

## *Nantucket Public Schools Technology Services*

### Who's Who

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### How to Get Support

- [NPSTechStaff@nps.k12.ma.us](mailto:NPSTechStaff@nps.k12.ma.us) - Computer hardware and software setup, installation, configuration, maintenance and repair. Network, phone and Internet support.
- [printersupport@nps.k12.ma.us](mailto:printersupport@nps.k12.ma.us) – ALL printer requests.
- **Your peers.** Don't forget about your fellow teachers and staff members, they are a valuable resource if you have a question about using the technology tools in your classroom.

### Setting Up Your Classroom

- If you have a desktop computer
  - Place the computer on the desk or table.
  - Connect all components except the network cable – monitor, keyboard, mouse, etc.
  - Be sure the back of the equipment and the network wall outlet are easily accessible.
  - DO NOT connect the network cable to the wall – we will do this for you.
  - Contact the technology department for the network connection when you are set up.
- If you have a laptop and/or Chromebook
  - You should automatically be connected to the wireless network.

- Contact the technology department if you need assistance.

## Important Things to Know

- **Technology Related Policies**
  - Acceptable Use Policy – Technology - IJNDB
    - School and District Web Pages - IJNDC
    - Policy on Social Networking Web Sites - IJNDD
- **Mail Archive**
  - All mail that passes through our mail server is archived off site for a minimum of seven years.
- **Mail filtering**
  - All mail passes through a content and virus filter.
  - If you are expecting something and it does not arrive it may have been caught in the filter. Email NpsTechStaff and provide your name, your email address, the senders name, email address and Subject if possible.
- **Content Filtering**
  - In compliance with the Children’s Internet Protection Act (CIPA) Internet content is filtered and monitored.
  - If you would like access to a blocked site for educational purposes, contact the Director of Technology so the site can be reviewed.

## Getting Started

- **Network Login and Exchange Email**
  - Your user name is:                      lastnamefirstinitial (smithk)
  - Your temporary password is:            npsack123
  - You will be required to change your password on your first login to the network
  - If you logged in to webmail as your first login, you may need a technology specialist to reset your password.
- **Your Documents**
  - Documents are stored in a central location, not on your local computer
  - Documents can be accessed from any computer on the network as long as you are logged in as yourself
  - Your document folder will look like this: [nps5:\\staffhome\yourusername\documents](#)
- **Exchange Email Login**
  - Outlook – use this on your assigned Windows desktop or Windows laptop computer

- Begin typing the word Outlook on the main screen, select Outlook from the side popup that appears
- The first time you open Outlook it will automatically walk you through the setup. If you need help, contact a technology specialist.
- Webmail – use this on a computer you do not use regularly, your Chromebook or from your personal device
  - Select “Staff Check Email” on your school website
  - Enter your username and password, do not include the @nps.k12.ma.us extension
- Global Address Book
  - Use the Outlook Global Address Book to select mail recipients or click on **To...** to the left of the address field
- Click on the address book icon at the top of the Outlook screen or enter part of a name in the Search Address Book field
- Public Folders
  - Public folders are used for email distribution lists and shared calendars. You will have access based on your role in the organization. Select the folder icon or ellipsis (...) at the bottom of the screen and open the Public Folders folder.
- **Google Apps for Education**
  - You have been assigned a Google Apps for Education account, this also includes your NPS Google Mail
  - Students in Grades 3-12 have also been assigned accounts
  - The Nantucket Public Schools domain is **npsk.org**
  - The URL is <https://www.google.com/a/npsk.org>
  - Your user name is:                      lastnamefirstinitial@npsk.org (smithk@npsk.org)
  - Your temporary password is:              npsack123
  - You will be required to change your password on your first login to the network
  - You will sign up for Google Classroom under the npsk.org domain, a technology department staff member will activate your classroom account. Go to <https://classroom.google.com> and log in using your npsk.org account.
- **Aspen Student Information System**
  - Aspen is used for student registration, scheduling, assignments and grade book.
  - Parents and students have access to their grade book and schedule via the student and parent portal.
  - The URL is <https://ma-npsk.myfollett.com/aspen/logon.do>
  - Your user name is:                      lastnamefirstinitial (smithk)
  - Your temporary password is:              npsack123
  - You will be required to change your password on your first login to the network.

- **Phone and Voicemail**
  - You will be assigned a voice mailbox number, this will be distributed to you via email.
  - Dial 1600, during the greeting press star, there will be a pause.
  - You will be asked to enter a mailbox number, enter your mailbox number that has been assigned to you.
  - There will be a pause.
  - You will hear the greeting for your mailbox, “**please leave your name and a message**”. During this greeting press star, there will be a pause.
  - When you hear “welcome mailbox xxxx, please enter your pass code”.
  - Enter 1111 for the initial pass code, you will then be asked for a new pass code (4 to 10 digits in length).
  - You will now be in your mailbox and the tutorial will walk you through the setup. This will take a few minutes so plan accordingly.
  
- **Registering your personal mobile devices**
  - You may register your personal device on the NPS network for Internet access.
  - Acceptable devices include laptops and tablets.
  - Log onto a district computer.
  - From the district website select Departments, Technology and Wireless Registration
  - Follow the instructions. You will need to know:
    - Your network login and password
    - Your device type
    - The MAC address of your device
      - The MAC address is a unique identifier for your device that is not shared with any other device. It will look like this:  
**18:9E:FC:F3:00:C7**
      - Finding the MAC address differs from one device to another. We have included some instructions but you may have to go to your device vendor to find information specific to your device.

## Help Sessions

- Aspen and SchoolWires Drop-In Sessions – Wednesday, August 31
  - Facilitator – Joanne Johnsen
  - AM Session at NES Computer Lab
  - PM Session for CPS/NHS in the CPS Library Computer Lab