

Mission:

To utilize technology to support and enrich the curriculum, learner proficiencies, and operation of District 318 to ensure global educational competence now and in the future.

Organizational Structure:

Each school building has a Technology Committee. Many district sub-committees also meet throughout the year to work on new programs, establish processes or to collectively write the District Technology Plan. Members are responsible for establishing district guidelines for technology. It is the responsibility of each member to communicate at the building level.

Building Technology Committees meet as needed, with the majority meeting once every six weeks. All buildings within ISD 318 have individual Building Technology Committees ranging in size from two participants to fifteen, depending on the size of the building. These committees direct individual building purchases, trainings, direction, and process under the umbrella of the district guidelines.

Staff:

District technology staff work together as a team to support all district users' voice, data, video, technology peripherals and security needs. ISD 318's technical staff is scheduled at various buildings throughout the week. **Needs are best addressed via electronic work orders.** Work orders can be submitted by going to the district's web page at www.isd318.org and clicking on "Technology" and then clicking on "Work Orders".

If your computer is not running and you can't get to the internet, **you can also call 327-5795 or ext. 45795.** Calls will be addressed in the order they are received.

If you have an **emergency**, question or concern, call **327-5724 or ext. 45724.**

Standardization of Hardware & Software:Hardware:

Standardization support allows:

- insured compatibility within network
- interchangeable components & peripherals
- compatibility & reliability with software (network, workstation, testing & licensing)
- focused trainings for staff
- efficient and cost effective parts closet
- ability to rotate equipment throughout building &/or district
- central purchasing of hardware
- focused skill set for maintenance
- cost effective

Software:

- ISD 318 will abide by all copyright, trademark, licensing and other laws governing software
- only district owned and/or supported software will be installed on district computers
- individual users may not install, copy, or download software onto district owned computers
- if there is a curriculum need for software to be installed on a computer, contact District Services via a work order and they will assist you
- non-licensed and/or non-district supported software downloads discovered during routine maintenance will be reported to building administration
- g-mail is the District's e-mail package

Privacy Expectations:

- The District's network resources, including voice and data, are the property of the district. The District does not monitor the contents of e-mail or the contents of voice mail messages as a routine, however, such monitoring may occur when required to protect the integrity of the network system or to comply with legal obligations.
- The District reserves the right to inspect the contents of e-mail, voice mail messages or data in the course of an investigation of impropriety.
- If during routine maintenance questionable messages, data, software downloads or voice mail messages are discovered, they will be reported to building administration.

Donations:

Donations are welcomed and appreciated.

The following principles are followed when computer donations take place:

- All computers must be complete and functioning.
- All donated computers must be able to hold district-supported software.
- All computers must enter the district via the Technology Department to be inventoried, cleaned and then distributed.
- The School Board approves all donations.
- Donations become district property.
- Computer peripherals must follow the same process.

Staff and Student Personal Computers (BYOD - Bring Your Own Device):

- Personal computers are allowable and welcomed in the wireless areas of the district.
- No support, maintenance, district software, or district peripherals will be given or used on personal computers.
- No internet access other than the wireless areas will be given.
- All personal computers using the District's wireless system will be filtered according to District, State and Federal guidelines.
- The district is not responsible or liable for any damage that may occur to personal computers.
- If presenters want support they will be asked to use District hardware.

Technology Maintenance Priorities:

All technology support requests are addressed in the most efficient, professional and timely fashion allowable. The size and the priorities of the district dictate that some work orders may wait longer than others. Following is the priority list:

- Network/system issues (voice, data, video)
- Central Administration
- Building Administration
- Classrooms that function only with the support of technology (business, CADD, etc.)
- Teacher work stations
- Student work stations

Updated 7/1/2013