PORT NECHES-GROVES ISD

2018- 2019

Technology

Handbook

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Technology Department

West Groves Education Center
5840 West Jefferson
Groves, TX 77619
Phone: 409-962-4268 ext. 5516
Fax: 409-962-5998

Technology Help Desk Direct Line:
409-540-4816

Staff

Brenda Duhon, Ed. D	**Dale Fontenot**
Assistant Superintendent	**Director of Information Services,**
Curriculum & Instruction Technology	**Safety and Homeland Security**
bduhon@pngisd.org	**dalefont@pngisd.org**

Network Supervisor: Robert Johnson

Technicians: Jason Michalk
Fernando Villanueva
Ryan Worthy

Help Desk: Dana Godair
dgodair@pngisd.org

Secretary: Becky Cavaretta
bcavaretta@pngisd.org

Website Info

Our district website is http://www.pngisd.org

The district website is maintained by Brenda Duhon but campus web pages are maintained by each campus webmaster. Contact your principal concerning your campus site and he/she can direct you to the campus webmaster.

In addition, all technology information can be found on this website. From the district home page follow the "Departments" link and then the "Technology" link.

Special Note: If you are a PN-G graduate, please check out the Alumni and Reunion page and register in the Alumni Directory from the district website.

Troubleshooting Tips

General

1. Is power cord plugged into electrical outlet?
2. Is both the CPU and monitor turned on? ("No signal input" or "No Input" message appears.)
3. Is network cable plugged in?
4. Are all power cords securely connected to the computer?
5. If your computer freezes:

   Press and hold the power button until it turns off.

   Press and release the power button to start again.

E-Mail

1. If you have Internet access, but your e-mail doesn't work, try again later.

   We have no control over Google's e-mail status. **No ticket required.**
2. Your password is case sensitive…default password is all lowercase letters.
3. You can check your e-mail online at: www.google.com (Just click "Sign In)

No Internet

1. Check the Internet by going to a website you don't check very often.
2. If your computer is the only computer where the Internet isn't working, restart your computer. If restarting doesn't fix it, report it to your campus technology representative.
3. If everyone's Internet is not working, your campus technology representative should call the Technology Department.

Printer

1. Is it plugged in?
2. Do you need a new printer cartridge?

Network (You can't access your network user folder)

1. Did you logon correctly or did you cancel the logon?
2. Every 2 rooms share a hub. Is that hub unplugged?

Repair Procedures

| Many times a problem can fix itself by shutting down the computer, waiting approximately 5 seconds and restarting. | You can always call the **Technology Help Desk** to assist with your questions or problems. Contact Dana Godair direct at 409-540-4816 or email: **dgodair@pngisd.org**. |

The Technology Department implemented a new work request system, **SchoolDude,** in December 2015 in order to improve our response time to your technology requests. It allows us to keep you informed on how your request is being handled.

Please see pages 6 – 10 for complete information.

Campus Technology Assistance

K - 3	Technology Aides	Ridgewood – April Ryan Woodcrest – Christian Jordan Van Buren – Dolores Liscano Taft – Rhonda Bourgeois
4 - 5	Help Desk Specialist	PNE – Dana Godair GE – Dana Godair
6 – 8	Technology Specialist	PNMS – Summer Thompson GMS – Daniel Martinez
9 – 12	Curriculum Coordinator/Instructional Technology	Crystal Werkheiser
AEC	Technology Representative	Kenneth Leavins

ITDirect Requester Guide - 1

SCHOOLDUDE.

Welcome to SchoolDude, our new Technology job request system. You will now be able to enter and monitor your Technology request online!

How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc). use the following link to access the login page. (Hold down the Ctrl key and select the following URL):

https://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=2012229632

Our PNG Account Number is 2012229632

- You will be prompted to enter your email address then

click **Submit**. *Note: If you have been to this website before and have entered a request into the system, you are already registered as a user. Enter your email address then proceed to page 2, "How to Submit a request".

- If you are a new user, the system will not recognize you right away. Enter your first name and last name on the next screen to proceed with the registration process. The Phone Number, Cell Number, and Pager fields are optional; however you may be required to enter your phone number when entering a request. Click **Submit** to continue.

ITDirect Requester Guide - 2

SCHOOLDUDE.

How to Submit a Request

- Make sure you are on the **IT Request** tab at the top of the screen.
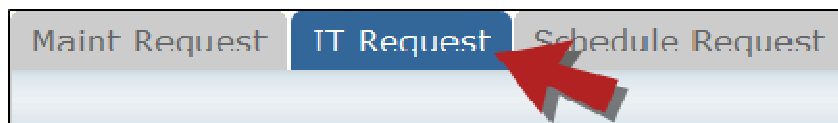
Note: Any field marked with a red checked box is a required field.

- **Step 1**: These fields will already be filled in with your contact information according to how it was entered upon registration.

- **Step 2**: Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available) and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.

- **Step 3**: Select the **Problem Type** that best describes the request/issue you are reporting.

- **Step 4**: Type in a description of the problem.

ITDirect Requester Guide - 3

SCHOOLDUDE.

- Depending on how your account was set up, the remaining steps on your form may vary. You may see some, all, or none of the following steps. Be sure to complete any required steps indicated with a red check box　.

  - **Questionnaire**: Provide additional information about your issue by answering these additional questions based on the Problem Type you selected.
  - **Tag Number**: Enter a Tag Number if applicable.
  - **Time Available for Maintenance**: Type in the best time for a technician to come by.
  - **Purpose**: Click on the drop down box and select a Purpose Code that best describes why this work is needed.
  - **Requested Completion Date**: Use the calendar to select a date that you wish for the work to be completed by.
  - **Budget**: Select the budget code that will be used for costs allocated to complete the request.
  - **Attachment**: Click the **Attach New File** link to attach a photo or document detailing the issue.

Step 5	**Questionnaire**
	Questionnaire : Email Questions
	Have you entered your password correctly?
	Yes
	How long has the issue been occuring?
	2 hours
Step 6	**Tag Number** ☑
	44586453
Step 7	**Time Available for Maintenance**
Step 8	**Purpose**
	Reactive ▼ ☑
Step 9	**Requested Completion Date**
	▦
	(A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)
Step 10	**Budget**
	0001-1236 Middle and High Scho ▼
Step 11	**Attachment**
	Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

- **Final Step**: The last step of the request form is to enter the **Submittal Password (ndn)**. Click **Submit** at the bottom of the form to submit your request.

Step 12	**Submittal Password** ☑
	_____ Forgot Password?
Step 13	[Submit]

ITDirect Requester Guide - 4

SCHOOLDUDE.

My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My IT Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.
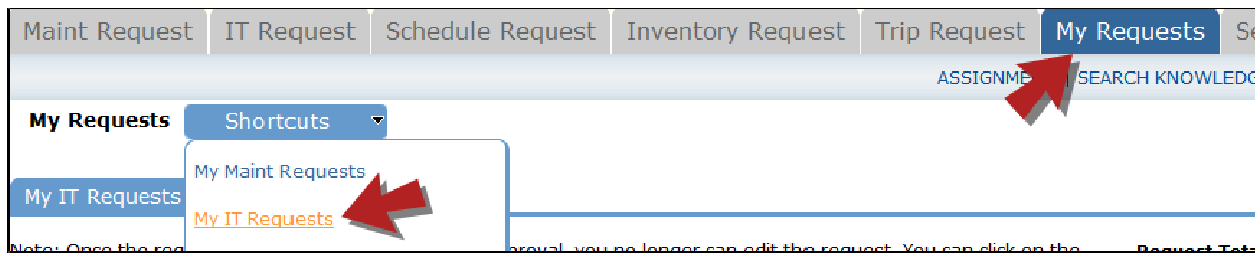
On the **My Requests** page you will see up-to-date information on your requests including the current status, incident ID number, and action taken notes. You can click on the number next to the status description in the **Request Totals** section to see all of your requests marked with that status. You can also search for any work order request by typing a key word into the **Search** box and clicking GO.
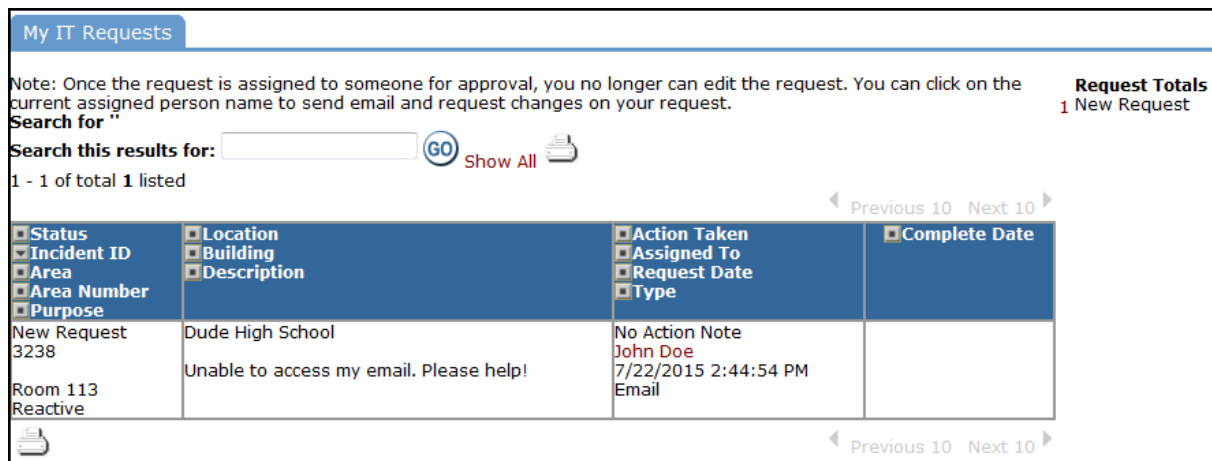
Need Help?

There are several ways to get help for any questions that you may have. Click on the **Help** link located in the upper right hand corner of your screen.
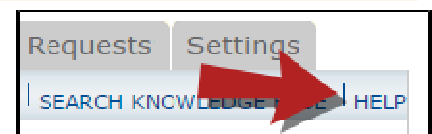
This screen will list a few help options. You may see a listing of local phone numbers to contact someone within your organization. You will also see a link to download the ITDirect Requester Manual as well as a link to access the Online Help page.
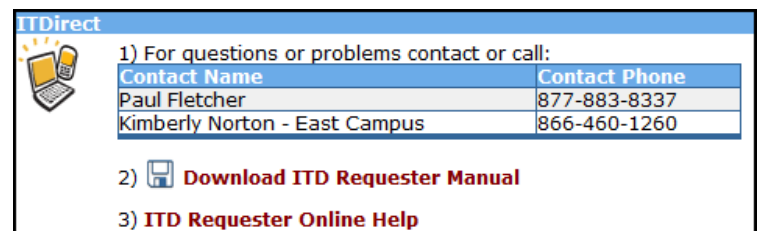
ITDirect Requester Guide - 5

SCHOOLDUDE.

If you select the **ITD Requester Online Help** option you can click on the links under the **Table of Contents** heading. These headings will explain further how to navigate through the MySchoolBuilding.com page. In the **User Guides** section you will find an interactive help movie which will walk you through the steps of entering in a new request.

Table of Contents

Welcome
Entering a request
My Requests
Knowledge Base Search
My Settings
User Guides

PN-GISD Internet Filter

In order to qualify for ERATE funding, our school district must be in compliance with
the CIPA (Children's Internet Protection Act). To be in compliance, we must filter the internet in accordance with their standards.

In order to insure that everyone has access to the internet, heavy bandwidth sites are restricted.

Our previous internet content filter subscription expired during the summer of 2015 and we began the 2015-2016 school year with a new content filter. Our participation continues into the 2018-2019 school year. Our new content filter provider is called "NetSpective".

Our previous content filter required that your network settings specify a certain "PROXY" you had to use in order to access the internet. The new filter does not require this setting and will not work if the old settings are not removed. District computers will have these old settings removed automatically while any such settings that were entered into your personal devices, or school iPads, will have to be removed manually.
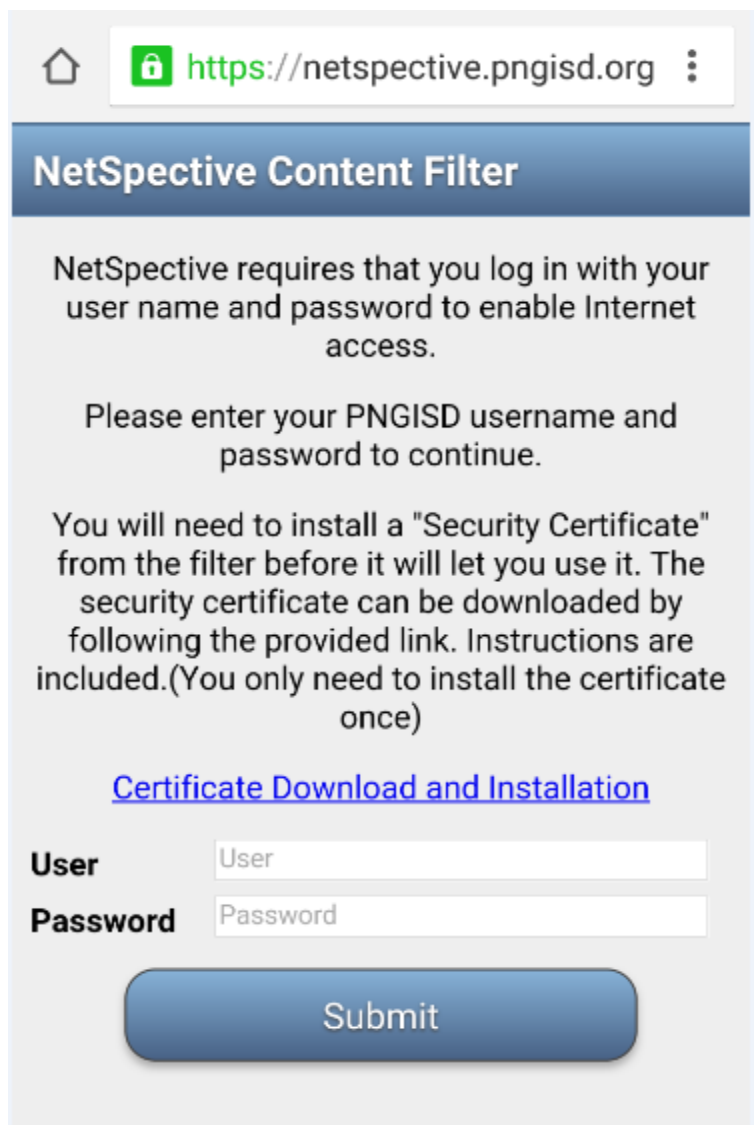
Should you visit a site that falls into one of the restricted categories, you will be shown a message similar to the ones below.

http://www.games.com/ has been categorized as Games. It has been blocked per your organization's Internet Usage Policy for group PN-G High School Students.

If you feel you reached this page in error, please contact your System Administrator.

http://www.facebook.com/ has been categorized as Society. It has been blocked per your organization's Internet Usage Policy for group PN-G Staff and Faculty.

If you feel you reached this page in error, please contact your System Administrator.

Should you see such a message, PLEASE check the text of the message to ensure that you are a member of the group the filter is showing (Staff and Faculty vs. Student) before reporting that you are being blocked from some site you feel you should have access to. Internet access is based on the filters ability to determine your identity.

Any device that connects to the " PN-G District Wireless " SSID will be required to install a security certificate in order to gain full access to the internet. District DOMAIN joined devices (laptops / desktops) have this certificate installed automatically.

When you go to a site that requires that you enter your name and password you will be shown a page similar to the one below:

If the "HTTPS" is green and has a little lock icon next to it this means that the certificate has already been installed and you just need to enter your PNGISD network logon and password. Do not enter the "@pngisd.org" or the "@student.pngisd.org" portion of your logon.

Non domain joined devices (phones, iPads) that connect to the " PN-G District Wireless " SSID will be required to enter their username and password at least once every 8 hours.

Devices that connect to the " BYOD – Students " SSID will be required to enter their username and password every 90 minutes (HS) or every 45 minutes (MS).

Anyone who connects a non-domain device into the wired network will have to enter their username and password at least once every 8 hours.

Should you feel that the site has been incorrectly categorized, check with your school principal to have the site made available.

ALL internet access is tracked and recorded. Sites visited, amount downloaded and time spent on the internet are just a few of the statistics available.

Procedure for URL(web site)

Filter Release

All requests for release of URL (WEB SITES) are to be emailed to campus principal for approval. The campus principal will then forward your email to dalefont@pngisd.org and CC: bcavaretta@pngisd.org. The request must contain a **SNIP** of the URL that has been blocked by our district filter.

How to use Snip Tool

http://windows.microsoft.com/en-US/windows-vista/Use-Snipping-Tool-to-capture-screen-shots

Employee Name Requesting Release _____

Description of instructional value of the requested URL site:

_____

_____

_____

_____

PASTE SNIP of the URL that has been blocked here.

Supplying accurate and detailed information will help expedite your request.

Snipping Tool video tutorial:

http://windows.microsoft.com/en-US/windows7/products/features/snipping-tool

Screen Capture tutorial:

http://windows.microsoft.com/en-us/windows/take-screen-capture-print-screen#take-screen-capture-print-screen=windows-7

Use Snipping Tool to capture screen shots

You can use Snipping Tool to capture a screen shot, or snip, of any object on your screen, and then annotate, save, or share the image.
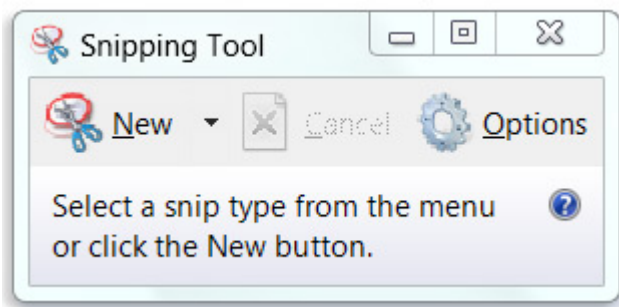
Snipping Tool

You can capture any of the following types of snips:

- **Free-form Snip.** Draw a free-form shape around an object.
- **Rectangular Snip.** Drag the cursor around an object to form a rectangle.
- **Window Snip.** Select a window, such as a browser window or dialog box, that you want to capture.
- **Full-screen Snip.** Capture the entire screen.

After you capture a snip, it's automatically copied to the Clipboard and the mark-up window. From the mark-up window, you can annotate, save, or share the snip. The following procedures explain how to use Snipping Tool.

To capture a snip

1. Open Snipping Tool by clicking the **Start** button . In the search box, type **Snipping Tool**, and then, in the list of results, click **Snipping Tool**.

2. Click the arrow next to the **New** button, select **Free-form Snip**, **Rectangular Snip**, **Window Snip**, or **Full-screen Snip** from the list, and then select the area of your screen that you want to capture.

To capture a snip of a menu

If you want to capture a snip of a menu, such as the Start menu, follow these steps:

1. Open Snipping Tool by clicking the **Start** button . In the search box, type **Snipping Tool**, and then, in the list of results, click **Snipping Tool**.

2. After you open Snipping Tool, press Esc, and then open the menu that you want to capture.

3. Press Ctrl+PrtScn.

4. Click the arrow next to the **New** button, select **Free-form Snip**, **Rectangular Snip**, **Window Snip**, or **Full-screen Snip** from the list, and then select the area of your screen that you want to capture.

To annotate a snip

- After you capture a snip, you can write and draw on or around the snip in the mark-up window.

To save a snip

1. After you capture a snip, click the **Save Snip** button in the mark-up window.

2. In the **Save As** dialog box, enter a name for the snip, choose a location where to save the snip, and then click **Save**.

To share a snip

- After you capture a snip, click the arrow on the **Send Snip** button, and then select an option from the list.

REQUEST FOR DOWNLOAD

Downloading is authorized for those programs that are directly related to one's job duties, are legal, and do not require a purchase. If there is a download question, please contact your principal or contact the Technology Department. Please note that any questionable downloaded files will be deleted when found.

Teacher_____ Date_____

Campus_____

I am requesting permission to download the following:

_____

_____

_____

Purpose:

_____

_____

_____

_____

_____

Approved:_____   _____

                        Principal   Date

This form is to be kept on file in the Principal's office.

Transfer of Equipment Form

Date of Request:_____   Campus:_____

Current Room #_____   Teacher:_____

PN-G Tag #	Serial Number	Description of Equipment

Requested Location Change: Room#_____ Campus:_____

Reason for Request:

_____   _____
            Teacher Signature   Date

_____
            Principal Signature

Please send the completed Transfer of Equipment form to the

Technology Department for final approval.

_____ Approved   _____Denied

Comments:

Port Neches-Groves ISD

Cable Television

Channel 7
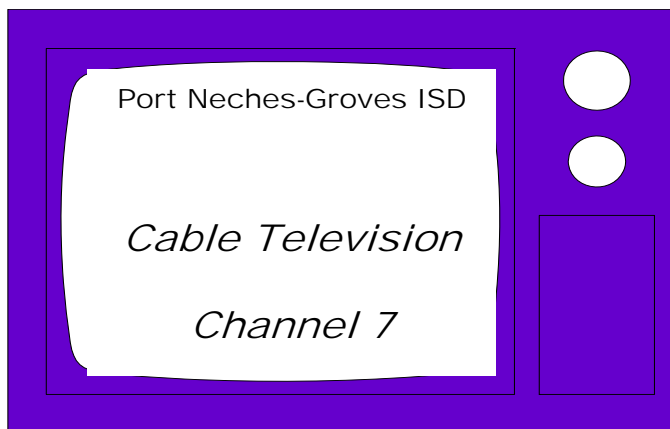
Request for Information to be Broadcast

Please email the following information to:

Cheryl Jourdan @ cjourdan@pngisd.org

Five days prior to the beginning broadcast date.

Date:_____

Name:_____

Campus:_____

Description of Information to Broadcast:

_____

_____

_____

_____

_____

Dates to be Broadcast: Beginning_____   Ending_____

Port Neches-Groves Independent School District
Acceptable Use Guidelines

Port Neches-Groves ISD (PNGISD) offers technological opportunities to students, staff, and administrators to promote educational excellence in the schools by facilitating safe and effective resource sharing, innovation, and communication through the Internet and other electronic information systems. The use of the information system is a privilege, not a right, and inappropriate use will result in cancellation of the privilege. The system administrators (operating under the aegis of the Board of Trustees and District Administration) will decide what appropriate use is and may deny, revoke, or suspend specific user accounts at any time for any reason.

The Port Neches-Groves ISD network has been established for a limited educational purpose. The term "educational purpose" denotes classroom activities. The use of accounts must be in support of educational and/or research and consistent with the educational objectives of PN-GISD. The following rules are representative (but not inclusive) of how the PNGISD network, including the Internet, is to be used by teachers, employees, and students.

The Port Neches-Groves ISD Network has not been established as a public access service or a public forum. Port Neches-Groves ISD has the right to place reasonable restrictions on the material accessed or posted through the system. Users are expected and required to follow the rules set forth in either the PNGISD Student Code of Conduct, the PNGISD Employee Handbook, PNGISD Administrative Procedures, School Board Policy, or the law when using the PNGISD Network.

As noted in the Student Code of Conduct (SCC), students are prohibited from using any device or technology that permits recording the voice or image of another to take, disseminate, transfer, circulate, exhibit, present, or share audio, images, video, or photos that reveal private parts of the body that are normally covered by clothing (aka sexting). As noted in the SCC, certain acts of misconduct may constitute criminal offenses in addition to violations of the SCC. School administrators will report crimes as required by law and may contact local law enforcement regarding suspected criminal activity.

The Port Neches-Groves ISD electronic communications and data management system includes:
- Any and all computers owned by PNGISD, network or stand-alone
- Any and all peripherals attached to any network computer including, but not limited to keyboards, monitors, mice, printers, scanners, web cameras, and digital cameras.
- Any and all servers and network hardware comprising the PNGISD network
- Any and all computer software installed (with Technology Department authorization) and/or subscriptions licensed to PNGISD on any network or stand-alone computer

Network and Computer Use
- Cyber bullying and harassment of any other person is prohibited. Harassment is persistently acting in a manner that distresses or annoys another person.
- Software and shareware should not be downloaded to an individual user account; therefore, the district will not be responsible for shareware downloading and fees.
- Only high-quality discussion group mail lists that are relevant to your education or career development can be subscribed to.
- Do not load or place any software, viruses, or games on any district computer or system connected to the district's system.
- Users shall not use district computers or networks for any non-instructional or non-administrative purposes.
- Only blogs, discussion groups, wikis, and learning management systems supported by the PNGISD network and set up and authorized by PNGISD teachers and administrators as part of the curriculum are to be used.
- Social networking websites including, but not limited to, MySpace, Facebook, Flickr, Reunion, Twitter, Xanga, and Bebo are NOT allowed to be accessed on the PNGISD network.
- Computer games are not allowed unless they are used to enhance current classroom curriculum or for student rewards (as deemed appropriate by the classroom teacher and campus principal).

Board Approved: 4/14/14
Revised: 8/8/16

- Personal device access (including, but not limited to, PDA's, laptops, cell phones) to the PNGISD network is prohibited unless prior approval is granted by the PNGISD Technology Department.
- Users shall not bypass PNGISD security measures and Internet filter through means such as, but not limited to, online proxies, bootable media, IP spoofing, etc.
- No one should attempt to write, produce, generate, copy, propagate or introduce any computer code designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software. Personal attacks, including prejudicial or discriminatory attacks, are prohibited.
- It is prohibited to knowingly or recklessly post false or defamatory information about a person or an organization.
- Do not attempt to harm equipment, materials, or data
- Do not send anonymous e-mails
- Users must not post any information that could cause damage in any way or cause any danger or disruption.
- Employees may access network and Internet services for personal use outside of school hours. This personal use is permitted as long as it imposes no tangible cost to PNGISD, does not burden the PNGISD Electronic communications & Data Management system, and has no adverse effect on an employee's job performance or students' achievement.
- The user is responsible at all times for proper use of his/her account.
- The district wireless network is used to provide filtered Internet access and may have limited access to other district network resources.
- Neither personal electronic devices nor applications on those devices may be used to bypass the Internet filter while connected to any district network.

Use of Personal Electronic Devices
- Personal electronic devices can only be connected wirelessly to the District network. Connection to district wired network resources is prohibited.
- Students may connect their personal electronic devices only to the wireless network provided for their use.
- It is the responsibility of the owner to ensure that all software and files on personal devices are licensed for use in compliance with copyright law
- Personal electronic devices are to have the most recent operating system and security software installed and maintained.
- Antivirus software is to be installed and updated on personal laptop or other electronic device (where applicable).
- All peer-to-peer (music/video/file-sharing) software or web-hosting services on personal electronic devices must be disabled while connected to the district wireless network.
- Students are responsible for appropriate use of any electronic communication device.
- Students may use the Port Neches-Groves wireless network or their own data / voice provider. Regardless, it is the responsibility of the student to abide by all acceptable use guidelines.
- The Port Neches-Groves ISD network will be filtered to meet Child Internet Protection Act requirements.(*Port Neches-Groves ISD will not be responsible for monitoring inappropriate sites visited while connected to a personal service provider*).
- Port Neches-Groves ISD reserves the right to revoke any or all network privileges due to misuse of the Port Neches-Groves ISD wireless network.
- Port Neches-Groves ISD will not be responsible for providing technical support on personal electronic devices.
- Students may not use their personal device inside or outside of the classroom in a way that disrupts the educational environment, violates the rights of others, or invades the privacy of others. This includes, but is not limited to, using the device to cheat, to violate the Student Code of Conduct rules, and/or to harass or bully students or staff, and/or for unlawful purposes.
- Private or confidential PN-GISD data will not be saved to personal electronic devices.
- Port Neches-Groves ISD is not responsible for damage, loss or theft of any personal electronic device, software, or services. The district assumes no liability for any loss or damage to any personal devices.
- PN-GISD will not be responsible for financial obligations arising from the unauthorized use of networks.
- Port Neches-Groves ISD is not responsible for the accuracy or quality of the information obtained or stored on the network or retrieved via the internet.
- Students should only use their device under teacher direction and should comply with the teacher's directions concerning use of any personal device in the classroom, including a request to shut down the device or close the screen.

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Revised: 8/8/16

Inappropriate Use
The following uses of the Port Neches-Groves ISD Network are considered unacceptable:
- Commercial activities are generally not acceptable
- Political lobbying
- Public "chat rooms"
- Product advertisement
- Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. (A guiding factor in defining what is obscene may be what is appropriate in a school library setting: libraries can provide further information and, the most commonsense policy is, "when in doubt, don't".)
- Sending of "Chain Letters" or "broadcast messages" (spamming) to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others is prohibited.

Inappropriate use may result in cancellation of the privilege. Certain state, local, and federal statutes may apply to the electronic communications system and inappropriate uses may also be unlawful. Unlawful use of district electronic resources will be referred to proper authorities. District authorities may also initiate other disciplinary actions.

Personal Safety--Students
- Students will not post personal contact information about themselves or other people. Personal contact information includes home address, telephone, cell phone number, school address, work address. The student must notify his/her parent(s)/guardian(s) and system administrator immediately if any individual is trying to contact him or her for illicit or suspicious activities.
- Students will not agree to meet with someone met online without written parent approval.
- Students will promptly disclose to the teacher or other appropriate school employee any message received that is inappropriate or that makes them feel uncomfortable.

Inappropriate Access to Material
- If a student mistakenly accesses inappropriate information or a site with information that does not have an educational or research purpose, he or she is to exit from the site immediately and inform the teacher.
- Parents should instruct their children if there is material that they think would be inappropriate for *their* children to access. The district fully expects that all students will follow parents' instructions in this matter.
- If an employee mistakenly accesses inappropriate information or a site with information that does not have an educational or research purpose, he or she is to exit from the site immediately and inform their immediate supervisor. This will protect you against a claim that you have intentionally violated this Policy.

System Security
Security on any computer system is a high priority, especially when the system involves many users. If you or a student feels you can identify a security problem on the Internet, a building or system administrator must be notified. Do not permit the problem to be demonstrated to other users. The following is considered inappropriate use of the network:
- Do not share your user accounts or passwords with anyone. You are responsible for your individual accounts and should take all reasonable precautions to prevent others from being able to use those individual accounts.
- Do not leave an account open or unattended
- Change passwords regularly to maintain security and confidentiality
- Users will not attempt to gain unauthorized access to the PNGISD network or to any other computer system through the PNGISD network, or to go beyond authorized access. This includes attempting to log in through another person's account or to access another person's files. These actions are illegal, even if done only for the purpose of "browsing".
- Forgery or attempted forgery of email messages and/or data is prohibited. Do not attempt to read, delete, copy, or modify the email and/or data of another network user.
- Users will not make deliberate attempts to disrupt the computer system or to destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Attempts to logon to the Internet as a system administrator or to perform system administrator tasks may result in cancellation of user privileges.
- Anyone illegally obtaining and using access to other computer systems may be the focus of state or federal investigation and prosecution. Applicable state statutes include Section 16.04 Unlawful Access to Stored Communications and Section 33.03 Breach of Computer Security.

Board Approved: 4/14/14
Revised: 8/8/16

- If unacceptable or illegal activities take place using a district account, then he or she will be held responsible, regardless of whether he or she personally took the actions, which may result in loss of access to the Internet or other disciplinary actions.
- Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files or data that belongs to anyone else without permission from the owner of the files/data. Users shall not distribute files or data that belongs to someone else without permission from the owner of the files/data.

Network and E-mail Etiquette
You are expected to abide by the generally accepted rules of network etiquette which include, but are not limited to:
- Be polite—abusive or demeaning communications are prohibited.
- Use appropriate language. Swearing, vulgarity, ethnic or racial slurs as well as other inflammatory language is prohibited.
- Viewing or transmitting obscene messages or pictures is prohibited.
- Do not use the network in such a way as to disrupt the use of the network by other users.
- Do not repost a message that was sent to you privately without permission of the person who sent it.
- You will not post private information about another person.
- Illegal activities are strictly forbidden.
- Be polite and professional

Monitored Use:
Electronic mail (e-mail) transmissions or other use of the electronic communications system by students and employees shall not be considered confidential and will be monitored by designated District staff to ensure appropriate use for educational or administrative purposes. This monitoring may include activity logging, virus scanning, and content scanning.

The PNGISD network and Internet services are not private. Data and/or users may be monitored by the PNGISD Technology Department and/or PNGISD administrators at any time to ensure proper use.

As required by the Children's Internet Protection Act (CIPA), the district maintains a filtering system that blocks access to information considered obscene, pornographic, inappropriate for students or harmful to minors as defined by the federal CIPA guidelines. Although Internet access is filtered, it is possible that users may run across areas of material that might be found objectionable. PNGISD makes every effort to educate and guide all PNGISD network users in the proper use of the Internet including education of educators and minors about appropriate online behavior including social networking websites, chat rooms, and cyberbullying through district-provided curriculum resources; however, it is impossible to control all materials on the global network. Therefore, it is imperative that he user be held accountable for the appropriate use of the technology.

Plagiarism and Copyright Infringement
- Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a librarian.

Your Rights
- Free Speech
  Your right to free speech, as set forth in the Port Neches-Groves ISD Code of Conduct, applies also to your communication on the Internet. The Port Neches-Groves ISD Network is considered a limited forum, similar to the school newspaper; therefore, the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of the disagreement with the opinions you express.

Board Approved: 4/14/14
Revised: 8/8/16

- Search and Seizure
  - You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
  - Routine maintenance and monitoring of the Port Neches-Groves ISD Network may lead to discovery that you have violated these guidelines, the Port Neches-Groves ISD code of Conduct, or the law.
  - An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Port Neches-Groves ISD Code of Conduct, or the law. The investigation will be reasonable and related to the suspected violation.

- Due Process
  - The District will cooperate fully with local, state, and federal officials in any investigation related to any illegal activities conducted through the Port Neches-Groves ISD Network.
  - In the event there is a claim that you have violated these rules or the Port Neches-Groves ISD Code of Conduct in your use of the Port Neches-Groves ISD Network, you will be provided with a written notice of the suspected violation and given an opportunity to be heard in the manner set forth in the Port Neches-Groves ISD Code of Conduct.
  - If the violation also involves a violation of other provisions of the Port Neches-Groves ISD Code of Conduct, it will be handled in the manner described in the Port Neches-Groves ISD Code of Conduct. Additional restrictions may be placed on your use of the Internet account.

Limitations of Liability
Port Neches-Groves ISD makes no warranties of any kind, whether expressed or implied, for the services it is providing. Port Neches-Groves ISD will not be responsible for any damages suffered while on this system. Use of any information obtained via the information system is at your own risk.   PNGISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.

Board Approved: 4/14/14
Revised: 8/8/16

Student Printed Name: _____ **Grade:** _____ **Campus:** _____

| Port Neches-Groves ISD |
| Parent Technology Permission Form |

Student: (Please sign below)
As a user of the Port Neches-Groves ISD computer network, I hereby agree to comply with the PN-GISD Acceptable Use Guidelines for connecting over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature_____ Date _____

Parent/Guardian: (Please check <u>Yes</u> or <u>No</u> in EACH category below and sign at the bottom.)

Yes   No

☐   ☐   I grant permission for my son or daughter to use the computer ***with teacher supervision*** for such activities as class assignments and projects in the classroom, computer labs, and/or library which may include Internet use. (I understand it is my responsibility to inform my child that he/she must follow school/district rules regarding computer/Internet policies whether the teacher is standing over him/her or not. Consequences for violations will be enforced regardless of whether I have explained this policy to my child.)

☐   ☐   I grant permission for my daughter or son's artwork or writing to be published on the district's web site, in the event it is deemed appropriate by district personnel. We further understand that the work will appear with a notice prohibiting the copying of such work, without express written permission. In the event anyone requests such permission, those requests will be forwarded to us as parents. Web page documents may include only the first name of the student. No last name, home address, or telephone number will appear with such work.

☐   ☐   I grant permission for my son/daughter's picture to be posted on the Port Neches-Groves ISD web site and/or school-related social media sites. I understand that my child's name WILL NOT be posted with the picture.

☐   ☐   I grant permission for my son/daughter to participate in Web 2.0 learning opportunities along with other class members knowing that all efforts will be made to protect my child's privacy.

☐   ☐   I grant permission for my son/daughter to participate ***with teacher supervision*** in campus instructional video conferencing opportunities such as Skype, Face Time, etc.

☐   ☐   The Superintendent publishes a quarterly web newsletter highlighting various campus activities throughout the year. I grant permission for my son/daughter's picture and/or name to appear on the Port Neches-Groves ISD district **web newsletter** posted by the district Superintendent.

☐   ☐   **For Parents of <u>Middle School</u> and <u>High School</u> Students ONLY**
I give permission for my child's first and last name to be listed on the school website for special events such as:
- Team Rosters (football, volleyball, debate, UIL, band, cheerleaders, twirlers, Criminal Justice, student council, etc.)
- Results of competitions/events (All-district, UIL results, special recognition, Top 10% of the class)

☐   ☐   **For Parents of <u>Middle School</u> and <u>High School</u> Students ONLY**
I give permission for my child to participate in "bring your own device" instructional opportunities under campus guidelines.

Parent Signature _____ Date _____

2016-2017

Board Approved: 4/14/14
Revised: 8/8/16

Port Neches-Groves ISD
Web 2.0 Parent Information Form

As part of the educational experience in PN-GISD, your child has the opportunity to learn, collaborate, and share work on the Internet with Web 2.0 tools. Web learning offers your child a unique educational opportunity and has the following benefits:

- Makes learning engaging and exciting.
- Allows students to collaborate with other students and teachers outside of their class.
- Enables students to practice and refine their communication skills.

Throughout the school year, some teachers may be using a variety of Internet Web 2.0 tools as part of their classroom activities. Using these tools, a variety of student work may be shared on the Internet, including writing, voice recordings, video, and photos. In doing so, all efforts will be made to protect your child's privacy.

- No individual photos of your child will be published unless you indicated your consent on the Acceptable Use signature form completed at the beginning of the school year.
- Individual photographs of students will not include names or identifying information.
- No personal information about the student, such as address and phone number, will be published.
- In the event that a student's name is used, it will only be used with permission following the district's AUP guidelines.
- Most Internet learning activities will involve the use of a screen name.

You can allow your child to participate in these exciting classroom Web 2.0 opportunities by indicating "Yes" on the appropriate section on the Parent Technology Permission Form in this packet.

Port Neches-Groves ISD
BYOD Parent Information Form

- The district wireless network is for educational purposes only.

- Personal electronic devices will be filtered for Internet access ONLY when connected to the district wireless network.

- The district wireless network is used to provide filtered Internet access and may have limited access to other district network resources.

- Personal electronic devices can only be connected wirelessly to the District network. Connection to district wired network resources is prohibited.

- Students will have access to the district wireless network while participating in the BYOD program. However, if your student bypasses the district-provided wireless network, PN-GISD will not be responsible for financial obligations arising from his/her personal network use. At no time will your student be required   to use his/her personal wireless network.

- When your student is not using his/her own device for approved instructional purposes, all devices must be turned off during the instructional day. if a student uses a telecommunications device without authorization during the school day, the device will be confiscated. In addition, the student or parent may pick up the confiscated telecommunications device from the principal's office (or his/her designee's office) for a fee of $15.
- All software and files personal electronic devices are licensed for use in compliance with copyright law when using district networks and resources.

- The most recent operating system and security updates should be installed on personal electronic devices.

- Personal laptops or other electronic devices (where applicable) should have current antivirus software should be updated regularly.

- I will disable all peer-to-peer (music/video/file-sharing) software or web-hosting services on my personal device while connected to the district wireless network.

- Personal network devices cannot be used to bypass the Internet filter on any district network.

- All PN-GISD policies and procedures including the Acceptable Use Policy, BYOD Guidelines, Technology policies, and all PN-GISD Board policies must be adhered to. Violations may result in disciplinary action including referral to campus administration, the loss of network and/or wireless network privileges, confiscation of personal mobile device, and/or referral to law enforcement authorities.

- PN-GISD staff will not provide technical support for any personal equipment beyond connectivity to the wireless network.

- Students may not use their personal device inside or outside of the classroom in a way that disrupts the educational environment, violates the rights of others, or invades the privacy of others. This includes, but is   not limited to, using the device to cheat, to violate the Student Code of Conduct rules, and/or to harass or   bully students or staff, and/or for unlawful purposes.

- Students should only use their device under teacher direction and should comply with the teacher's directions concerning use of any personal device in the classroom, including a request to shut down the device or close the screen.

- PN-GISD is not responsible for damage, loss or theft of any personal electronic device, software, or services. The district assumes no liability for any loss or damage to any personal devices.

- PN-GISD will not be responsible for financial obligations arising from the unauthorized use of networks.

- Port Neches-Groves ISD is not responsible for the accuracy or quality of the information obtained or stored on the network or retrieved via the Internet.

- Private or confidential PN-GISD data will not be saved to personal electronic devices.

Port Neches-Groves ISD
Computer Network User Agreement/Webpage Oath

Name_____   Campus_____

Please complete the applicable sections below:

Section A: Employees Without District Webpages

As a user of the Port Neches-Groves ISD computer network, I hereby agree to comply with the district's AUP rules—connecting over the network in a reliable fashion while honoring all relevant laws and restrictions.

Employee Signature _____   Date_____

~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ **~ OR ~** ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

Section B: New Employees (Teachers) With District Webpages

Please initial below that you have received training in the following areas:

_____   I have received training on our district's Acceptable Use Policy.

_____   I have received training on our district's policy on posting the following on the Internet: student pictures, student names, and student's artwork and/or writing.

_____   I have received training on copyright laws.

_____   I have received training on minimum and optional webpage requirements.

_____   I am aware that I must receive district training before implementing a wiki, blog, or discussion; and any wiki, blog, or discussion I implement after this training must be curriculum-based.

_____   I understand that parent permission must be granted and district procedures followed for any curriculum-based activities involving BYOT (bring your own technology) and any video conferencing activity.

Employee Signature _____   Date_____

Section C: All Employees With District Webpages

Please initial below your understanding of the following:

_____   As a user of the Port Neches-Groves ISD computer network, I hereby agree to comply with the AUP rules—connecting over the network in a reliable fashion while honoring all relevant laws and restrictions.

_____   I understand that anything that does not fall under minimum or optional categories and is not <u>instructional,</u> must be approved by the campus principal BEFORE posting.

_____   I understand that no personal information about a student is allowed (such as e-mail address, phone number, home address, etc.)

_____   I understand the district's policy on posting the following on the Internet: student pictures, student names, and student's artwork.

_____   I understand that when I link to webpages other than those on the PN-GISD website, I am responsible for verifying that they are educationally appropriate.

_____   I understand that webpage information should not contain information that is in violation of (or promotes the violation of) any district policy or regulation nor any local, state, or federal regulation/ law.

_____   I will follow copyright laws when posting information to my web page.

_____   I understand my responsibilities and obligations to maintain a professional, instructional webpage that adheres to district policy.

_____   I must contact Dr. Brenda Duhon before implementing a wiki.

_____   I understand that parent permission must be granted before a student may participate in any blog, discussion; or wiki I implement and that these Web 2.0 activities must be curriculum-based.

_____   I understand that parent permission must be granted and district procedures followed for any curriculum-based activities involving BYOT (bring your own technology).

_____   I understand that parent permission must be granted for students to participate in teacher-supervised campus video conferencing opportunities.

Employee Signature _____   Date_____

Implemented 8/2008 & Revised 8/1/13

Acceptable Use Guidelines

District Computer-User Rules

- No chat rooms
- No online contests
- No chain letters or spamming
- Do not plagiarize

- No product advertisements
- No MUDS (Multi-User Dungeons)
- No downloading
- No political lobbying

➢ Do not load or place any software, viruses, or games on any district computer.

➢ Transmission of any material in violation of any US or state regulation is prohibited: copyrighted material, threatening or obscene material, or material protected by trade secret.

Rule of thumb: **"When in doubt, don't"**

➢ If you mistakenly access an inappropriate site, **exit from the site immediately** and inform your teacher.

➢ Never give your password to another person.

➢ Do no attempt to gain unauthorized access to the PN-GISD network.

➢ E-mail shall not be considered confidential and will be monitored to ensure appropriate use for educational purposes.

INAPPROPRIATE USE MAY RESULT IN

**CANCELLATION OF THE PRIVILEGE**

PN-GISD 8/18/99
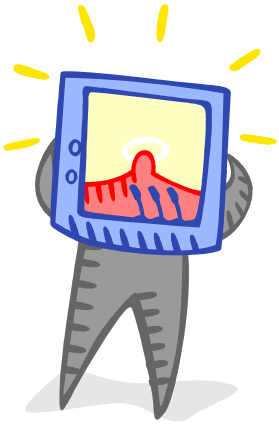
Network

Etiquette

- Be polite
- Use appropriate language. Swearing, vulgarity, ethnic or racial slurs, as well as, other inflammatory language is prohibited.
- Do not type messages in all capital letters; this is called shouting and is considered rude.
- Viewing or transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of students or others is prohibited.
- Do not use the network in such a way as to disrupt the use of the network by other users.
- No personal attacks (prejudicial or discriminatory) allowed.
- Harassment of any other person is prohibited.
- Do not knowingly or recklessly post false or defamatory information about a person or an organization.

Personal Safety

- Do not post personal information about yourself or other people. No addresses, phone numbers, etc.

- Never agree to meet with someone met online without written parent approval.

- Tell your teacher if you receive any message received that is inappropriate or that makes you feel uncomfortable.

PN-GISD 8/18/99
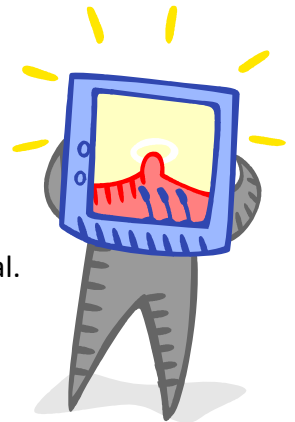
Substitute Teacher/Staff Computer Use Requirements
Port Neches-Groves ISD
School Year 2018-2019

Substitute teachers and/or substitute staff are <u>not</u> permitted to use a district computer and/or the PN-GISD network for any reason unless specified, in writing, by the district employee who is absent.

In the event that permission is granted by the district employee as part of the substitute's job duties for the given day(s), the use will be limited to that specified by the employee and will be used for instructional/educational purposes only.

In addition, the substitute should check with the campus principal for the proper username and login to the network. Substitutes are <u>not</u> permitted to use the teacher's network login for access except in rare circumstances.

☙ ☙ ☙ ☙ ☙

As a substitute in the Port Neches-Groves ISD, I understand the requirements outlined above regarding computer and network use.

_____   _____

Printed Name   Date

_____

Signature of Substitute

Computer Software Policy

In accordance with Board Policy and Administrative Regulation, it is the practice for Port Neches-Groves ISD to respect all computer software copyrights and to adhere to the terms of all software licenses to which Port Neches-Groves ISD is a party. The Technology Department is charged with the responsibility of enforcing these guidelines.

Port Neches-Groves ISD employees, students, and volunteers may not duplicate any licensed software or related documentation for use either on Port Neches-Groves ISD premises or elsewhere unless the Technology Department is expressly authorized to do so by agreement with the licenser. Unauthorized duplication of software may subject the employee and/or the school district to both civil and criminal penalties under the United State Copyright Act.

Employees, students, and volunteers may not give software to any third party including relatives, clients, contractors, etc. Port Neches-Groves ISD employees, students, and volunteers may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

All computer software acquired by Port Neches-Groves ISD must be purchased, reported to, and installed by the Technology Department (or its designee). Software acquisition channels are restricted to ensure that the school district has a complete record of all software that has been purchased for Port Neches-Groves ISD computers and can register, support and upgrade such software accordingly. Software on district computers used for instructional purposes must be listed in the District Technology Plan or meet approval by a district curriculum coordinator and the Technology Department.

Personal software is software owned by an individual. Personal software installed on district-owned computer hardware must be approved and installed by the Technology Department (or its designee).

To access the PN-GISD Network:

Turn on your computer, it should go through its normal loading of Windows 7 and stop at the below Logon Screen. Follow the prompt on the screen to continue.
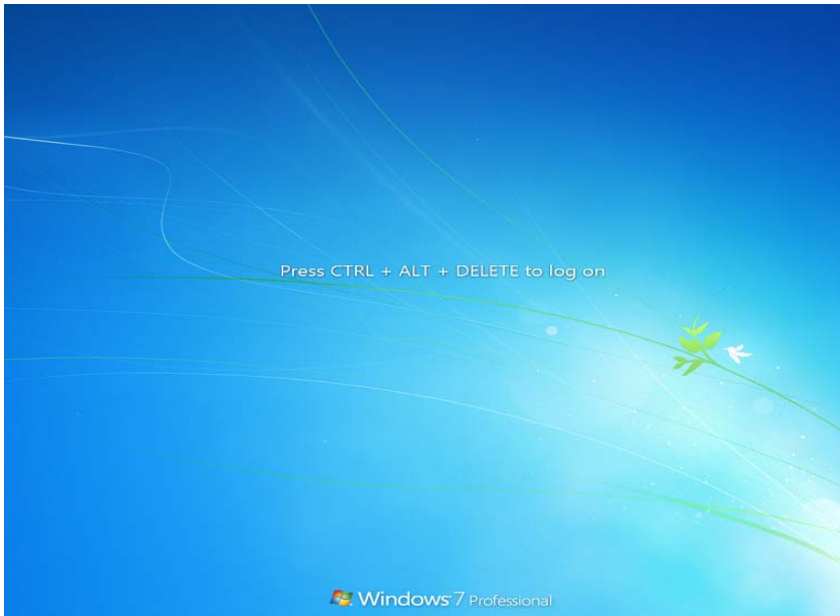
You will be presented with the Privacy Notice on the screen below. It should be simple enough for everyone to understand. Click on "Ok" to continue.
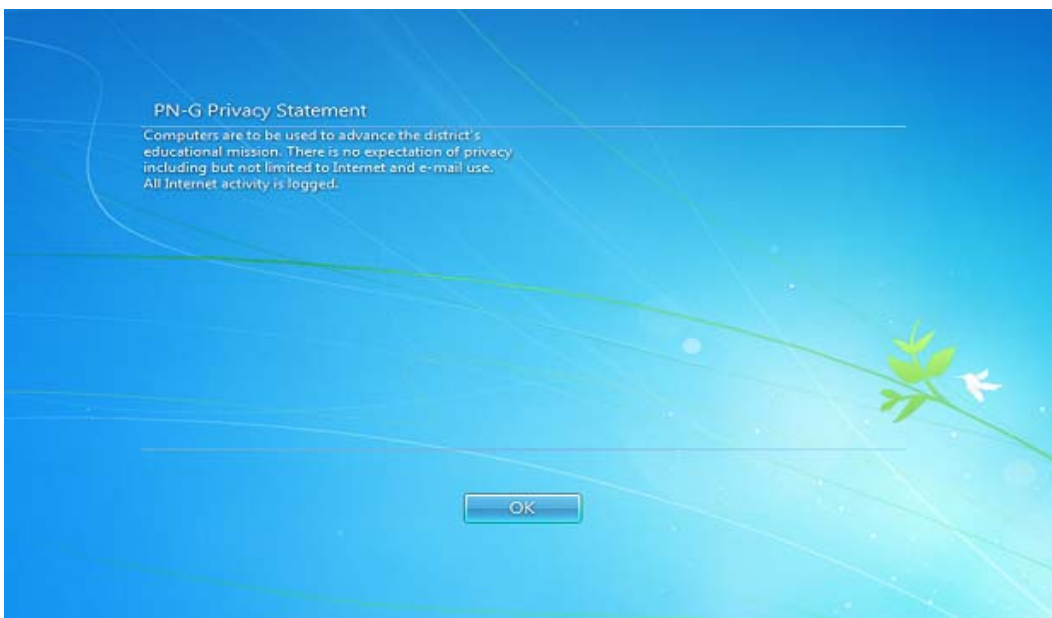
You should now be shown the screen below. Enter in your PNGISD username and password. The "@pngisd.org" is NOT required to logon because PNGISD is the DEFAULT domain. Enter your username and password in the blanks provided and press "Enter".
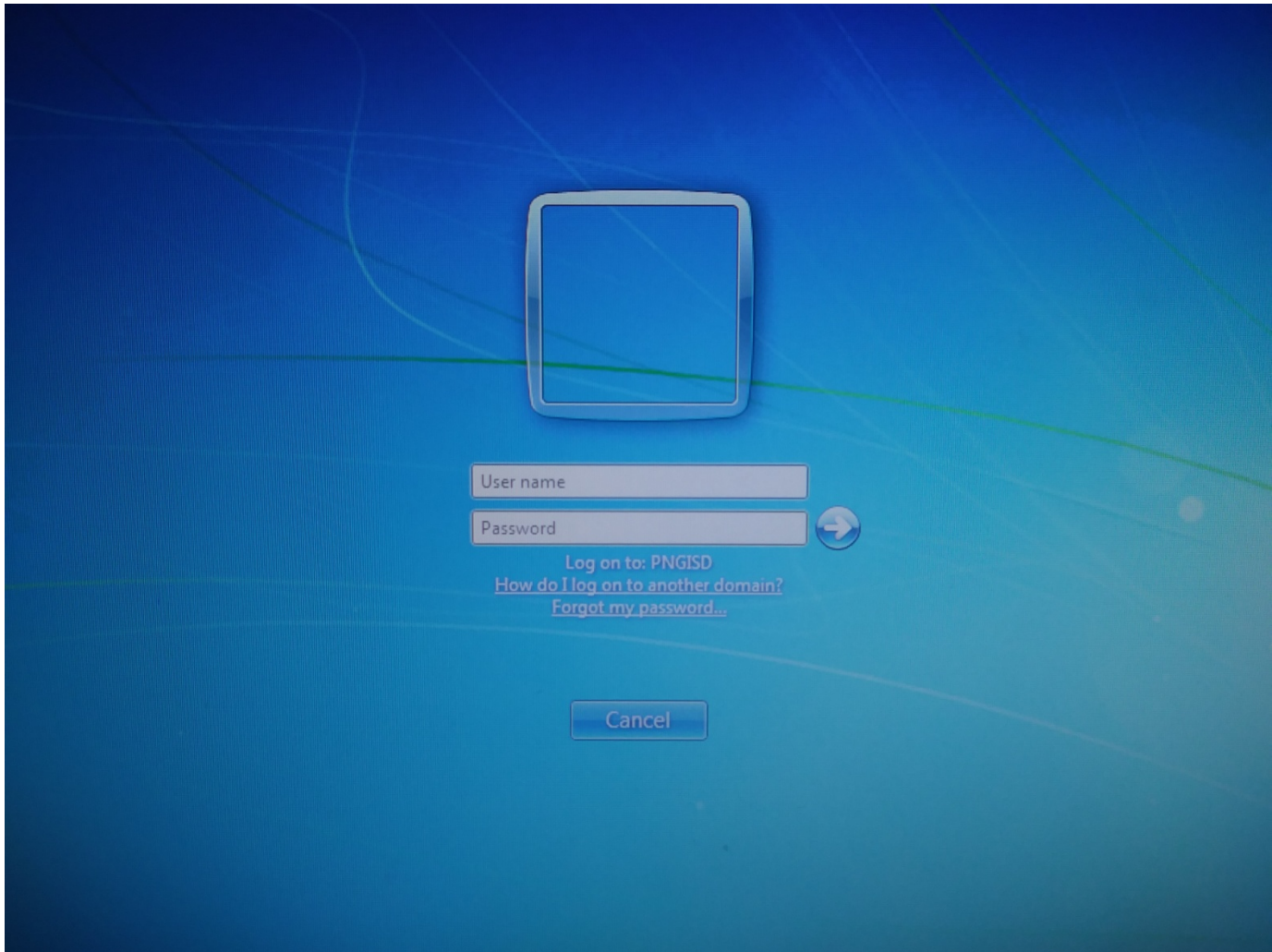
Once your desktop loads, you will be able to configure the desktop to suit your needs.

Email Setup and Email Password Reset

The Port Neches-Groves Independent School District began participating in the Google Apps for Education (GAFE) program at the start of the 2014-2015 school year. Our participation continues into the 2018-2019 school year.

With our participation in the GAFE program comes unlimited data storage on the Google servers. Unlimited storage for your e-mail, pictures, documents, whatever you wish to store.

Setup of your GAFE e-mail on your work or personal computer is as easy as going to www.google.com and clicking on the "Sign In" button. You may use whatever internet browser you wish to access your e-mail. Google Chrome is the browser more tightly integrated with the GAFE applications, to include your e-mail.

Your GAFE e-mail account was generated based on your PN-G network logon. All accounts, staff and student, are created automatically and are tied to your PN-G network accounts. Changes made to your PN-G network account are kept in SYNC with your GAFE accounts. (Password, name changes, etc.)

If you need to change the password on your GAFE account, log on to a district computer with your district username and password. Press the <CTRL><ALT><DEL> keys and you will be presented with a screen with numerous options, one of which is "Change Password". Select this and fill out the requested information. Once you have successfully changed your network password the system will update your GAFE account so that the passwords match.

Mobile Access: Should you wish to check your school e-mail with your personal devices all you need do is add your account information to the GMAIL app on your personal device.

SSRPM Usage

The Technology Department is now providing our users the ability to manage their own passwords through a software package named "Self-Service Reset Password Manager ".

The use of this software is a two part process. In order to be able to reset your own passwords, you must first "enroll" in the system. Enrollment consists of picking three(3) "Security Questions" and then providing a mobile phone number which the system can use to send you a PIN number via SMS text message.

Enrollment can be accomplished a number of ways.

1: Software is in the process of being installed on staff computers in the PK-5 campuses and on all computers at the 6-12 campuses. Once the software is installed, when you log on to a computer, this software will check the current user to see if they have enrolled into the SSPRM system and if not, will present the user with a Windows application to facilitate the enrollment. If you are under time constraints, or just do not wish to participate, there is a "Cancel" button available. Be advised that you will continue to be prompted until you have actually enrolled into the system.
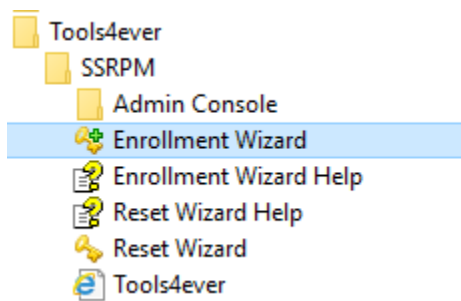
2: If you chose not to enroll when you logged on to the computer, you may start the "Enrollment" software manually by using the "Enrollment Wizard" that can be found under the "Start Menu".

Start Menu

All Programs

Tools4Ever

Enrollment Wizard

3: If the program in #2 above cannot be found, you can also initiate the enrollment process by going to either of these two websites. (On any web enabled device)

http://resetpw.pngisd.org/

https://pwreset.pngisd.org/

Just click "Enroll" and follow the prompts.

4: ChromeBooks should have a "Kiosk App" named "SSRPM" installed. You access this APP from the Chromebook logon screen. Before you logon, look in the bottom-left side of the monitor and click on "Apps". SSRPM should be listed. Click on it and follow the prompts. If you get the message "Your connection is not private", click on ADVANCED at the bottom of the screen then click on "Proceed to resetpw.pngisd.org(unsafe)" .

Once a user has enrolled into the SSPRM, you may use this software to change your password or, in the event that you have forgotten your password, you may reset it. If your mobile phone number has changed, you may also use this software to update your mobile phone number.

You may reset your password via a web browser when not connected to the schools networks by accessing:
https://pwreset.pngisd.org

Please be advised that changing your network password will also result in your email password being changed.

Wireless Access

The PNGISD Technology Department maintains a wireless network for staff, faculty, students and guests. This wireless network is provided for the same purpose as the wired network, which is to "advance the district's educational mission".

All of the available wireless networks will require that you install a Security Certificate on your device in order to have normal access to the internet. Installing the certificate will require that you put some sort of "lock screen" on your device.

Every campus has the " PN-G District Wireless " network available. Users who connect to this network will be required to identify themselves at least once every 8 hours. This is so that the filter can allow you to access the internet with the rights assigned to you no matter where you are.

All campuses have a "PNGGuestPortal". As the name would imply, this is for "Guests". A guest in this sense would be a non-district adult who is on your campus to provide you and/or your staff with district approved training that requires internet access. No authentication will be required from the filter for guests connected to this network. Access to district resources (printers, file servers) is blocked from people on this network. Internet access for this network is less restrictive than that of the students, but more restrictive than that of a normal staff/faculty member.

The High School and Middle School campuses have a "BYOD – Students" network for the students to connect their school approved devices. Devices connected to this network are required to identify themselves every 90 minutes (HS) or every 45 minutes (MS). This is based on the class lengths.

The 4-5 campuses have a "4 – 5 Student Devices" network for the students to connect their school approved devices. They also have a "4 – 5 Teacher Devices" network for the teachers to connect their school approved devices.

Pre-K – 3 campuses have a "Pre-K – 3 Student Devices" network for the students to connect their school approved devices. They also have a "Pre-K – 3 Teacher Devices" network for the teachers to connect their school approved devices.

The High School has two additional networks available.

BYOD – Administrators
BYOD – Staff

The names should be self-explanatory. In order to connect to one of these networks, the person requesting access need only provide the district with the Wireless MAC address of their device. Users will then be able to connect to these networks without providing any password to the network or to the filter.

There is a wireless network "PN-G Stadium" that will only show when a user is in close proximity to the PressBox. This network is provided for the guests/visiting teams during athletic events.

Copyright

Adapted from the website: http://www.stfrancis.edu/cid/copyrightbay/fairuse.htm

What is "fair use" and its general principles? "Fair Use" is the means by which educators of non-profit educational institutions may use copyrighted works without seeking permission or making payment to the author or publisher.

Copyright and multimedia has become a crucial topic. Multimedia is defined as the integration of text, graphics, and audio and/or video into a computer-based environment. Educators can utilize small portions of relevant works to fulfill a legitimate teaching objective. The "Fair Use Guidelines for Educational Multimedia" are guidelines, not law. But they do set standards deemed acceptable of affected constituencies: authors, publishers, educators, librarians, attorneys, and others.

The Fair Use Guidelines for Educational Multimedia provide for the following, as a rule of thumb.

- Students may incorporate others' works into their multimedia creations and perform and display them for academic assignments.

- Faculty may incorporate others' works into their multimedia creations to produce curriculum materials.

- Faculty may provide for multimedia products using copyrighted works to be accessible to students at a distance (distance learning), provided that only those students may access the material.

- Faculty may demonstrate their multimedia creations at professional symposia and retain same in their own portfolios.

The Fair Use Guidelines for Educational Multimedia provide for specific limits on the amount of copyrighted works that may be used.

- For motion media--(e.g., video clips) up to 10% or 3 minutes, whichever is less.

- For text--up to 10% or 1000 words, whichever is less.

- For poems--
  --up to 250 words.
  --Three poem limit per poet
  --Five poem limit by different poets from an anthology.

- For music--up to 10% or 30 seconds, whichever is less.

- For photos and images
  --Up to 5 works from one author.
  --Up to 10% or 15 works, whichever is less, from a collection.

- Database information--up to 10% or 2,500 fields or cell entries, whichever is less.*(Harper)*

Furthermore, faculty may retain multimedia products incorporating the copyrighted works of others for a period of two years for educational use. After that, permission must be sought.

United Streaming

The district subscribes to Discovery Education/United Streaming. To set up a user account, go to www.unitedstreaming.com and use the passcode for your campus to get started:

WGEC	9939-D216	VB	46CA-42B7	RW	46CA-A699	GMS	46C9-FA37
WC	46CA-DB9F	Taft	46CA-24D3	PNMS	46C9-FA37	PNE	46C8-F689
GE	46C8-1721	PNGHS	46C9-366A	AEC	4D2A-6BED		

Substitute Teachers and AUP

Substitute teachers and/or substitute staff are not permitted to use a district computer and/or the PN-GISD network for any reason unless specified, in writing, by the district employee who is absent.

In the event that permission is granted by the district employee as part of the substitute's job duties for the given day(s), the use will be limited to that specified by the employee and will be used for instructional/educational purposes only.

What Can You Find on the PN-GISD Technology Website?

The PN-GISD technology website can be found at www.pngisd.org by clicking on the Departments / Technology link.

The following technology forms are found online:

- Request for Download
- Transfer of Equipment
- Filter Release Form
- iPad Checkout Form

Useful District Technology Information can also be found:

- Video Conferencing Information
- Acceptable Use Policy
- Web 2.0 for Teachers
- Tech Support
- Teacher Web Page Guidelines
- K-5 Student Technology Proficiencies
- Learning.com Parent Info
- Learning.com Home Login Info
- Safe Images Information/Sites
- Technology Handbook
- SchoolDude Repair Ticket Request