

NPS Technology Services

2018-2019

Who's Who

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|-------------------|---------------------------------|-------------------|------------|--|
| Jennifer Erichsen | Director of Technology | NHS 108 | x1213 | erichsenj@npsk.org |
| Jason Campisi | Technology Specialist | NHS Library | x1222 | campisij@npsk.org |
| Jamie McCoy | Technology Specialist | CPS 20 | x1982 | mccoyj@npsk.org |
| Linda Ferrantella | Technology Specialist | NIS 117 / NES | x2146,4117 | ferrantellal@npsk.org |
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| Joanne Johnsen | Database/Network Administration | NHS 001A | x1279 | johnsenj@npsk.org |

How to Get Support

1. **EMAIL** nps-techstaff@npsk.org - computer hardware and software setup, installation, configuration, maintenance and repair. Network, phone, and internet support.
2. **EMAIL** nps-printersupport@npsk.org - ALL printer requests. Both Tech and Facilities see the requests.
3. **TECH HELP DESK** - Go to www.npsk.org, navigate Departments > Technology. [The Help Desk link](#) 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 **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

- **Technology Related Policies**
 - Acceptable Use Policy - 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 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**
 - 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.
- 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.
- Then Nantucket Public Schools domain is **npsk.org**
- The URL is <https://www.google.com/a/npsk.org>
- Your username is: lastnamefirstinitial@npsk.org (smilk@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.

