NPS Technology Services

2018-2019

Who's Who

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Jason Campisi	Technology Specialist	NHS Library	x1222	campisij@npsk.org
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Joanne Johnsen	Database/Network Administration	NHS 001A	x1279	johnsenj@npsk.org

How to Get Support

- 1. **EMAIL** <u>nps-techstaff@npsk.org</u> computer hardware and software setup, installation, configuration, maintenance and repair. Network, phone, and internet support.
- 2. **EMAIL** <u>nps-printersupport@npsk.org</u> ALL printer requests. Both Tech and Facilities see the requests.
- **3. TECH HELP DESK** Go to <u>www.npsk.org</u>, navigate Departments > Technology. <u>The Help Desk link</u> is in QuickLinks Menu for all parent and student tech concerns.
- 4. **YOUR PEERS** Don't forget about your fellow teachers and staff members. They are a valuable resource if you have questions about using the technology tools in your classroom.

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Setting Up Your Classroom

- If you have a desktop computer:
 - Place the computer on the desk or table and connect all the components <u>EXCEPT THE NETWORK CABLE</u> 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:
 - o You should automatically be connected to the wireless network.
 - o Contact the technology department if you need assistance.

Important Things to Know

• Technology Related Policies

- o Acceptable Use Policy Technology IJNDB
- o School and District Web Pages IJNDC
- o Policy on Social Networking Web Sites IJNDD

Mail Archive

o All mail that passes through our mail server is archived off site for a minimum of seven years.

Mail Filtering

- o All mail passes through a content and virus filter.
- o If you are expecting something and it does not arrive it may have been caught in the filter. Email NPS-techstaff@npsk.org and provide your name, your email address, the name of the sender, email address of the sender, and subject line if possible.

• Content Filtering

- o 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, please contact the Director of Technology so this can be reviewed.

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Getting Started

• Network Login and Exchange Email

Your username is: lastnamefirstinitial (SmithK)

Your temporary password is: npsack123

• You will be required to change your password on your first login to the network.

o If you logged in to a webmail as your first login, you may need a technology specialist to reset your password.

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.

G Suite

You have been assigned a G Suite account, this also includes your NPS GMail.

Students in Grades 3-12 have also been assigned accounts.

o Then Nantucket Public Schools domain is npsk.org

• The URL is https://www.google.com/a/npsk.org

Your username is: lastnamefirstinitial@npsk.org (smitk@npsk.org)

Your temporary password isL 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 login using your npsk.org account.

• Exchange Email

- Outlook use this on your assigned Windows desktop or laptop computer.
 - Hit the windows button on your keyboard and 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.
 - Go to npsk.org, select Staff Resources and then Staff Email from the bottom of the list of Quick Links.
 - Enter your username and password, do not include the @npsk.org extension.

Aspen Student Information System

- Aspen is used for student registration, scheduling, assignments nad gradebook.
- o Parents and students have access to their gradebook nad schedule ia the student and parent portal.
- The URL is https://ma-npsk.myfollett.com/aspen/logon/do
- Your username 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

- o You will receive an email with your assigned voicemail number
- Dial 1600, during the greeting press star, and 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 to mailbox xxxx, please enter your passcode," enter 1111.
- You will then be instructed to enter a new passcode, enter your code (4 to 10 digits in length).
- o A tutorial will automatically follow that will walk you through the setup procedure.

• Registering your personal device on the internet

- 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 npsk.org, select Departments > Technology and then Wireless Registration from the side menu of Quick Links.
- Follow the instructions. You will need to know:
 - Your network login and password
 - Your device type
 - The MAC address of your device
 - There is a guide of where to find this on the above-referenced page
 - 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