
SOUTH SENECA CENTRAL SCHOOL INFORMATION TECHNOLOGY HANDBOOK



Information Technology for All

By: CTS Dept
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TABLE OF CONTENTS

INTRODUCTION

CONTACT INFORMATION

COMPUTER USE

USER FOLDERS

SOFTWARE PROGRAMS

STUDENT INFORMATION SYSTEMS...SIS

MY GRADEBOOK INFORMATION

INTRANET

INTERNET

EMAIL

DISTRICT COMPUTER POLICY

INTRODUCTION

Welcome to South Seneca Central School. This handbook has been created for the administration, teachers, and staff as a guide to our computer systems. Throughout the year, you will receive information concerning updates to our systems.

Our computer system has a wide range of programs available including: Microsoft Office 2000, SIS, Microsoft Outlook, Internet Explorer, and many more. If you have a specific program that would be useful in your curriculum and you would like to review or purchase it, please feel free to contact Computer Technology Services (CTS) regarding the proper procedure.

Computer Technology Services is available to students, staff, and teachers throughout the school day. CTS can be reached via the web for work orders by visiting our website at (<http://www.southseneca.com/CTS/>). We are accessible by phone at **ext. 1321**, or by email. You may also stop by Room 247 in the Middle School Complex.

The computer labs are open to the students throughout the day so that they may work on any projects assigned to them. If you would like to bring your class to the lab, please call the assistant and schedule a specific time in order that you are assured there will be sufficient space available. Staff must accompany their class to the lab. A computer lab in each building is also available immediately after school or longer if prior arrangements have been made.

CONTACT INFORMATION

Director of Information TechnologyMark Finnigan.....Ext. 1321

Computer Systems Support.....Ext 1321

Technology Integration.....Ext. 1321

Senior High Lab Assistant.....Ext. 1216

Middle School Lab Assistant.....Ext. 1242

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Elementary Lab Assistant.....Ext. 2206, 2133

Please feel free to send computer problems or questions via our web site, at --
<http://www.southseneca.com/cts/>. In your request, be as specific as possible with
 the question or problem that you are having with the computer. If your computer is
 out of order please call the CTS Dept. at ext 1321.

<p>Notice:</p>

<p>All computer use is for school functions.</p>
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The district reserves the right to monitor all computer activity.
No expectation of privacy is made.

NETWORK LOG -IN

The following information pertains to the proper procedure for logging on to the network. The screen below will appear on your computer when you turn it on.

Log On to Windows

Microsoft
Windows xp
Professional
Copyright © 1985-2001
Microsoft Corporation

User name: lcarroll

Password:

Log on to: sshhigh

Log on using dial-up connection

OK Cancel Shut Down... Options <<

ENTER:
User name: i.e.: lcarroll
Password:
Domain: sshigh

Click OK when complete

Each of you will be assigned a user name and password to log on to the network. Your user name will consist of the first letter of your first name and your full last name (no spaces between the two). The first time you login, the password will be “1234”. You will receive a message that your password will need to be changed. At that time, you may enter your own password. Your new password will need to be entered twice for confirmation of spelling.

Note: If you have any problems, please do not hesitate to call CTS at ext. 1321.

USER FOLDERS

Each staff member has a network user folder. This folder is to be used to save **all** of your data, (do not save to your local hard drive, we have no way to back-up that data) i.e....Word documents, Excel files, PowerPoint. Your folder is set up so that when you logon to any PC, you have access.

SOFTWARE PROGRAMS

The South Seneca Central School district offers a wide variety of programs for our staff. Below you will find a list and description of the most commonly used programs. If you are interested in programs that are not yet available, please contact CTS or the building principal.

-Microsoft Office 2000

1. Word - Word processing program for text files
2. Excel - Spreadsheet documents including charts
3. Power Point - Presentation and slide show availability
4. Access – Database
5. Publisher – Graphic Design
6. Outlook – Email
7. SIS
8. Acrobat Reader

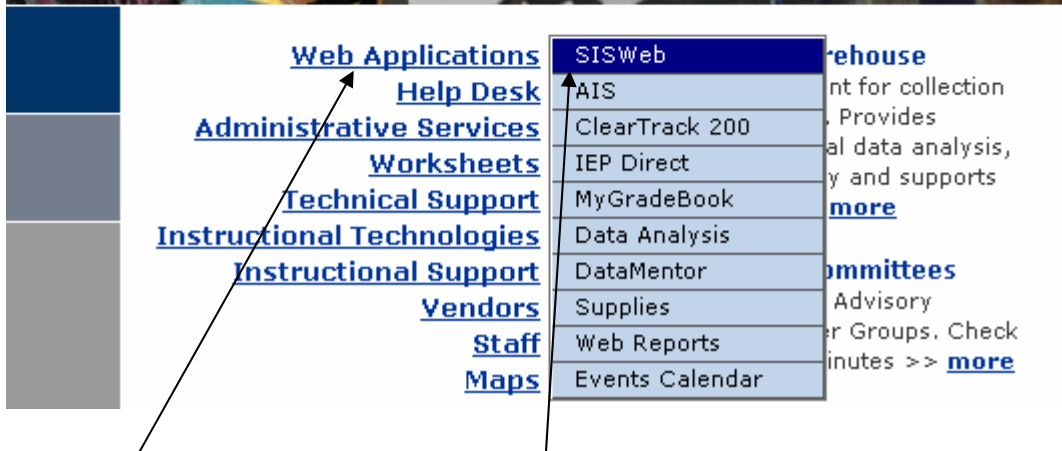
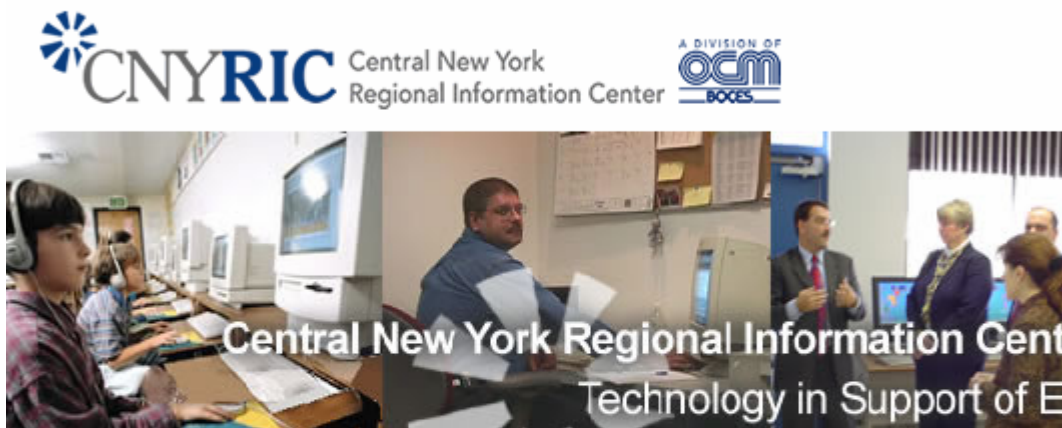
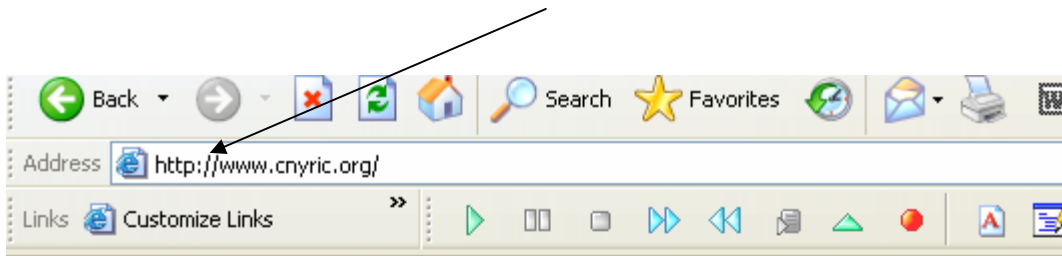
-Paint - Used for drawing and pictures

-Internet Explorer –

-Web Sense Filter software –. If you would like a site unblocked please contact CTS. (The District Computer Network For Education Policy begins on page 10.)

STUDENT INFORMATION SYSTEM (SIS)

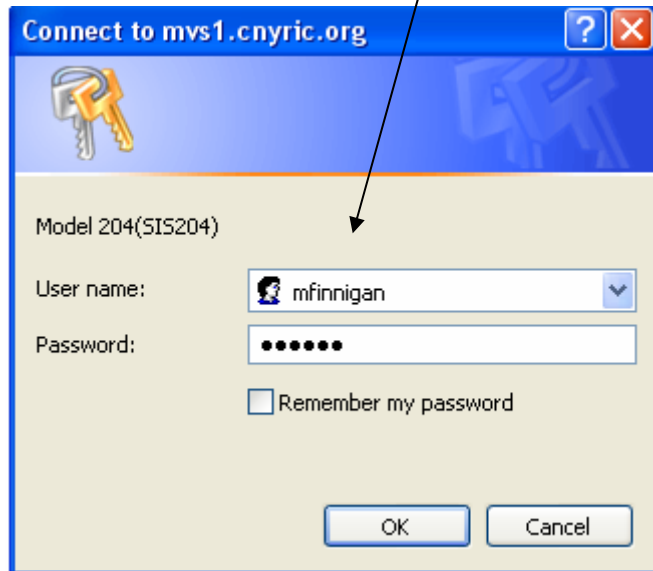
We are now using OCM BOCES Student information services called **SIS**. This is a web-based application. These services are supported by **OCM BOCES**. To access **SIS**, you need to open your Internet Explorer and type in the following address: www.cnyric.org



Click on Web Applications, then SIS Web. If a security alert window pops up, click OK. A logon window then appears.

Type in your **SIS** username and password.

(Do not use the checkbox for “remember my password”), you are now in the SIS application).



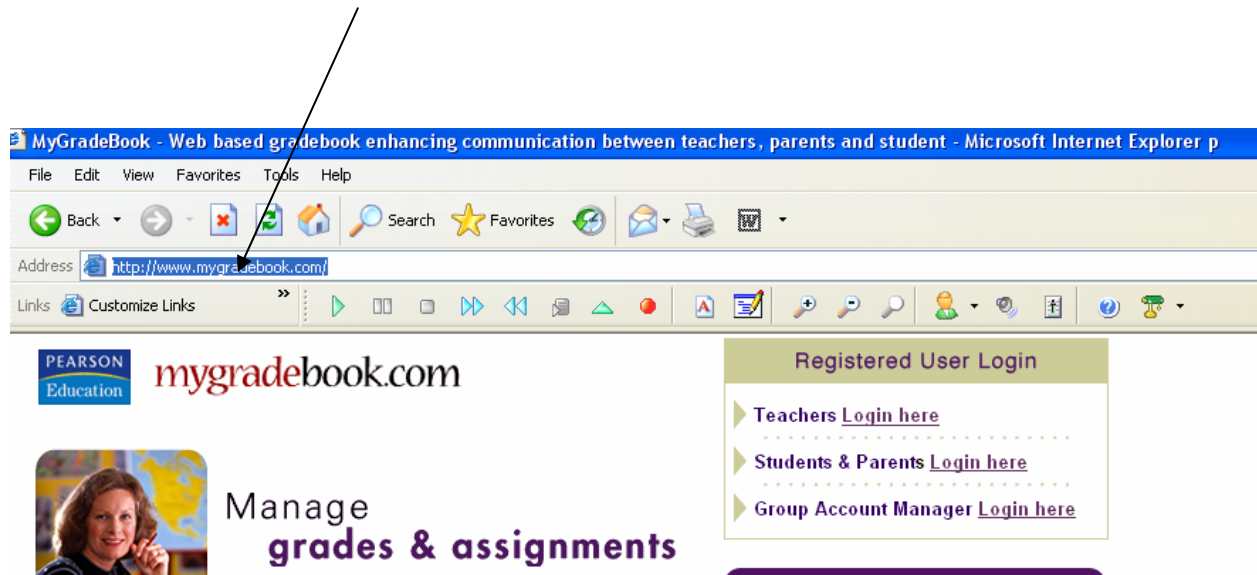
Again, if you need technical support or have any questions please contact SIS support at **OCM BOCES** using the following number:

1-800-860-9563 or email Steve Caffrey at Scaffrey@cnyric.org

GRADEBOOK

We will also be using “**mygradebook.com**” for **all** Student grades. This application is also web-based. Please type the following address:

<http://www.mygradebook.com/>



Teachers will login on this screen to input student grades.

INTERNET



Your initial network logon will provide you access to the Internet. **Our filtering software monitors all Internet activities.** Please be reminded that all computer use is for educational purposes and the district reserves the right to monitor all use of the computers and Internet systems.

EMAIL & WEBMAIL

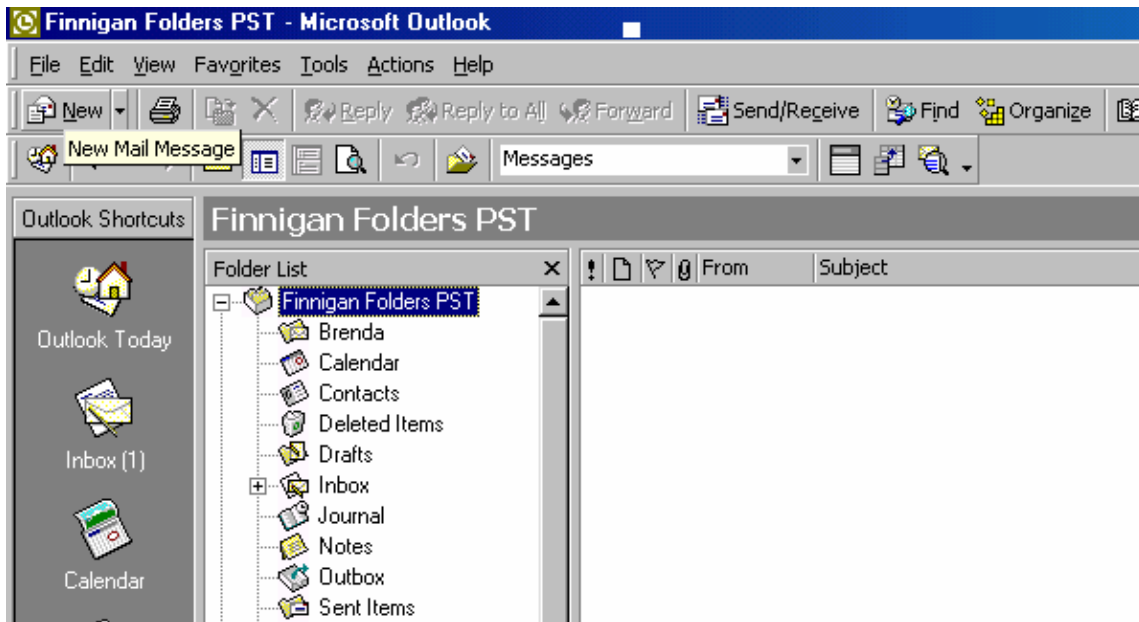
South Seneca Central School offers local and global email for its administrators, teachers, and staff. In addition to email, we now offer webmail. On your school computer, you may type in the address bar: (<http://webmail/exchange/>) to get to your email account. Outside of the building, you may access your mail via the school website at (<http://www.southseneca.com/>). Email can be sent between each building, other schools, and the Internet.

Your email mailbox will be set up to send, receive, and view only from your classroom computer. Below, you will find the basic email instructions.



To start the application click on this icon:

The screen below will appear



Reading New Messages

- The Inbox will indicate how many new messages you have received.
- Your new messages will be in bold print to the right, to read these messages click on the message.
- You may either choose to save or delete (by using the “X” on the Toolbar) these messages.
- Reminder - please only save what is necessary and remember to clear your deleted messages due to limited network space. Please empty mail files from the “deleted” and the “sent” folders.

Sending New Messages

- If you would like to send a message, the Inbox should be highlighted.
- Select “Action”
- Select “New Message” or other options.
- Select “To:”.
- Select “Address Book” - you may select a name from the district or your own addresses outside the district.
- Click “Ok” to insert name into the “To”
- If the address your using is not in the Address Book, just input the address into the “To”.
- You may also fill in the “Subject” line.
- The text or body of the email goes below the “Subject Line”

- You may want to attach another file to your email by simply clicking on the “Paperclip” on the Toolbar.

Responding To Message

- If you choose to respond to a message, you may respond to the sender, all, or forward to another person by clicking on one of the first 3 images on your Toolbar.
- You may also delete the message by clicking on the “X” on the Toolbar.

SOUTH SENECA INTRANET

Your Intranet, <http://Intranet>, is available for:

- **Professional Improvement Projects (PIP)**
Go to this link to view a variety of completed teacher developed projects and activities. Please contact individual teachers for further information about a specific project.
- **Training Modules**
Training modules are available as Power Point presentations including: School Master Attendance, High School Grades, E-Mail Functions, and others to come.
- **MS/HS Library Databases**
This link will provide access to the databases available to students and staff in school.
- **District Technology Information**
Information on South Seneca’s computer network policies and configuration, Pre-K-12 Computer Curriculum, and computer use permission forms for students and staff can be found here.
- **Video on Demand (VOD)**
The system offers over 1200 possible online videos designed specifically for use in the classroom, covering every subject area and k-12 grade level, and is correlated to the NYS Learning Standards.

If you would like to post something to the Intranet, please contact CTS, and we will schedule to meet with you.

DISTRICT POLICY

4256

COMPUTER NETWORK FOR EDUCATION

The Board of Education is committed to the optimization of student learning and teaching. The Board of Education considers a computer network to be a valuable tool for education and encourages the use of computers and computer-related technology in district classrooms.

The Board encourages computer network use as an integral part of the curriculum. Through software applications, online databases, bulletin boards and electronic mail, the network will significantly enhance educational experiences and provide statewide, national and global communications opportunities for staff and students.

The Board directs the Superintendent of Schools to designate district and building level computer coordination. The computer technology staff working with the curriculum council will make recommendations how to most effectively plan for computers as instructional and learning tools.

The Superintendent shall establish rules and regulations governing the use and security of the district's computer network. Failure to comply with district policy and regulations for use of the network may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

Adopted: March 27, 1996

COMPUTER NETWORK FOR EDUCATION REGULATION

The following comprise the rules and regulations relating to the use of the district's computer network system:

ADMINISTRATION

1. The Superintendent of schools shall designate building and district level coordination of the use of computers.
2. Computer technology staff shall monitor activities as deemed appropriate to ensure proper use of the system.
3. The Superintendent coordinates the dissemination and interpretation of district policy and regulations governing use of district's computers at the building level with all users.
4. Computer technology staff shall provide methods to ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.

PROCEDURES FOR PROPER USE

- I. The district's computer network shall be used only for educational purposes consistent with the district's mission and goals.
2. The individual is responsible at all times for its proper use.
3. Network users identifying a security problem on the district's system must notify the appropriate teacher, administrator or computer coordinator.
4. Student account information will be maintained in accordance with applicable education records law and district policy and regulation 5500.
5. Copyrighted material may not be placed on any computer connected to the district's network without the author's permission. Only staff specifically authorized may upload copyrighted material to the network.
6. Network users may download copyrighted material for their own use. Copyrighted material shall be used in accordance with the fair use doctrine and district policy and regulation 8650.
- 7 Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

PROHIBITIONS

The following is a list of prohibited actions concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalties, including suspension or relocation of a user's access to the network.

1. There must be no sharing of passwords.
2. Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of other system users to send/receive electronic mail. Forgery or attempted forgery of electronic mail messages is prohibited.
3. No personal software or disks may be loaded onto the district's computers and/or network without permission of the administrator.
4. Attempts to log on to the district's system in the name of another individual with or without the individual's password are prohibited.
5. Use of computer access to data and access to secure areas other than for educational purposes is prohibited
6. Transmission of material information or software in violation of any district policy or regulation, local, state or federal law or regulation is prohibited.
7. Vandalism will result in cancellation of system use privileges. Vandalism is defined as a malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system or any of the agencies or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creating of computer viruses.
8. Tampering with or misuse of the computer system or taking any other action inconsistent with this policy and regulation will be viewed as a security violation.

Please call if you need help.....ext.1321

Thank you.....*CIS*