

New Teacher Training 2011-12

District Tech Contacts:

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2) Luci Frost, Extension: 3322, Email: Luciana.kelaiditis.frost@rc255.net

District Communication:

We use our new email system: <https://webmail.rc255.net> for all intra district and external communication. This website is available through any browser at any time and in any place.

Your email address: yourfirstname.yourlastname@rc255.net

Your password: 1st two letters of your first name (capitalize first letter) 1st two letters of your last name (capitalize first letter) employee number.

Example: John Doe -Email address is john.doe@rc255.net. Password is JoDo12345.

You must change your password the first time you log in. Your password must contain AT LEAST one uppercase letter, one lowercase letter, a number/symbol. It must also be at least 8 characters long. If you try to put a sequence in, the system will refuse it.

In order to change your password, log in to the email system and go to Options->Change Password. Further directions are available on the district website.

PowerSchool:

We use PowerSchool for our student information system, attendance and gradebook. PowerSchool is located at: <http://rc255.powerschool.com/teachers>

You must change your password the first time you log in. There are no rules for password length and/or number of characters.

Copiers:

You are allowed to print to the copiers in your building's workroom. Your copier ID is your employee number. You can also do a secured print to these copiers, as well as scan and create PDFs. You can also print to the networked printers throughout your building.

However, if you have a desktop printer in your room, it is your responsibility to maintain it. You cannot purchase ink for the printer through your budget. Any maintenance on the printer is your responsibility. As we move to newer computers, there is simply no guarantee that your desktop printer will work with district equipment. It is our intention that every end user in the district use district copiers and printers.

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Classroom and Computer Lab Hardware:

Any district provided classroom hardware (i.e. computers, smartboards, projectors, laptops, tablets, mp3 players) are our responsibility to maintain. However, you are responsible for overseeing students while they are using district hardware and software.

Internet Usage:

All Internet traffic is monitored by account. You are responsible for your account and any Internet traffic created through that account.

Facebook and most other social networking sites are blocked through our firewall. If you have a Facebook or other type of account, you must take measures to make sure it is private. Please be discreet and use caution with your account (this includes photos and friending students or colleagues).

You are not allowed to stream music (using iTunes or sites such as Pandora) as this slows our bandwidth down. YouTube is only allowed through teacher accounts and again, is your responsibility.

Questions/Further Training Opportunities:

We are here to help you! If you have any questions or would like to be trained on other software, such as building specific programs, blogs or basic Macintosh functions, please let us know. We also use our website: <http://www.rc255.net/training>. If you need help integrating technology into your classroom, please let us know.