










Lakeside Schools Technology Things to Know

Laptop

-  The District provides all teachers with a laptop for school use.
-  You are responsible for keeping the laptop secure at all times.
-  Do not save your files on the laptop – save them to your P:\ drive which you can locate in my computer.
 - This drive is on the network and backed up daily.
 - All files on your laptop will be deleted if it is necessary to reformat your laptop.
-  Do not allow students to use your laptop or have access to your log in information. You have access via Gradebook and Schoolmaster to personal student information which other students should not be allowed to view.




Schoolmaster / Gradebook Tutorial

-  Contact your School Office Manager for support on Schoolmaster and Gradebook. Schoolmaster has a very excellent tutorial located on their website. Any gradebook user is welcome to take the course.
-  http://www.schoolmaster.com/support/documentation/Flash/Integrated_Gradebook/index.php
-  If Schoolmaster is not on the Desktop - Open My Computer
 - Look for 'S' Drive
 - (if no 'S' drive you will need to map one - see below)
 - Open S drive
 - Find dmclass (Gradebook)
 - Right click
 - Choose send to
 - 'desktop'
 - There you go
 - Do the same for dmwin (schoolmaster)
 - Choose send to
 - 'desktop'
-  Map a drive
 - From my computer
 - Upper right hand side of menu bar
 - Map network drive
 - Choose 'S' for drive letter
 - Browse to Guinevere
 - Select Schoolmaster
-  To get new roster files
 - Open Gradebook
 - Go to Utility
 - Select Delete Gradebook
 - Select All
 - Let it run
 - Open Utility Again
 - Select Import Rosters
 - Select All
 - Now your gradebook will be current for this year
-  Home access
 - <http://gawain.lakesidesch.org/WebSchoolmaster>
 - You just need to login with your normal schoolmaster ID and password. You can enter assignments, grades, and attendance on the web site. You may even like it better than the District one, if so you could just use it for your daily access at school, some districts only use the online version. The basics of entering grades, and attendance are the same as you would do if you were at work.




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- Schoolmaster has an online webinar training if you would like to take a look at it. This is for integrated Gradebook, I haven't looked at so I'm not sure what all it covers.
- <http://www.schoolmaster.com/support/documentation/Flash/index.php>






Accessing District Email from Home

-  You must have high speed data connection at home for this to work. It will not work on a dial up access (it's too slow)
-  To access your email from home or anywhere else --
-  Open Web Page







Go to <https://mail.lakesidesch.org/owa/> (you may have to accept the security certificate)

-  Login Id box will appear
-  Enter your login followed by @lakesidesch.org
jkinsey@lakesidesch.org
-  Password - Whatever your regular password is currently on the network



Internet Usage


-  Shopping online is disabled. If you need to purchase something online for school ask your Office Manager to research it and order it for you.
-  The internet is for educational purposes - This means it's not for access to MySpace, Facebook, planning a wedding, booking flights or making personal travel arrangements - Not even after hours!
-  I will not open up personal email access - don't ask - too many viruses have come into the network from hotmail, msn mail, yahoo mail and the others in the past.
-  It is the responsibility of the teacher to monitor where students are surfing during class time. Don't just turn your class lose in the labs to do whatever they want.
-  Read your Internet / Network Use Agreement!

Equipment maintenance

-  Staff is responsible for keeping the monitors, mice and keyboards clean in their classrooms.
-  The labs are the responsibility of everyone, make sure when your class leaves the lab it is cleaned up and ready for the next class
-  **EVERYTIME, EVERYDAY - LOG OFF, SHUT DOWN THE COMPUTERS AND TURN OF THE MONITOR ON EVERY COMPUTER.** We are doing this to save electricity. The amount of saved energy will result in noticeable savings for the district on electrical bills.
-  Printing to Color Printers - please keep printing to these printers to a minimum.
-  The heavy duty printers in the labs should be used for large printing projects. Most if not all of the classroom printers are meant for small printings and have a much shorter life expectancy for the printer.
-  Classroom printers ink is the responsibility of the building. Ask your Office Manager if you need printer cartridges. Contact support if something else is wrong with the printer - we don't do ink!

Software

-  A Technology committee has been formed. This committee will be responsible for reviewing and approving the addition of software to the district.
-  Classroom specific software must be licensed and approved for use.

-  Do not click 'no' or 'terminate' to update message box when it appears on screen. These updates are system updates to the virus scan and windows files which the system automatically sends out. They need to be run. Please instruct students to click 'yes' or 'yes to all' when they see the message.

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- 🔔 I am trying to make sure issues are taken care of in an orderly fashion to make sure nothing slips through the cracks. These recommendations were made following a thorough assessment of our District and the Network by an outside consultant hired by the school board. The order of importance in response is as follows:
 - The Network & communications between buildings
 - The telephone system
 - Programs which all students and staff use
 - Lab Computers
 - Network printers
 - Student Logins
 - Individual Classroom needs - computers, software, printers
- 🔔 Please use the Support Mailbox and not contact me with voice mail unless your Email is the problem in which case calling is your only option.
- 🔔 New student logins need to come through the school secretaries so that I know they have turned in their paper work before they are added into the system. If a student needs their password reset - email or call me directly for that so it gets done immediately. This is the only support email which should come directly to me.
- 🔔 Substitute teachers and student teachers are not typically given access to the network. If for some reason one feels they need it that request must be made through the building principals and they must turn in an access agreement. Do not leave your login and password for your substitute when you are going to be gone. It is against the policy agreement you signed.
- 🔔 **Students & the Internet - Staff is responsible to visually monitor the web sites students are accessing in the labs. If you see they are on a site you question, please let me know and I will try to find out where they are surfing.**
- 🔔 **Requests for student logins being restricted need to come through the building principal as it is a discipline issue and needs their guidance and OK as well as a start and stop date.**
- 🔔 **INFORMATION CONTENT & USES OF DISTRICT NETWORK:** Opinions, advice, services and all other information expressed by users, information providers, service providers, or other third-party personnel on District Network are those of the user or provider and not necessarily of District. System administrators or their designees reserve the right to refuse storage or posting of files or information and to remove files or information in order to comply with District guidelines and policies and to maintain the integrity and availability of District Network. System administrators reserve the right to set quotas for storage on District Network. User may be required to use removable media for storage of data rather than network resources.
- 🔔 **WARRANTY:** Lakeside Schools does not warrant that the functions or services performed by, or that the information or software contained on District Network, will meet the user's requirements or that the operation of District Network will be uninterrupted or error free or that defects in District Network will be corrected. District Network is provided on an "as is, as available" basis. DISTRICT does not make any warranties, express or implied, including, without limitation, those of merchantability and fitness for a particular purpose, with respect to any service provided by District and any information or software contained therein.
- 🔔 I try very hard to make sure the Network remains stable and in good working order for everyone. I cannot fix problems I don't know about! Thank you for your time in reading and implementing all of this.