

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-76
Subject: VOLUNTEER INVOLVEMENT: COMPUTER-RELATED TECHNOLOGY GUIDELINES	Date of Issue: 7/1/98
Preparing Office: Office of the Superintendent	Amended: 6/3/09

I. Policy

II. Procedures

A. Purpose

This document was created in response to a request for guidelines for volunteers who help schools utilize computer-related technologies.

Frederick County Public Schools (FCPS) would like to tap the growing resources of the Frederick County technology community to assist in moving forward with the integration of technology to support the instructional program in accordance with our district technology plan and system goals and objectives.

B. Issue

Our primary objective is to ensure that the actions of volunteers are guided and properly supervised. It is important that clearly defined roles, responsibilities, and access rights are established. Privacy of employee information and student records as well as security for online testing are of primary legal concern. (See Regulation 400-20/Policy 421 on "Student Records.") In addition, maintaining the integrity and reliability of the FCPS network and resources is a priority. Volunteers will not be given access rights to school system administrative servers, administrative applications such as ESchool, PeopleSoft Human Resources and PeopleSoft Financial Systems as well as network management hardware and software. This document outlines system needs that volunteers can help us address and offers some clarification of current system positions and standards.

C. Position

A school system employee must assume ultimate responsibility for the actions of any volunteer. Most schools have identified a person or persons to serve as their school's "technology coordinator." The technology coordinator must be an fcps employee. It is recommended that the technology coordinator manage and direct all technology-related volunteer activities at the school level. In addition, each teacher or administrator who accepts a volunteer's help is also accepting responsibility for their actions.

Central office staff in the Department of Technology Services will assume responsibility for volunteers assisting that department with system-level projects. Technology Services will also assume responsibility for training and communicating to school technology coordinators and administrators the system policies, regulations, and other pertinent information from state and federal resources as it relates to instructional technology and volunteers.

The following categories define roles and activities that volunteers could assume to help us meet our technology goals and objectives:

1. Supervising

- a. Help the lab coordinator and teachers keep students on task and assist them in working with the FCPS pre-installed hardware and software on assignments and projects.
- b. Assist staff in monitoring student use of the Internet.

2. Consulting

- a. Off-line creation of web pages for non-FCPS but school-related organizations such as PTA, band boosters, sports boosters, etc. (See Regulation 400-77-“Computers: FCPS Website Publishing.”)
- b. Serving on school and district level task forces and advisory committees.
- c. Speaking to classes/staff on new directions in technology and related careers.
- d. Setting up off-site demonstrations to promote new ideas to school system staff, including trainers and technicians from the Department of Technology Services. Our existing networks may not serve as “pilot” sites for new ideas, management software, etc. without the prior approval of Technology Services.
- e. Contacting business and government agencies to facilitate the donation of equipment and expertise for training or installation/expansion of computer equipment. (See Technology Services Donations FAQ and Regulation 200-33 – “Donations.”)
- f. Working with volunteers and community groups to clean-up, upgrade and otherwise prepare donated hardware to meet FCPS standards, prior to it being installed in a school.
- g. Providing direct support for funding of technology.
- h. Researching web sites and identifying those that may be appropriate for supporting administrative and/or curriculum goals. Carefully go through the pages of the identified web sites and evaluate them for level and content appropriateness.

3. Miscellaneous

- a. Under the direction of the school technology coordinator or teacher (as appropriate), volunteers may:
 - (1) Assist with unboxing and setting up new computers, completing the annual hardware inventory, and assisting with routine maintenance on computers, monitors, printers and other peripherals such as regular cleaning of monitors, keyboards and mice.

- (2) Generate and maintain school-defined databases that do not include personal student data, student performance/grade information, and/or test scores.
- (3) Help schools setup and maintain computer lab schedules.
- (4) Assist staff with development of instructional materials by scanning pictures, typing documents, and researching teacher-selected curriculum topics.
- (5) Perform general day-to-day tasks associated with supporting the various instructional technologies.

b. Volunteer Network Access

- (1) Volunteers will each be provided one network account to use.
- (2) Volunteers will only be provided with a level of network access necessary for them to perform the volunteer job function. Network level access, associated rights and permissions will be determined by Technology Services.
- (3) Volunteer accounts will be set to expire at the completion of the volunteer's time commitment but no later than the end of the current school year. Accounts must be requested each school year.
- (4) Under no circumstances will volunteers be provided administrative-level access nor access to hardware management or account management applications.
- (5) Volunteers will not be provided with FCPS e-mail accounts.
- (6) Each volunteer with network access must agree in writing to abide by Regulation 300-45—"Computers: Staff Use" and 400-73—"Computers: Digital Networks Acceptable Use." This will be accomplished using the Request for FCPS Volunteer Network Account form. (Exhibit 1) Once completed and signed the form will be forwarded to the director of Technology Services for final approval to permit creation of the account. Technology Services will return an approved copy of the form to be kept by the school until the end of the current school year.

- c. The principal will ensure that requests for technology volunteers reference this document.

D. Desired Outcomes

Schools and community volunteers will work together to develop a strong foundation of technology resources and help improve technology literacy levels for staff and students. Attainment of these goals will greatly enhance the opportunities for all our students as they enter the technology driven world of the twenty-first century.

E. Review and Reporting

This regulation will be reviewed on an on-going basis in accordance with the Frederick County Public Schools regulation review process.

Approved:

original signed by

Linda D. Burgee
Superintendent

Request for FCPS Volunteer Network Account

Volunteer Name: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Date Requested ____/____/____

School/Office where volunteering: _____

Volunteer Time will end: ____/____/____ End of school year

My signature below indicates that I have reviewed and agree to abide by all relevant regulations including those listed below regarding my use of computers and an FCPS network account as a volunteer in the Frederick County Public Schools:

- FCPS Regulation 400-76: Computer-Related Technologies – Guidelines for Volunteer Involvement
- FCPS Regulation 300-45: Computers – Staff Use
- FCPS Regulation 400-73: Computers – Digital Networks Acceptable Use

Signature of Volunteer Date: ____/____/____

My signature below indicates that I have reviewed FCPS Regulations identified above relevant to the named volunteers in supporting technology and understand that I assume responsibility for his/her use of the requested network account.

Signature of Administrator Date: ____/____/____

I approve of this request for an FCPS Volunteer Network Account for the volunteer named above.

Signature of Supervisor of Networks and Security Date: ____/____/____

----- For FCPS Staff Use Only -----

Account created on ____/____/____ Account Expiration Date: ____/____/____*

Login ID: _____

Created by _____

*This should be set for the date "volunteer time will end" above or the last day for teachers of the current school year if the end date has not been determined (whichever comes first).

NOTE: This completed form must be maintained by the school until the end of the current school year.