

## Technology Overview (Cheat Sheet)

### Classroom Telephones/Voicemail

- All phones are speakerphones with caller id display
- All have their own unique number – this is YOUR phone number – typically it is visible on the display screen of the phone
- When dialing **within the district** – only dial the last 4 digits (most phone numbers can be found at “www/phone”)
- When dialing outside lines, dial “9” & then the number
- Either 9,911 or 911 should work
- Tell parents what your phone number is & what to expect (e.g. “you will get voicemail during the day & I will call back by the end of the next day”)
- Your phone number has a voicemail box associated with it (first time will be 1234)
- Record your EXTERNAL greeting & set expectations in that greeting (e.g. “Hello this is \_\_\_\_, please leave your message & I will return your call by the end of the next school day, thank you!”)
- During classroom hours, please forward your phone to voicemail.
- You may dial anywhere in the 231 area code. Other area codes require an authorization code (please see principal if you have school business which necessitates this). This code would be assigned to you. Please do not share it as all calls made against it are assumed to be made by you.

### Classroom Technology

- Each classroom has the following **hardware**:
  - 1 Teacher computer & 0+ Student computers. Teacher computers have dual monitors. One monitor is “mirrored” to the data projector.
  - 1 Printer with a copier & scanner
  - 1 Telephone
  - 1 Wireless access point for in room wireless networking
  - 1 data projector with sound amplification
  - 1 document cameraAll computers have the ability to be a TV as we deliver up to 6 different CATV channels (basic cable & multiple in-district channels). Teacher computers are attached to the data projector so you can show TV or show what is on your computer (e.g. powerpoint)
- Some of the **software** you have is:
  - MS Outlook for email, calendaring, contacts, & tasks. (Some attachment types are blocked, please don’t open attachments unless you are sure; the max email size is 20mb, please delete your emails in your inbox/sent/deleted folders regularly, you WILL get some spam...just delete.) MS Office (Word, Powerpoint, Excel, Access, & Publisher)
  - Web Browsers – Internet Explorer and Google Chrome
  - PowerSchool – Student Information System which includes gradebook, web posting of student progress and attendance.
  - Adobe suite of products
  - All staff are required to have a web presence. Our preferred solution is Moodle although other avenues are allowed. Please make it a priority to schedule personalized help creating your web presence with the technology department. Your web page address will be [www.petoskeyschools.org/last.fm.x](http://www.petoskeyschools.org/last.fm.x) (where last = last name, f = initial of your first name, m = initial of your middle name & x = your function designator (e.g. t = teacher, u = support staff, x = media aid, s = student).)
- The **student** software varies by grade level. SuccessMaker, TimezAttack, IXL, & Accelerated Math/Reader are widely used.
- Each staff member & student has their own username & password. The user name is in the format of last.fm.x (format as explained above).
- Each staff member (NOT students) has his or her own email address in the format of [last.fm.x@petoskeyschools.org](mailto:last.fm.x@petoskeyschools.org) (format explained above)
- You may access your email from outside of school at: <https://www.petoskeyschools.org/owa> (you will be asked for your id & password)
- Everyone has “My Documents” on their desktop – these are backed up nightly–DO NOT SAVE ANYTHING on the C drive as it is not backed up.
- If you want to re-arrange your room, please, contact your building Principal for approval prior to contacting the Technology Department.

- All teaching staff may play DVDs through their PC. Simply load the DVD into your teacher station's DVD drive, and use the "Play DVD" icon on your desktop. VHS tapes can also be played through your teacher station, but you will need to check out a VCR from your building's media center.
- If you need help with technology, contact (via phone or email) your building's media aid per the contact information below

### **Building Technology**

- Each building has at least 1 computer lab with a teacher computer connected to a data projector, and at least 28 student computers. Please contact your building media aid to schedule usage.
- Each building has regionally located high quality, duplex, high capacity black & white printers
- Each building has loanable technology such as laptops, cameras, ipads, scanners, VCR/DVD players, & portable data projectors.
- There are at least two (2) 'labs-on-carts' of thirty (30) laptops, per building, that can be checked out from your media center.
- BYOD devices such as smartphones & tablets will work on our network and can utilize our email/calendaring system.
- School owned computers may not be taken home by staff or students as we only filter internet use when connected to the school network.
- Each building has 4 or more surveillance cameras. Your building administrators will control access to live and recorded video.

### **Online Testing**

- Each building participates in online testing which is administered in building computer labs (such as NWEA Map testing, MEAP testing, & ACT)

### **Technology Professional Development**

- We offer custom classes after school on an as needed basis – if you have any technology training needs individually, as a group, or as a building, we will deliver that training after school as well. There is no cost & there is no reimbursement.

### **Policies**

- The Public Schools of Petoskey have 2 technology acceptable use policies: a Student Acceptable Use Policy & a Staff Acceptable Use Policy. These policies are very important to the district & are to be adhered to.
- As a staff member, you will be asked to help enforce the Student Acceptable Use Policy & to report any violations to your building principal.
- We also have a safe internet guide which augments our internet filtering system. Please contact your building media aid for information & assistance.

### **Who's Who**

(**Central:** Christy Kanine ~ x2422) (**Lincoln:** Beth Miller ~ x2474) (**Ottawa:** Jill Tompkins ~ x2304) (**Sheridan:** Teresa Hart ~ x2449)  
(**MS:** Rosanne Schaub ~ x2291) (**HS:** Ann Pinney ~ x2136)  
(**K-5 Technology Teachers:** Trista Teuscher, Carol VanHoosier)  
(**Technology Staff:** Ben ~ x2164, Cody ~ x2167, Howard ~ x2345 & 231-881-7862)