copies, black or Color Print, binding etc.
- Once the form is completed by the principal or designee, then the form is submitted along with the documentation.
 - All instructional forms are signed off by the Chief Academic Officer
 - All non-instructional forms are signed off by the Technology Director
- Once forms are signed, then they are submitted to the Print shop Manager for completion.
 - **Please note: There is a 2-week time frame for print jobs, depending on what the job entails.**
- **Once the print jobs are complete, then they are sent to the departments or schools by courier mail.**