Tishomingo County School District
Faculty/Staff Technology Handbook
Updated June 2025

TECHNOLOGY PLAN IMPLEMENTATION

Schools of the information age must effectively employ technology to better meet the needs of students, parents, teachers, and administrators. Since the Tishomingo County School District (TCSD) completed its first written technology plan, it has had an outline of very specific technology goals, along with objectives and strategies to reach those goals.

DISTRICT TECHNOLOGY GOALS:
Equip all stakeholders to use technology to positively impact and interact with the world around them.

- Teach digital citizenship.
- Integrate technology seamlessly in the teaching and learning process while ensuring that the use of technology adds value to learning.
- Develop a new set of knowledge and skills for the 21st-century learner.
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Integrate digital tools for students to develop products demonstrating their understanding.
- Provide greater access to digital content in a variety of formats and modes.

Tishomingo County School District
Faculty/Staff Device User Agreement

As a borrower of a TCSD Laptop and/or Apple iPad:

- I will follow the policies established in the TCSD Technology Handbook.
- I will follow the guidelines listed below for proper care of the device.
- I will report to the TCSD Technology Department any problems/issues I discover while using the laptop/iPad and understand that those issues may lead to resetting the device.
- I understand that resetting the device to factory settings may occur as a result of any repairs or modifications on the laptop, and this reset may result in the loss of data. It is my responsibility to back up my data.
- I understand that it is my responsibility to turn in my laptop/iPad and accessories before I leave the school district.
- I understand that the primary use of the device is as an instructional tool.

Guidelines for Proper care of the Devices:

1. I shall not loan the laptop/iPad to anyone.
2. I will not remove labels, stickers or cases already placed on the device by the TCSD Technology Department.
3. I will not write on or place any labels or stickers on the device.
4. I shall give proper and due care to the device at all times, including but not limited to the following:

a) Keeping food and drink away from the laptop/iPad.
b) Not exposing the device to extreme heat or cold.
c) Not attempting to repair a damaged or malfunctioning device.
d) Keeping the device operating system updated unless otherwise directed by TCSD Technology Department.
e) Using the appropriate Apple Certified block/cable to charge the laptop/iPad.

5. I shall provide proper security for the device at all times including, but not limited to, the following:
   a) Not leaving the laptop/iPad unattended in an unlocked classroom or extra-curricular activity.
   b) Not leaving the laptop/iPad in an unlocked vehicle.
   c) Create a strong password/passcode

Terms of Agreement

The staff member is responsible at all times for the care and appropriate use of technology. I understand if I violate the guidelines agreed to in the TCSD Technology Handbook, my privilege may be restricted, and I may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage or repair of my laptop/iPad and accessories, which may have occurred at school, at home or while the laptop was being transported.

The laptop remains the property of Tishomingo County School District. In the event that the assigned laptop/iPad listed below cannot be repaired, TCSD has the right to assign a replacement device. At the end of the school year or upon leaving the district, I agree to return the laptop/iPad and all accessories to the District in the same condition it was issued to me with reasonable wear.

I have reviewed the TCSD Technology Handbook and understand the rules and guidelines. I understand that a copy of this policy is available on the district website if I need to review it at any time.

_____ _____
Print Name Date

_____
Signature

_____ _____
Laptop Serial Number Laptop Asset #

_____ _____
iPad Serial Number iPad Asset #

_____ _____
School Room #

Tishomingo County School District
Internet/Technology Acceptable Use Policy

(Policy IJ-R)

INTERNET ACCESS:

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is now available to students and teachers in the Tishomingo County School District (TCSD). We are very pleased to bring this access to TCSD and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA).

CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to visual depictions of obscene material, child pornography, and material that is harmful to minors when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors.

Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called hacking, and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors access to materials harmful to minors.

NETWORK RULES:

Tishomingo County School District provides adequate Wi-Fi on all campuses. This includes a wireless access point in every classroom and academic area. Students and Employees are required to use Wi-Fi provided by the district when using devices owned by TCSD. The use of Wireless Hot Spots is prohibited on all TCSD campuses. These include but are not limited to Cell Phones and Mi-Fi devices that can be used as personal Wireless Access Points.

Tishomingo County School District provides an Ethernet network to every classroom and academic area. These Ethernet ports are put in place to connect TCSD owned desktop computers, printers, etc. to the TCSD network. Students and Employees are prohibited from plugging any device not owned by TCSD into Ethernet ports and should not access the wireless network without prior approval. These include, but are not limited to laptops, desktops, printers, media players, virtual assistant technology (i.e. Amazon Echo, Apple TV, Amazon Fire, Roku, etc.) and gaming consoles.

Tishomingo County School District provides content filtering to comply with CIPA requirements for safe Internet browsing of minors. Any attempt to bypass this content filter with the use of proxies or any other method is a direct violation of this agreement.

ACCEPTABLE/UNACCEPTABLE USES OF TECHNOLOGY:

Tishomingo County School District technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals.

Students are prohibited from installing ANY software on district owned computers or mobile devices. Employees are allowed to install software that has been approved by District Technology Department.

Improper use of any computer, mobile device, or the network is prohibited. This includes but is not limited to the following:

- Accessing, transmitting or retransmitting:
  - Any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Mississippi State Department laws, policies or regulations
  - Copyrighted materials (including plagiarism and AI), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or other material that is inappropriate to minors
  - Any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or any similar materials
  - Language that may be considered offensive, defamatory, abusive or any forms of cyber bullying
  - Information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks
  - Information that harasses another person or causes distress to another person
- Using the network in such a way that would disrupt the use of the network by other users
- Participating in chat sessions outside of classroom activities
- Installing software not approved by Technology Department
- Downloading files from the Internet that do not relate to classroom activities or administrative tasks
- Purchasing or selling goods and/or services via the Internet
- Disclosing, using, disseminating or divulging personal and/or private information about himself/herself, minors or any others including personal identification information
- Attempting to bypass the TCSD Content Filter through Proxies, VPNs, etc.
- Attempting to "hack" network resources including, but not limited to servers, switches, access points, routers, computers, mobile devices, and printers

DIGITAL CITIZENSHIP:

Tishomingo County School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms as well as cyber bullying awareness and response.

EMAIL:

Tishomingo County School District provides a Google Apps for Education (@tcsk12.com) account for student and employee email services. TCSD creates and manages account information (Login/Password). Employees and Students are responsible for maintaining the information inside their account (Emails/Contacts). TCSD does not archive employee or student

email. Student email accounts are restricted to prevent sending emails or receiving emails outside of the tcsk12.com domain.

Tishomingo County School District discourages using outside email (i.e. Yahoo, Outlook, etc.) on the network. All official Teacher to Parent, Teacher to Student, or Staff to Staff email must be communicated using tcsk12.com email account. Employees should refrain from using their school email for personal use or subscriptions.

TCSD does maintain the right to access employee or student email if deemed necessary, with Superintendent permission only.

Users should use appropriate language and should only communicate with other people as allowed by District policy or the teacher or administrator. Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

GOOGLE WORKSPACE FOR EDUCATION:

At Tishomingo County School District (TCSD), we use Google Workspace/Apps, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Drive, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At TCSD, students will use their Google accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Student email accounts for grades 9-12 are restricted to prevent sending emails or receiving emails outside of the tcsk12.com domain.

By signing the Student/Parent Technology Agreement and/or the Acceptable Use Policy, parents/guardian give permission for Tishomingo County School District to create/maintain a Google Workspace for Education account for their child.

SECURITY:

Tishomingo County School District has measures in place to protect end users on our network through the use of Firewalls, Content Filters, and Malware/Antivirus software. These measures are not always 100% effective and users should take reasonable safeguards against security threats over the TCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should not share personal information over the TCSD network.

In the event a user feels their device has been compromised or infected, they should immediately notify the Technology Department. Employees and Staff are never to attempt to remove a virus or malware on their own. This includes deleting files, downloading Malware/Virus removal tools, or installing Antivirus software.

MONITORING:

Tishomingo County School District has the ability to monitor data transmitted over the TCSD network at any time. Data transferred can be tracked and identified and users held liable if their use of the network violates established policies, regulations, or laws. The content filter used at TCSD has the ability to flag and notify the Technology Department if a user searches for or accesses sites that contain certain keywords. Computers that continue to be flagged for inappropriate sites can be remotely monitored and screen captured or recorded. Data stored on devices owned by TCSD are the property of TCSD. This data includes, but is not limited to email, text documents, images, music, and other digital or electronic files.

LIMITATION OF LIABILITY:

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In compliance with CIPA, schools are expected to engage in a good faith effort to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectional material on a device cannot result in a lawsuit complaining that a school violated CIPA.

The Tishomingo County Special Municipal Separate School District makes no warranties of any kind, whether expressed or implied, for the service it provides. The TCSD will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. TCSD specifically disclaims any responsibility for the accuracy of information obtained through its services.

Tishomingo County School District will not disclose personal information about Students on websites - such as addresses, telephone number, or Social Security Number.

EXCEPTION OF TERMS AND CONDITIONS:

These guidelines are provided so that you, the user and /or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a TCSD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

Tishomingo County School District
Employee Acceptable Use Policy Agreement

Name: _____

Position: _____

School: _____

I have read the Tishomingo County School District (TCSD) Acceptable Use Policy found in the TCSD Faculty/Staff Technology Handbook. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, I will be subject to disciplinary action in accord with District Policies/Personnel Policies.

I hereby release TCSD, its personnel, and any institutions with which it is affiliated, from any and all claims and damage of any nature arising from my misuse of the District system.

_____ _____

Signature Date

The Tishomingo County School District (TCSD) has established policies to ensure the proper management of district-issued technology and digital accounts for employees.

Return of Technology and Accessories:

- **Ownership and Care**: All technology assigned to staff, including devices and accessories, remains the property of TCSD. Employees are responsible for keeping these items secure and in working condition.
- **Return Upon Departure**: Employees are required to return all district-issued devices and accessories promptly upon request or upon departure from the district.
- **Financial Responsibility**: Staff may be held financially accountable for any damage resulting from negligence or misuse of district technology resources.

Termination of Email Accounts and Digital Access:

- **Account Deactivation**: TCSD provides employees with district-issued email accounts for work-related communication. Upon termination of employment or at the end of a contract for non-returning contracts, these accounts are subject to immediate deactivation.
- **Data Security**: All district-provided accounts and access to digital resources are intended for educational and work purposes. Upon an employee's departure, access to these resources is revoked to maintain data security and integrity.

For comprehensive details, employees are encouraged to consult the TCSD Employee Technology Handbook and the Acceptable Use of Technology Policy, which provide in-depth information on the expectations and procedures related to district technology and digital resources.

To Update Policy GABB

Communication Platform Standards

District staff will employ a variety of communication tools and strategies in an effort to enhance instruction, student engagement, and parental involvement. The following protocols and expectations are intended to serve as minimum guidelines to help staff manage and protect communications with students, parents, and stakeholders.

Employees should use appropriate, professional language, understanding that they are representing the district in all written and oral communications.

Third-Party Applications

Employees are to maintain a classroom or program, utilizing only the district's approved two-way communication platforms: SchoolStatus and Remind. All other Third-party applications intended for the use of communication must be approved from the employee's administrator and the technology department. Third-party applications should not be used to communicate about academic performance, attendance, or discipline.

Text/SMS Communications

Employees are discouraged from using text/SMS as a standard communication tool with parents, families and students, except as utilized through the district-supported parent notification system. In an effort to promote a healthy work-life balance, employees are encouraged to limit messages for district business to reasonable hours unless in an emergency situation.

Social Media

Individual departments and classrooms may choose to establish a branded online social media presence that can be used for instruction with prior administrative approval. Any social media tool used by a teacher must be separate from his or her personal account.

All employees, faculty, and staff shall observe the following while participating in any social media websites or applications including, but not limited to Facebook, Twitter, Snapchat, TikTok and/or Instagram:

1. Employees, faculty, and staff shall not friend students on any social media platforms from their personal accounts.
2. Employees, faculty, and staff shall not post any data, documents, photos, or information on any website or application that might result in a disruption of classroom activity.

3. Employees, faculty, and staff are solely responsible for the security of their social media accounts.
4. Employees, faculty, and staff are solely responsible for the content that is posted on their social media accounts at all times.
5. Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking on behalf of the Tishomingo County School District.
6. Employees, faculty, and staff shall not post any student data, documents, photos, or information on any social media platforms on their personal social media accounts.

Annual Reminder To Staff

The Superintendent and school principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process.

The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
4. Monitoring and penalties for improper use of district computers and technology.

Penalties include dismissal from employment for failure to exercise good judgment in online conduct.

Monitoring of Communication Standards

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials online. When inappropriate use of computers and/or websites is discovered, the school principals and/or Superintendent will promptly take proper administrative action.

Any teacher retiring or leaving the school district needs to complete the following tasks:

Turn in:

- ❑ Laptop
- ❑ Laptop charger
- ❑ iPad w/case
- ❑ iPad charger
- ❑ Apple Pencil

iPad Tasks:

- ❑ Sign out of Apple ID (Settings, tap on Apple ID, Sign out)
- ❑ Remove Passcode (Settings, TouchID & Passcode, Turn Off Passcode)
- ❑ Settings: General: Reset: Erase All Content & Settings

Laptop/Desktop Computer Tasks:

- ❑ Sign out of Apple ID
  (System Settings, tap on your Name/Apple Account, Sign Out)
- ❑ Move any content you want to save to a PERSONAL storage such as Google Drive or a flash drive. We will remove your account from the laptop and erase all content.
- ❑ School email will be deleted at the end of the school year or once an employee leaves the district.

Apple TV or Smart TV:

- ❑ Check to see if signed into Apple ID on Apple TV:
  - Settings, Accounts, iCloud, Sign Out.
- ❑ Log out of all streaming accounts on Smart TV
  - You can also choose to do a Factory Reset:
    (Settings>System>Advanced System Settings>Factory Reset)