

# Overarching Work Guidance



# General Guidelines

- Scope of work will vary based on position and will generally reflect duties and expectations performed normally; job-role expectations are outlined for each employee role
- Employees cannot be expected to work beyond their normal work hours
- Extra hours must be approved by a supervisor
- Any technology to be removed from a building must be checked out/documented and approved by an administrator
- [Digital Communications Guidelines](#) should be observed working with staff, students, and families

# Working in the Building

Generally, staff should maximize work from home.

- Staff may work individually in their school workspace if it does not interfere with building cleaning.
- If staff go into a space that is labeled as previously cleaned, they should minimize their contact with surfaces and clean where they worked.
- Staff should not meet in person unless critically necessary.
- No staff should meet in person with any students.

Staff should meet with others using multimedia collaboration tools. No group meetings may be held in schools.

Prior to coming to a school building, staff must:

- Check temperature to ensure no fever
- Wash hands

# Professional Reading/Learning

As staff independently or collaboratively (online) read and learn during school closure, school-based staff are encouraged to consider these [recommendations](#).

# Technology Access

*For staff approved for telecommuting, as coordinated  
by principals and department administrators*

# Telecommuting

In order to work remotely, staff need access to the following on a computing device:

- a webcam (could be accessed on smartphone)
- access to Chrome browser
- Internet access

Most staff roles should not require home printer/scanner access. Critical access to printers/scanners will be determined by job role with action of supervisors.

# Options

The computing requirements may be met:

- On a personal at-home computing device, or
- On a smartphone (Google applications), or
- On a district Chromebook

All certificated staff should have their Chromebook at home. **School staff who do not normally have a Chromebook may check one out at their school.**

**Non-school based staff who do not have a Chromebook can access one from DOT through their supervisor.** (See directions slide 12)

# Help

## Technical:

- Staff should contact their site [Building Technology Coordinator/Technology Support Specialist](#) (HS) as their first line for technical help.
- Assistance may be escalated as needed to the Help Desk or through a work order ticket. (Non-school staff should contact Help Desk.)

## Instructional:

- Staff should contact their site [Instructional Technology Support Specialist](#) (ITSS) as their first line for instructional help. [Teacher-librarians](#) may be an appropriate resource for collaboration.
- Assistance may be escalated as needed to an Instructional Technology [TOSA](#).
- A variety of online resources are available to staff on the Instructional Technology [webpage](#). (Note: staff must be logged into Chrome with their district login to access password protected tools.)



# Help - Remote Collaboration

Online help for staff in using remote tools is available on the Instructional Technology [webpage](#).



**Working Remotely with  
Students & Colleagues**

# Office Tools

If Microsoft Office tools are needed on a Chromebook, Windows, or Mac:

Install Office from O365.

[Directions](#) for free access are available to all staff and students. (Scroll down on the site at the link.)

# WESPaC Users ONLY

Business Services staff and bookkeepers require access to access WESPaC (RDS). WESPaC/RDS requires the following:

- 1) Windows 8.1 Pro or better - has RDS installed.
- 2) MacOS 10.9 to 10.14 - need to install the RDS client.

If a client install is needed on a personal device - they are available [here](#).



Staff needing to check out a PC device should see their administrators.

# Printing

Printing should be eliminated or minimized wherever possible. (i.e. Save pdfs to drive to print later)

Staff may use home printers with reimbursement for ink as approved by their supervisor.

Otherwise, departments/schools must provide newly purchased printers and/or scanners or provide cables to connect district to home devices. These will not be supported by DOT.

# Option: Taking work PC/monitor, peripherals home

If necessary, office staff and administrators may take home their work PC, monitors, and/or peripherals with supervisor approval. Equipment must be checked out through Resource Manager with the assistance of the building BTC or DOT staff.

- ASD Desktop PCs must be plugged into a home network - they will not operate wirelessly (take the network cord home when removing it)
- ASD Windows machines are now set to update from the cloud. The machine will ask to install Windows/Office updates and reboot periodically - please let it do that.
- ASD Desktop PCs should operate on a home network for six months before beginning to have licensing problems.
- All desktop stations, printers, and scanners removed from a building/department must be returned a week prior to school opening.
- Any technology to be removed from a building must be checked out/documented and approved by an administrator.
- At home hands-on technical assistance will not be provided by DOT.

# Action Items:

- Principal/Department administrator or designee surveys staff who will be telecommuting to determine any technology needs.
- School-based Chromebooks may be assigned to any staff who needs one, coordinating checkout with the school BTC/TSS.
- Report by Thursday, 3/19, 4 PM on a Department of Technology [spreadsheet](#) conditions where:
  - Staff need a device that can't be accommodated at the site\*,
  - Staff need to take home their workstation,
  - Staff need a wireless access point (linked doc), and/or
  - Non-school based staff need a Chromebook
- DOT technology distribution will be Friday, 3/20; staff devices from schools may be scheduled by principals.

\*Note, the district has a limited number of Windows laptops to checkout to staff, secondary bookkeepers and Business Services staff will be prioritized.