

NEOnet Picture Policy

1 Summary

DASL provides the ability for pictures to appear with the student demographic data so that you can relate the student information to an actual face. In Progress Book you can create seating charts and actually place the student photo on their seat, thus creating a visual representation of your classroom. These pictures are created by your picture company and once NEOnet receives them they are uploaded so that each of these programs can reference them. This is the process that has been used for some time; however, because many different picture companies are involved this process has become rather cumbersome. In the past we've allowed CDs containing the photos to be sent directly to us or just forwarded along to us by the district. We now ask the districts to follow some guidelines regarding the handling of these pictures to simplify the process. Below we've outlined these guidelines and we ask that you follow them in order to have your pictures uploaded to DASL and Progress Book quickly and efficiently.

1.1 Guidelines

- District will select a single representative (tech coordinator, EMIS coordinator, guidance counselor etc.) to handle the collection and transmission of pictures to be loaded into DASL/PB. This will be the DISTRICT representative for all buildings.
- District will ensure the pictures are in the proper format and naming convention before sending them to NEOnet. The correct format is studentID.jpg (12345.jpg – correct format) with no proceeding zeros (0012345.jpg – incorrect format) and the file extension must be .jpg not .jpeg (12345.jpeg – incorrect format).
- District will make best efforts to transfer the pictures to NEOnet electronically via Secure FTP or via the picture companies cloud. For Ripcho pictures see section 1.3, Lifetouch section. 1.4, or to send via FTP section 1.2.

If electronic transfer is not possible, the district will only send a copy of the picture CD to NEOnet and not the original. NEOnet will not be responsible in the event an original CD is lost or misplaced. We will destroy the CD sent to us once the pictures are loaded. If the data is not sent in the proper format, the disk will be destroyed and the district will be contacted.

- District will inform the picture companies to only send the picture media to the district representative and not to NEOnet directly. NEOnet will not accept these CDs and will either forward them to the district or discard them at the district's request.
- NEOnet is not responsible for errors such as pictures incorrectly labeled, but we will try to accommodate any changes to correct any inaccuracies in the uploaded photos.

1.2 Secure FTP instructions

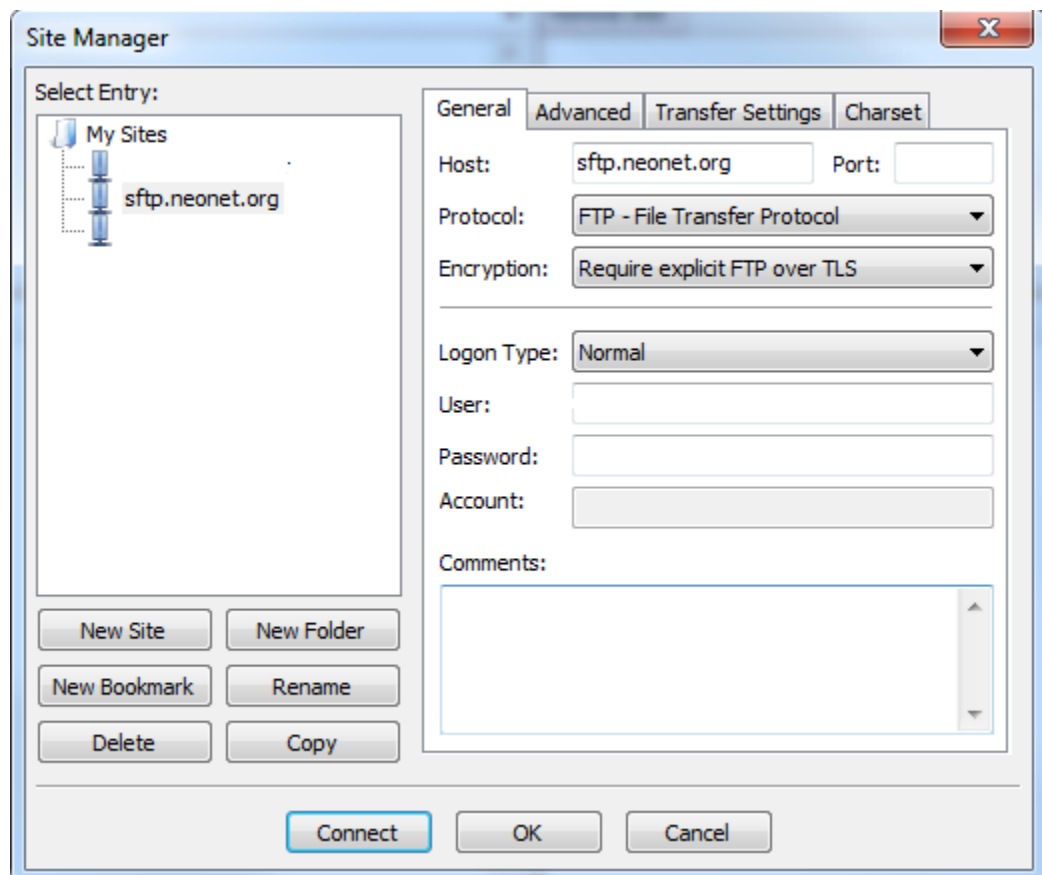
Before a district can send files to NEOnet electronically via Secure FTP, their account needs to be given access to the district FTP directory. If you already have access to the Secure FTP server, you may transfer your files using the details below. If you do not have access, or do not know if you have access, please open a helpdesk ticket requesting first time access to the Secure FTP server. You will need to provide your AD (DASL/PB) username in order for your access to be granted. You will use the same username and password for the secure FTP server that you use for PB and DASL.

1.2.1 Zip the pictures

It is recommended that you compress all your pictures into a Zipped Folder before connecting to the FTP and transferring to NEOnet

1.2.2 FTP Details

In order to transfer pictures via secure FTP you will need a client that supports SFTP. We recommend FileZilla as it is a free client and it is tested and works well. In order to connect to a secure FTP secure you need to configure your client for encryption. I have included a screen shot below on how you will need your Filezilla client settings configured:



You should connect to the following FTP server using your Active Directory Username and Password: **sftp.neonet.org**. After the connection you simply transfer the files as if it were any other FTP server.

1.2.3 Enter a ticket to NEOnet

1.3 Ripcho Studio Cloud downloads

If your district uses Ripcho Studio and you would like to grant NEOnet access to your Egnyte Cloud please send email to data@ripchostudio.com that cottrill@neonet.org can have access to your school directories on the Egnyte Cloud File Server.

What this will do is 1. Grant NEOnet access to pull down pictures and 2. Email NEOnet every time they place new pictures on the cloud (i.e. picture day, retake day etc.)

1.4 Lifetouch downloads

If your district uses Lifetouch company and you receive a link to download pictures from their cloud you may forward that link to studenthelp@neonet.org. We will need a district username and password to access the cloud site and download.

1.5 Individual pictures or new students

In the event a new student enrolls and the district would like to take a picture themselves and would like it uploaded to DASL/ProgressBook Gradebook, please make sure the picture is labeled correctly and then emailed to studenthelp@neonet.org

1.6 Help and Troubleshooting

If you have any questions regarding the procedures above or have issues transferring files, please contact us at studenthelp@neonet.org for assistance.