

A TECHNOLOGY COMMITTEE

The Technology Committee was established as part of the WASC accreditation process in 1998 and was given the responsibility to develop a Technology Plan for the ESGVROP/TC. The committee members are ESGVROP/TC staff members representing a cross section of our district.

The Technology Committee was charged with the responsibility to develop a plan that will provide direction in the use of technology to the ESGVROP/TC as a whole and the classrooms scattered throughout the district. This plan assists students in meeting standards and aids staff members in the delivery of instruction and services to students.

It was agreed that the plan should include the following.

1. A District Technology Mission Statement.
2. An explanation of how educational technology can be used as a tool for student achievement.
3. A delineation of minimum expectancies for students as users of technology.
4. A plan for the training of staff in the application of technology for effective instruction for students as well as record keeping and management of the program.
5. A definition of the minimum level of hardware and software resources for each class and guidelines for the acquisition of new hardware and software.

The Technology Plan is a dynamic document; constantly in flux, the plan is reviewed and modified on a regular basis. It is only through this process of development and evaluation that a truly valuable tool will be of use.

B INTERNET ACCESS

1. **District-Related Web Sites**

A "District-Related Web Site" is any Internet web site established by ESGVROP/TC employees or students on behalf of the District, any school within the District, or any class, school club, or organization within the District, as well as any web site established through the use of District equipment or the District's access to the Internet.

All District-related web sites shall be "closed forums" for expression. This means that the District has ultimate control about the content of such web sites and is not required to allow students, faculty, or others, to place material on District-related web sites, which the District determines, is inappropriate for any such web site. The purpose of the District-related web sites will be to present the public with information about the District, its sites, and programs. District-related web sites will be analogous to newsletters from the administration of the District or the various sites, classes or programs. District-related Web sites will not be analogous to a student newspaper or underground newspaper, though, from time to time, samples of student work may be published on District-related web sites.

District-related web sites shall not be used for political campaigning or lobbying because they are publicly funded, except that the District may provide information about measures and the like in accordance with law, including but not limited to Education Code section 7054.

No District-related web site shall be published on the Internet without approval of the Superintendent or their designee.

Approval of Content

Because District-related web sites are closed forums for expression, the District shall have sole authority concerning what materials may be published on such web sites. Such approval shall initially be executed by the staff member assigned as the particular web master.

Final authority over what is published on District-related web site shall rest with the Superintendent or their designee. The purpose of such restrictions on District-related web sites is to assure that they remained closed forums for expression and to assure that materials placed on District-related web sites is consistent with Board policies and presents a healthy image of the District to the public.

2. **Employee use of the Internet**

Before any staff member uses the District's Internet or Intranet access, that staff member must agree to abide by the terms and conditions of the Employee Net Use Agreement which will be disseminated by the Superintendent or designee. If a staff member fails to sign the "Employee Net Agreement" and uses the District access to the Internet or Intranet that staff member is nonetheless bound by the terms and conditions of the Employee Net Use Agreement and may be subject to discipline for failing to follow those terms and conditions. In situations where the staff member does not sign the Employee Net Use Agreement, that staff member is nonetheless put on notice of the

terms and conditions of that agreement by this board policy and the administrative directive which accompany it. (See appendix for a copy of the agreement.)

Employees of the District shall not have their own Internet access from any District property unless approved by the Superintendent or designee. All employee Internet access obtained from property must be through the District's access to the Internet.

Employees of the District working off campus, must obtain approval of the administration at their job site as well as their supervisor to use internet services provided at the local site. As such, employees are subject to the rules and regulations regarding access and use of Internet services at the local job site in addition to the rules and regulations for Internet access set by this District.

3. Soliciting and selling on the Internet

District employees shall not use the District access to the Internet, nor shall they use any District created or District-related web site to advertise any private commercial ventures in which they have a financial or proprietary interest, or in which members of their families have financial or proprietary interests. Advertising on District web sites is controlled by Board Policy 1500. District related web sites are defined in Board Policy 1500.

4. Student use of the Internet and on-line services

The District provides access for students to the Internet as an educational tool. Because the Internet is uncensored and can be misused, no student shall be allowed to use the District's access to the Internet unless the student and the student's parent/guardian first sign the District's Student Net Use Agreement (see appendix). The District will provide reasonable supervision of students using its access to the Internet and attempt to do what is technologically reasonable to prevent students from obtaining access to pornographic or harmful matter. Students using the District's Internet access shall have no right of privacy in their use of that system. Staff may monitor or examine all system activities a student takes part in to ensure proper use of the system. Students who fail to abide by District Internet rules may be subject to disciplinary action, revocation of their privilege to use the system, or legal action as appropriate.

5. Supervision of student access to the Internet

Staff shall provide reasonable supervision under the circumstances for students who are using on-line services and may ask instructional aides and students aides to assist in such supervision. The purpose of such supervision shall be instructional as well as to prevent students from "Misuse of the District's Net Access to the Internet" as that phrase is defined in the Student Net Use Agreement.

In providing such supervision, staff may ask instructional aides and student aides to assist in such supervision. Students who fail to abide by regulations distributed by the Superintendent or designee, or who fail to abide by Student Net Use Agreement or class rules regarding net use, shall be subjected to disciplinary action, revocation of the user account, and legal or criminal action as appropriate.

C E-MAIL ACCESS

All ESGVROP/TC staff members have an e-mail address available to them for their use. Staff members without access to the internet at their work station, can access and check e-mail at the designated computers for e-mail access which are set up on both the Sunflower and Del Norte campus.

1. How to Configure and Set Up Your Webmail Account

Using any Internet web browser, type <http://webmail.esgvrop.org> in as shown below.



The Webmail Login screen will come up and require you to type in:

- a. **Your User Name:** first initial of your first name + last name @esgvrop.org
e.g. jdoe@esgvrop.org
- b. **Password:** enter your e-mail password
Note: passwords are assigned by the technology department



Click on the "Log In" button.

The first time you login to your webmail account you will be prompted to update your preferences. As shown on below:

Preferences

Your Name

Your E-Mail Address

Your Signature

Bob User
Primary Example User
East San Gabriel Valley Regional Occupational Program &
Technical Center

- Messages are deleted from the Mail Server at LOG OUT.
- If you forget to LOG OUT, messages are deleted the next time you LOG IN.
- Messages may be UN-DELETED via the Mail Box "Un-Delete" button.
- The Mail Server is checked for NEW messages each time the Mail Box is displayed.

Internet zone

- Your Name: enter your name as you wish it to appear in your e-mails
- E-Mail Address: enter the ESGVROP e-mail address that was assigned to you.
- Your Signature: enter any text that you would like appended to any e-mails you send.

When you are finished, click the **Update Preference** button.

Congratulations your webmail account is now ready to use!

2. User's Guide

Clicking on the *User's Guide* button while at the log in screen will present you with full documentation for using your webmail.

D TECHNICAL SUPPORT

Technical support requests must be submitted in writing on the “Computer Repair / Diagnostic Work Order” form. Forward the request form to your supervisor for approval who will then forward it to the Business Office / Technology Department. The request form can be found in the appendix.