Technology Orientation 2011
Agenda

- Technology Department Personnel
- My Learning Plan, Alert Now
- Overview of computer network and Capabilities
- Operational Information
Personal & Professional Management Tools

- AESOP
  - Online Automated Substitute Placement & Absence Management System

- My Learning Plan
  - Online Professional Development Management System

- Alert Now
  - Reverse 911 phone notification system
  - 6 a.m. Call for no school
Acceptable Use Policy

Andover Public Schools
Educational and Information Systems Technology
Andover, Massachusetts

1. Acceptable Use Policy of the Andover Public Schools Computer Network shall be in effect in all schools and at all school locations.
2. The fabric of the school’s computer network is the property of the school district.
3. The school district retains the right to inspect the computer network and to access any system or network for any reason.
4. All persons using the Andover Public Schools Computer Network agree to abide by the Acceptable Use Policy and the terms and conditions hereof.
5. The school district shall have the right to limit or deny access to any system or network or to any portion thereof.
6. The school district shall have the right to deny access to any system or network or to any portion thereof to any person.
7. The school district shall have the right to terminate any user’s access to any system or network or to any portion thereof.
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Signature:
Date:

Note: The above policy is subject to change without notice.

Andover Public Schools
Andover, Massachusetts
2007 - 2008
Employee User Agreement
for
Participation in an Electronic Communications System

Full Name: ___________________________
Address: ___________________________
Phone: ___________________________
Email: ___________________________

I, ___________________________, hereby agree to the terms and conditions set forth below:

1. I understand that the Andover Public Schools Computer Network is subject to the following terms and conditions:
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Signature: ___________________________
Date: ___________________________

I have read the district’s Acceptable Use Policy, a copy of which is on the reverse side of this form, and Administrative Regulations and Procedures and agree to follow their provisions. I understand that a violation of this Acceptable Use Policy or of any rules or regulations governing the use of the Andover Public Schools Computer Network may result in disciplinary action by the school district, including but not limited to suspension from school and/or termination of employment.

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Signature: ___________________________
Date: ___________________________
Logging In at School
Logging at Home
( Teacher who have been assigned Laptops)

Note: You will be prompted after login to reset your password.
E-Mail

- Administrators, Teachers, & Staff
- Treat your e-mail as you would a post card
- Filtered for viruses
- Scanned for SPAM
  - SOPHOS
  - PUREMESSAGE
  - Report SPAM to: is-spam@puremessage.net
    (procedure located on APS Technology web)
- Delete e-mails regularly
  - Set auto delete upon exiting Outlook
    Or
  - Delete all unwanted email using the following sequence: Delete all unwanted e-mails in your “Sent Items” folder, then delete all unwanted e-mail in your “In Box” folder, and finally and lastly select all and delete all e-mails in your “Deleted Items” folder.
- We backup all e-mails everyday and keep them for 7 years.
E-Mail Setup Instructions
Microsoft Outlook

- **Steps to setup Outlook**

1. Double click the Outlook icon
2. Select MS Exchange Server and click ‘Next’.
3. Type in ‘MAIL’ for the MS Exchange server and click ‘Next’.
4. Select ‘No’ to ‘Do you travel with this computer?’ and click ‘Next’.
5. Click ‘Finish’ – Your new Outlook screens should now show.
Accessing E-Mail from Anywhere

Open Internet Explorer or other web browser

- In address line type:
  - https://mail.aps1.net/exchange/

- Pop-up login window appears
  - User name: jdoe@aps1.net
  - Password: XXXXXXXX
  - Domain: APS (if requested)

- APS1 email is for school business only
Using the Network

- Only Andover Public School equipment on the APS network

- Each piece of APS computer equipment has an inventory control number tag (ICN) and is registered on the network Active Directory

- User Name and password necessary to access the network

- Each user has a home directory
  \(\textbackslash\textbackslash\text{APS}=\text{APP1}\textbackslash\text{Users}\textbackslash\text{Faculty}\textbackslash\text{JSmith}\)

- My documents (desktop) = your home directory

- Internet access is filtered by Federal Law CIPA
  (Child Information Protection Act)
Internet Filter Content Block

While trying to retrieve the URL:
http://www.hategroups.com/
The content is blocked due to the following condition:
The URL you have requested is blocked by Surf Protection. If you think this is wrong, please contact your administrator.

Your cache administrator is:
Support@gps1.net

Powered by Astaro
Internet Access

- Leveled access:
  - Administrators & Teachers (Example: YouTube)
  - Students (Example: no YouTube access)
How to Request a Blocked Site to be Opened

- Email your principal requesting that a blocked internet site be opened
  - Include the exact web site address (URL) that you are requesting to be unblocked
  - Level of access - Faculty or Faculty & Students
  - Reason(s) for the request

- Principal will email his/her approval to the Network Administrator

- Network Administrator will open site.

- Note when a site is open to students, it is opened to the entire preK-12 student population
IntrAnet Access

- Purpose to provide staff/curriculum related information to APS faculty only
- Only accessible from computers in schools
- Log onto a school computer
- Open Internet Explorer
- Type in address line: http:\\Intranet
- User name: Faculty (case sensitive)
- Password: Intranet (case sensitive)
Request for Repair

1. **Online work order request**
   - or
   - Go to: [http://www.aps1.net](http://www.aps1.net), select Staff, then **Work Order Form** from drop down menu
   - Enter email address and click “submit”.
   - Complete the information requested and enter the incident password: APS
   - Click “Submit”
   - You will receive a confirmation email with your incident/ work order number.
   - Refer to the incident/ work order number when inquiring about a repair you have requested.

2. **Requesting priority service or a PUSH (moves you to top of the work order list).**
   a. To request a push you will need to first complete an online incident request and wait for the response email with the incident number.
   b. Ask your principal to authorize a push for your work. Remember to send the incident number to your principal.
   c. Your principal will e-mail the Technology Director requesting a PUSH for your incident.
   d. Your incident will then be placed at the top of the PUSH list for your school. The technician, when working at your school, will attend to your PUSH incident first.
   e. If there are more than one PUSH incidents at your school, then the Technician will work on the PUSH incidents in the order they were created.
Software Installation Request

- Must use **software installation procedures**
  - Or
  - [www.aps1.net](http://www.aps1.net);
    - District,
    - Departments,
    - Technology,
    - Procedures
  - **Software installation procedures**
    - Note: All software installation request require your principal’s approval
Request for Training

- Receive immediate instruction over the phone call 978-623-8550
Requests for Equipment

- Must be approved by your School Principal
- *Must have a source of funding*, i.e. budget code
- Any training must be planned and funded
- Supplies & Upgrades must be paid for through your department school budget
- Must be compatible with existing systems
- Can be Apple or PC Platform
- *No privately own equipment on the APS secure computer network*
Online Staff Directory

Locate at:

- www.aps1.net
  - Staff
  - Employee Services
  - Faculty and Staff Directory
List Serv

- School email distribution system
- Purpose is to notify Parents of school announcement & events
- Each school has their own list serv
- To subscribe go to: [http://www.aps1.net/index.aspx?nid=917](http://www.aps1.net/index.aspx?nid=917) and select the school you wish to subscribe to and follow the directions.

or

- [www.aps1.net](http://www.aps1.net) and from the drop-down menus select: parents, District List Serv List, school name
- Reply to subscription notice email to complete subscription
In House Television System

Each classroom has:
- **27” TV**
- **VCR s-video cable**
- **Grey AV cabinet**

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Hands-on Session

- Hand out User Account Information

- New passwords will be created for all teachers and they will be distributed to the schools on August 31st and be active at 6 a.m. **New teacher’s password will not be changed.**


- Move to AHS Media Center Computers to check out log on information & setup e-mail