

New Picture Policy

Who wouldn't like to put a name to a face? Did you know that you can see your student pictures within DASL and ProgressBook? In DASL the pictures are able to appear with the student demographic data so that you can relate the student information to an actual face. In ProgressBook 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 these CDs containing the photos to be sent directly to us or just forwarded along to us by the district. We are now going to 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 ProgressBook quickly and efficiently.

- 1. 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.*
- 2. 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.*
- 3. 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).*
- 4. 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.*
- 5. District will be notified once the pictures have been loaded into DASL/PB. 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.*
- 6. NEOnet will attempt to offer, via Secure FTP, a way to upload pictures such that physical media does not have to be used. Districts will be notified when this service becomes available.*

If you have any questions regarding the procedures above, please let us know and we will attempt to clarify things for you. Please direct all questions and comments to helpdesk@neonet.org.



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