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Fairfield Public Schools Technology Handbook

2017-2018

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I.T. Infrastructure, Policy and Procedures

Board of Education Policies

Many Board of Education Policies apply to the use of technology in the district. It is always a good idea to be familiar with the various policies and procedures.
Board of Education Policies regarding IT

District Technology Plan

Fairfield Public Schools Technology Steering Committee develops a three-year Technology Plan to outline the district's objectives for the near future. The District Technology Plan provides the road-map for the deployment and implementation of technology. Fairfield Public Schools Technology Plan 2015-2018

Acceptable Use Policies (AUP) for Staff

Every time you log in to a district computer you agree to the following BOE Policy 6471. You have to click "OK" in order to log in and by doing that you are agreeing to the Fairfield Public School policies and procedures for use of technology in the district. **Link**

Social Media Guidelines

link

Kaseya Ticketing System

If you need help with technology in terms of the network, hardware or downloading software, you need to "put a ticket in" using the Kaseya IT Ticketing System. This system tracks all I.T. requests. Many can be solved virtually, so use the ticket system. Do not wait until you see your tech.
Directions on How to Use Kaseya

IT Staff

There are Central Office staff, including a "Help Desk," as well as Techs in the buildings. Elementary Schools have a Tech in the building every four days, but are responsible for the building every day and will often reply to a ticket even if they are not in the building. Middle Schools have full-time Techs in each building. High Schools have two Techs per building. IT Staff Directory

Technology and Other Teaching Staff

Fairfield also has certified teaching staff whose job is to help you integrate technology into your lessons and to help you navigate the various technology applications we have in Fairfield.

High Schools – One Technology Integration Specialist serving both schools. Website Library Media Specialists at each school. website
Middle Schools – One Technology Integration and Resource Teacher and one Library Media Specialist per school
Elementary Schools – One Library Media Specialist per school

Security of Student Data (New Law)

As of May, 2016 the CT Legislature passed a stringent law regarding the security of student data. Many software, applications, and online resource can not be used without the district having a written contract with the organization outlining a multitude of security issues. As a guideline, if a student has to log in or if a student "creates" ANY work using the application, then you need to be very sure that it is a district approved resource. Any online resource that does not need a log in, and a student does not create anything using it, can be accessed without district approval. (eg. An informational website) List of contracts

Connecticut Law on Student Data Privacy.
In addition:

- Never email student information/data to an email outside this district, including your own personal email
- Know where you are printing to. Do not print sensitive information on public printers.
- Lock your computer if you are leaving it unattended.

Network

Each district device is connected to a Local Area Network (LAN). For example a LAN could be a school, the Maintenance Dept., Central Office, etc. The LAN segments are also interconnected to form the Wide Area Network (WAN) of our district. This means that you can log in to your network (your school's LAN) from any computer in the district (the WAN). You can get all your drives, and your email from any device in the district. You can print to any printer in the building or district. Your files and folders on the network are backed up every night.

Drives

You will have access to many DRIVES on the network servers. Drives are storage areas on the server that have different sets of permissions and purposes.

Network Drives

H Drive – This is your personal space on the server and it will have your username attached to it.. You should save all your files on your H Drive. No one else has access to your H Drive. However, please understand that the district owns this network and your H Drive is not completely private. Top IT staff can access it if needed.

P Drive – Called the PROJECTS DRIVE. This is a "shared" drive for a particular school. All files and folders on the P Drive can be seen and accessed by any staff member or student. This is a great place for students to share work with you, or for you to share work with them

U Drive – Called the UNIVERSAL DRIVE. This drive has two parts:

1. A Folder for your building. This is a "shared" drive for staff members in a building only. This is a good place for grade-level or subject level staff to share files. It is also the storage place for many building and staff related documents you may need in the building.
2. A STAFF folder. This is a "shared" drive for all staff in the district. District level documents and information is stored here.

S Drive – Called the STUDENTS Drive. This is all the student H Drives in your building arranged by High School graduation year, and then by student username. You have access to all students' files and folders in your school.

C Drive – Called the LOCAL DRIVE. The Local Drive can also be called, Desktop, My Documents, My pictures, My videos, My music, Temporary Files, My Downloads, etc. These files are not backed up by the network. They are not part of the network in any way. They exist only on the specific device you are using. We recommend that you never save anything on the C Drive. If you want "icons," or "files" on your desktop, create a shortcut to your H Drive, or files/folders in your H Drive.

Cloud Storage Available

Classlink – Allows you to access all the network Drives from home and also has some Cloud Storage
Google Apps For Education (G-Suite) - email: username@fairfieldschools.**net** - then normal username and password to log in. Access through Classlink.
Office 365 – Also has a large amount of cloud storage. Please put a ticket in to get your username/password. Access through Classlink.

Filter

The district uses the state CEN filtering service. The filter stops inappropriate sites or content from being accessible on the network. Not all filters are perfect, so please monitor students' access and test your instructional sites ahead of time. If you encounter a site that is blocked that you feel is instructionally valuable, please contact your curriculum leader, who can contact I.T. to make it accessible.

Wireless

Each building has a wireless network. The wireless network has THREE levels.

FPS WIFI – For district owned devices. All district owned devices should already be set up to seamlessly connect to the wireless network.

FPS BOYD – (Bring Your Own Device) – For staff or student owned devices. Our wireless network is accessible to staff and student owned devices. Once you choose this wireless network on your device, you will be asked for a password. The password is: **FPSstudentWIFI** (case sensitive). Once you access the internet, you will be asked again for a username and password. Use your personal network log in. The one you use to log in to any computer you use in the building.

FPS GUEST – For presenters or guests to our district. Please ask your Tech for this password.

Logging In and Passwords

You will be given a temporary password, for logging in the first time. You will be prompted to then create your own password. Passwords require at least six characters, at least one capital letter and at least one number/symbol. You will be prompted to change your password every six months for security. You can only change your password on a device in the building, not from home.

My Password Software

This software stores your security questions and password retrieval process. It also allows teachers to change a student's password if they forget it. The first time you log in, go through the My Password process and set up your security identity. Directions to My Password.

Printing

You can print to any printer in the building. You will probably have a default printer, but you can add, change, or delete any printer to your personal specifications. These printer settings are stored on the local computer. So if you change computers, you will need to reset your choices. Please note: The district pays for EACH page printed. How to Add a Printer Windows 7 How to Add a Printer Windows 10

Copying

All buildings have copiers for your professional use. The copiers are also scanners. You can scan any document into the U drive and have access to the scan there for 24 hours. You can transfer a scan to your H drive to keep for longer.
Any large amount of copying should be sent to the district's Copy Center at Central Office. The copy center forms are available online at this link: Copy Center Online

Hardware

The district provides a variety of hardware for staff and student use. All buildings have desktop computers, laptops and tablets, as well as printers and projectors. Although we strive for consistency, each building is a little different in how hardware is distributed. Please talk to your Tech

Software

Only district approved software is allowed to be downloaded on district owned devices. Please do not download anything from the internet. Put a ticket in, or talk to your Tech about software on your computer.

Email

All staff members have a district email account. This can be accessed from any district computer using Outlook.

Email from home

Your district email can also be accessed online. You will also have access to Contacts, Tasks and Calendar.

Link to log in: https://email.fairfield.k12.ct.us/owa Directions.

Email Etiquette

Please follow these guidelines

- Communication tool for school business. Limited personal use is permitted.
- Maintain the rules of professional communication. Be mindful of tone, language, appropriate content.
- There is a size limit for attachments.
- All district emails subject to the Freedom of Information Act.
- Every email is archived and backed up – **if you delete it we still have a copy** – sent and received.
- If you do not want a record of it – don't send it.
- Do not send personal fundraising or appeal emails to district distribution lists.

Archiving

All emails are kept in your Outlook account for two months. After that they are archived and kept for two years. After two years they are deleted from the district's system entirely. If you need to retrieve an email from the archives, click on CLOUD ARCHIVE on the left hand side of your Outlook screen. You will have to log in, using your normal district log in. Then you will be able to search your email archive.

Managing Email

Managing your emails is an important process, especially if you receive a message that your mailbox in full. Email received is kept in your INBOX. Email sent is kept in the SENT folder and emails deleted are kept in DELETED ITEMS folder. All of these folders add to the capacity of your mailbox. You will need to empty these folders on a regular basis. Emails that have very large file attachments or have images in the text also take up a lot of space.

Saving Emails to Your H Drive

Emails can be saved to your H drive. If you do not want an email archived after two months or need to get it out of your mailbox, saving it in your H Drive is a good option.

Spam

Despite strong filters, sometimes Spam does get through. Please do not click on anything suspicious. Delete the email and then empty your Deleted Items folder.

Distribution Lists

The district maintains many email “group” lists for your school, department, grade level, etc. You can also create your own distribution lists. Directions
You can share your distribution lists as well. Directions

Contacts

Contacts are stored on the network. Address books are stored on an individual device. It is best to use Contacts, so you have them available from any device and from the online email access.

Outlook Calendar(s)

The district uses Outlook Calendars. You will have your own calendar where you can schedule appointments, set reminders and coordinate meetings. Accepted meetings from others are automatically put into your calendar. The district also has many “public” calendars. Usually your school will have a calendar. Most shared spaces like labs, Library Media Centers, PPT schedules, etc. are booked in public calendars. Directions for booking space in Outlook. Your building should be able to explain the calendars policies and procedures to you. You can view multiple calendars side by side and drag any appointment from one calendar to another. Directions to view Public Calendars.

Productivity Applications

(To help you do your job)

The district utilizes dozens of online applications and other software that enable you to be a productive professional. See short summaries below. Please talk to your Library Media Specialist (LMS), Technology Integrator, or Instructional Improvement Teacher (IIT) if you need assistance using these applications.

Classlink **Link**

A single sign on management tool. Log in once and access all our district's online resources without having to log in to each one every time you use it. This is available to teachers and students. Teachers can also create "classes" within Classlink in order to organize resources, links, files and other information for specific groups and classes. This is a powerful tool that streamlines the use of technology into a manageable dashboard and point of access. Your login is the same as your network login. Directions

Infinite Campus **Link**

Out district's student management system. Access to general student information, attendance, gradebooks, assignments, etc. Each building has an IC coach. As a teacher, this is an application you will use every day. Your login is the same as your network login. Getting Setup

Office 2016

The Office Suite includes Word, PowerPoint, Excel, Outlook.

Google Suite for Education

A cloud based suite of tools (Google Docs, Sheets, Presentation, Sites, Forms, etc.) available online from any device, anytime. Also has Google Classroom, a powerful collaborative and instructional tool for teachers and students. The district maintains a domain within Google Apps for Education (GAFE). If you would like an account, please put a ticket in. GAFE use with students can only occur if every parent has signed the GAFE AUP. Getting started Directions

O365

Also a cloud based suite of tools, but aligned with MS Office. Also has MS Notebook and Notebook Classroom, powerful collaborative and instructional tools for teachers and students. If you would like an account, please put a ticket in. Office 365 use with students can only occur if every parent has signed the Office 365 AUP. Getting started Directions

Protraxx

An online application that tracks Professional Development hours and is the management tool for teacher goals and teacher evaluation. You will receive a separate log in. It is not connected to our network log in. Add it to Classlink, so you can access it easily. Directions for Goal Writing Directions for logging CEUs

Frontline

Online resource to enter teacher absent days, manage substitutes, and track professional development absences. You will receive a separate log-in for this. Add it to Classlink, so you can access it easily. Link

School Dude

School building/room reservation system. Instructions for using School Dude.

Wordpress

Each school maintains a Wordpress website. Teachers may have personal pages on the site. School Activity groups may also have a web presence using Wordpress.

Destiny

Your school library's cloud based catalog. Access the library catalog from any computer in the building or any internet connected device, anywhere. You can also search by F&P level, or check the F&P level of books using the catalog.

IEP Direct

Online IEP tracking and management.

Food Service

Managed by an outside Company called Whitson's Food Service.

IT Department Food Service Page
Whitson's Food Service Webpage for Fairfield Public Schools

HR Self-Service

Online access to your Human Resources information.

Instructional Software and Applications

Used for instruction

Elementary Instructional Software/Databases

Please either access these through Classlink or visit your school's library website

Example: Riverfield Elementary School

Middle School Instructional Software/Databases

Please either access these through Classlink or visit your school's library website

Example: Fairfield Woods Middle School

High School Instructional Software/Databases

Please either access these through Classlink or visit your school's library website