Calhoun County Schools
Technology Department

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Dear Staff Member:

The following information outlines the procedures for accessing computer network resources and contains information about staff and student accounts. Some of the items are of concern only to teachers; other information applies to all staff members with network accounts. Every staff member should read this entire document and follow all instructions that apply.

Technology Basics
- Email program is Microsoft Outlook with integrated voice mail
- School Server - F Drive- This is the shared drive common to every computer at school. To get to the shared drive…. Double click on My Computer…. Double click on F: Drive…. If the F: drive is not listed in 'My Computer' or you cannot open it, you are not logged on to the network or your computer is not mapped properly.
  - To map your computer, right click on the 'My Computer' icon. Choose Map Network Drive. Change the drive letter to F: by clicking on the down arrow to the right of the drop down box. Select F. The folder or path should be like the following: \\two letter school code dk\shared. You would need to insert your two letter school code + dk\shared into the folder or path. Examples: \\aedk\shared; \\pedk\shared; \\wldk\shared; \\ohdk\shared.
    ⇒ There are standard folders for each school server:
      ➢ Users – each user has their own folder. Only you can get in your user folder. Ex: f:\users\username (f:\users\jdoe.ae)
      ➢ Students- each student has his or her own folder – they can only access their folder. (Teachers can access student folders.)
      ➢ Public - any staff member can access this folder, only the creator of the folder can delete or modify. Keep it cleaned up. These files are not backed up and may be deleted at any time without notice.
      ➢ Install - has programs that you can install, only staff has access, has many useful programs.
      ➢ Programs – contains STI, AR, etc.
- School Application Server – A second server at each school is used to house many of the software applications (such as NCS, (SME) Successmaker software, Sequoyah Literacy Trails, etc.) The drives on that server will show up as listed below.
- Students should only have access to the following shared folders on the servers: U:\ -- student folders, H:\ -- CCC Storage, M:\ -- CAI1 (CCC), S:\ -- CCC\History

"Logging On" what it means and why it is necessary –
- Logon gives permissions, which allows you to go to certain resources (Software applications, server folders, printers, etc.).
- You must logon to use the file server or anything that is used from the network.
- Three things are needed to log on to the network…user name…password…domain. Remember that the password is case sensitive.
- Usernames are a composite of your first initial and last names (up to seven letters) followed by a dot (".") and your school code.
  - Format doesn't apply to Central Office or some itinerate users
  - Examples:
    - John Smith at Saks Middle becomes jsmith.sm
    - Lisa Jones at White Plains E becomes ljones.wk
    - Mike Christopher at Weaver High becomes mchristo.wh
- To change your password…
  - While logged into the computer press control + alt + delete
  - Click change password

- Enter your current password in old password
- Enter a new password in the new password and verify boxes
- Click ok
- Reboot and login using the new password
  ** If you skip this step you'll gradually lose connection to the internet and email as servers on the network begin requiring the new password
- Must change password every 90 days because of security. <u>Please change it when prompted, or on a set day – such as your payday.</u>
  ** Note: You cannot use previous passwords.
  ** Your password must be at least 8 characters and should be a combination of numbers, characters and / or symbols. It is case sensitive.
- Credentials (user name, password) are <u>very important</u> to keep secret. User is ultimately responsible for actions taken with their username/password.

Email and Voicemail

- Every staff member has email and voicemail using Outlook.
- Your email account will be set-up by the Technology Department. Training sessions on Outlook will be available at the Technology Department (check the STIPd website).
- Although email will be setup in Outlook on just one of your classroom computers, you may also check your email via the Internet from any computer with Internet access. (http://owa.calhoun.k12.al.us)
- Voice mail may be retrieved through email, but you must first use a telephone to set-up your voice mail.
  - Press 'messages'
  - Press *
  - When prompted for your "ID", type in your 4 digit extension number
  - When prompted for your password, type 1234 or 12345
  - Follow the voice prompts to complete the process
    - Do not use speakerphone while completing this process
    - Pressing # as soon as you finish stating your name and/or recording your greeting will keep long silences out of your message.
- Voice mail can be retrieved from any phone within the system by following the procedure listed below:
  - Press 'messages'
  - Press *
  - When prompted for your "ID", type in your 4 digit extension number
  - When prompted for your password, type in your password
- Voice mail may also be retrieved from home or outside access by following the procedure below:
  - Call 741-7465 (741-PINK)
  - When the Unity Operator message begins playing, press * (asterisk/star)
  - You will be prompted for your ID which is your 4-digit phone extension
  - You will then be prompted for your password
  - After successfully entering ID and password, your menu options will be available as usual

Phone System

- Tutorials in the use of the IP phones are found on the system web site at
  http://www.calhoun.k12.al.us/technology/ipphone/main.cfm
- To call within the system, dial the 4 digit extension (system-wide, not just within your school)
- To call outside the system, dial 8 and then the complete phone number of the party you are trying to reach.. The system has area calling so you should be able to dial many numbers (even area code 251 numbers) without dialing 1.
- Long distance is generally available only on office phones (principal's discretion).
- Access to directory assistance is not available – use the Internet to look up numbers.
- User guides and training simulations on advanced phone features are available on the system web site.
- Model 7905 & 7910 phones are NOT speakerphones. Although you can hear your caller without lifting the handset, they cannot hear you.
- If you have a telephone in your classroom, you are required by system policy to send all calls directly to voice mail during instructional time. This will prevent your phone from ringing during class. To do this:

- o Press the "CFwdALL" button and then press the "Messages" button
- o To cancel press the "CFwdALL" button

Student Log On / Use

- Student Logons will be distributed system-wide around the second week of the school year.
- Students in grades 5-12 have individual network and email accounts. They should use these any time they are using a computer.
- Teachers of grades K-4 have a student classroom account that should be used to log-on the computer any time it is being used by students. DO NOT allow students to use the computer IF it is logged in with a teacher account.
- If there are programs that do not work with the student log-in or classroom log-in, please notify the Technology Department.
- Student policies should block students from getting to non-allowed items. If you notice students accessing items they are not supposed to, please notify the Technology Department.
- Once the original list of student accounts is created, local school technology coordinators will make any changes, additions, deletions, etc. If you have any new students that do not have logons please send a list via email to the school technology coordinator with the following information: full name, grade, birthday, and ssn.
- Students are encouraged to change their password if it has been shared or compromised. (See directions on previous page) If a student is unable to change their password, they will need to see the local school technology coordinator to have their password reset.

Internet Management and Filtering

- Chat rooms, ICQ, AOL, IM – All of these program types are blocked. They pose a security risk, waste network resources, and do not serve an educational purpose.
- Some sites may be blocked in error. If you feel a site has been blocked inappropriately, you may submit a request at the following link to have the site opened up.
  http://www.calhoun.k12.al.us/staff.cfm?show=submittechwo
- Internet activity records are kept for all users based on user login.

Acceptable Use Policy

In July of 2001, the Calhoun County Board of Education revised the "Staff Access to Networked Information Resources" policy.

- This policy may be accessed at http://www.calhoun.k12.al.us/files/staffaccess.doc. The policy states that staff members must sign an acceptable use agreement before establishing a network account.
- The access to your account is protected by a password. It will be assumed that any activity on your account is your responsibility. Therefore, passwords should be kept private. If you feel your password has been compromised, you may change it at any time (See "Logging On" in section 1 of this document). As a security precaution, all passwords should be changed frequently. You will be required to change your password every 90 days. Failure to change your password will disable the account and require a call to the Technology Department to have it reactivated. Accounts are locked out for 15 minutes after five failed login attempts. If this occurs your computer will tell you 'Your account has been locked'. This is a security feature that is present on staff and student accounts.
- The Technology Department does not change passwords over the phone. Please see your local school technology coordinator or administrator to have your password changed through Technology.

Avast

- Avast is an enterprise virus protection software application. It protects your machine from viruses and potential security threats while using your computer and the Internet.
- Avast Anti-Virus is installed automatically through login scripts.
- Avast updates its virus signatures automatically. You should notify the Technology Department if you believe your computer is demonstrating virus-like symptoms.

Web Site

- Staff should use discretion when posting to their class/teacher web pages. If student names are listed, please only use first names. All policies should be followed as outlined in the AUP.
  The following behaviors are not permitted:
    - Sharing confidential information about students or employees
    - Sending or displaying offensive, obscene, or sexually explicit messages or pictures
    - Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
    - Harassing, insulting or attacking others
    - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
    - Violating copyright laws
    - Loading or downloading software without proper authorization
    - Using others' passwords or account information
    - Trespassing in others' folders, documents, or files
    - Intentionally wasting limited resources
    - Employing the network for personal gain, commercial, or illegal purposes
    - Incurring unauthorized financial obligations for the school or school system.
    - Promoting, supporting or celebrating religion or religious institutions
- Please take advantage of the wealth of information now available on the web site. Email addresses, work orders, curriculum, Connections, teacher web pages, a system-wide calendar, professional development opportunities and many other resources are available. www.calhoun.k12.al.us/staff.cfm

Caution! Although steps have been taken to protect our computers against malicious content, it is still extremely important for users to be cautious when downloading files and opening email attachments.

Please use your computers with your students. Software is available to support many curriculum areas and the Internet provides invaluable resources for you and your students. Our classroom computers are meaningless unless they are used to improve teaching and learning in Calhoun County Schools. Also, take advantage of professional development opportunities at the technology department. Fall workshops will be posted on the STIPd website. If you would like for us to offer a particular topic, please let us know.

Thank you for your support of the technology department. It is our goal to provide you with the tools and support you need to improve instruction and to streamline administrative procedures.

Sincerely,

Jenel Travis
Director of Technology

_____ Approved
      Joe Dyar
      Superintendent