

Nantucket Public Schools Technology Services

Who's Who

Karen G. McGonigle	Director of Technology	NHS Room 108	X1213	Mcgoniglek@nps.k12.ma.us
Jason Campisi	Technology Specialist	NHS	X1222	campisij@nps.k12.ma.us
Jamie McCoy	Technology Specialist	CPS	X1982	mccoyj@nps.k12.ma.us
Linda Ferrantella	Technology Specialist	NES	X2146	ferrantellal@nps.k12.ma.us
Joanne Johnsen	Database/Network Administration	NHS	X1279	johnsenj@nps.k12.ma.us

How to Get Support

- 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 – 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 and connect all components except the network cable – monitor, keyboard, mouse, etc.
 - Please DO NOT connect the network cable to the wall – we will do this for you - contact the technology department when you are ready.
- 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

- o **Technology Related Policies**
 - o Acceptable Use Policy – Technology - IJNDB
 - School and District Web Pages - IJNDC
 - Policy on Social Networking Web Sites - IJNDD
- o **Mail Archive**
 - All mail that passes through our mail server is archived off site for a minimum of seven years.
- o **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 name of the sender, email address and Subject if possible.
- o **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

- o **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.
- o **Network 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
 - You can use the H: drive or the My Documents Folder to open network documents
- o **GSuite**
 - You have been assigned a GSuite account, this also includes your NPS GMail

- 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
 - Google Docs are stored in GSuite
 - 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.
- **Exchange Email**
- 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
- **Aspen Student Information System**
- Aspen is used for student registration, scheduling, assignments and gradebook.
 - 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 receive an email with your assigned voice mailbox number.

- Dial 1600, during the greeting press star, there will be a pause.
 - Enter your assigned mailbox number.
 - When the system says “**please leave your name and a message**”, press star.
 - When you hear “welcome mailbox xxxx, please enter your pass code”, enter 1111.
 - You will then be instructed to enter a new pass code, enter your code (4 to 10 digits in length).
 - A tutorial will automatically follow that will walk you through the setup procedure.
- **Registering your personal devices**
 - You may register your personal laptop or tablet on the NPS network for Internet access.
 - Log onto a district computer. you cannot do this from your personal device.
 - 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

Help Sessions

- New Staff - Aspen and SchoolWires
 - Facilitator – Joanne Johnsen
 - Monday, August 28 11:00am-Noon
 - CPS Library Computer Lab
- Technology Drop In Sessions
 - Monday, August 28 1:00-2:00 pm all locations
 - NES and NIS - NIS Room 117, Linda Ferrantella
 - CPS - Technology Support Office, CPS Room 20, Jamie McCoy
 - NHS - Technology Support Office (back of Library/Media Center), Jason Campisi
 - Aspen, SchoolWires, NHS Room 001 Office, Joanne Johnsen