



# GISD Fall 2009 Technology Updates and Reminders

Welcome back to the 2009-2010 school year! We hope the sections of information below will help get your new year off to a good start. Please contact your Campus Technology Facilitator or the Technology HelpDesk at Ext. 5005 if you need technology assistance.



## Cisco IP Phone: Setting Up Your Voicemail Box

- Voicemail passwords have been reset on classroom phones. **The initial password is 123321.** The first time you press the **messages** button to check voicemail, simply follow the instructions you hear to set up a new password.
- If you have a different extension from last year, you will need to re-record the name and greeting on your phone.
- For specific instructions for using your Cisco IP Phone and Voicemail, access this web page: <http://www.georgetownisd.org/ccorner/technology/phones.asp>

## ClassXP: Attendance and Student Information



- Your campus administration will inform you when your ClassXP account is activated and when you will begin taking attendance using ClassXP.
- For information on how to take attendance or access student demographic information, download a handout or visit the video tutorials: <http://www.georgetownisd.org/ccorner/technology/classxp.asp>
- **Important Reminder if you post student information to a classroom or program website:**
  - You **must** look in ClassXP to determine if parents have given permission for their child's name and/or photo to be posted on GISD websites. **Page 4** of this handout provides for specific instructions on checking name and photo release permissions: <http://www.georgetownisd.org/ccorner/technology/ClassXPIGPro/CLASSxpBasics.pdf>

## IGPro: Gradebook



- **IGPro Gradebooks will be available the second week of school.** Your campus technology facilitator will let you know when gradebooks are available. Your facilitator will schedule initial IGPro training for new teachers and refresher training for returning teachers.
- **Parents can use ParentCONNECT** to view their children's attendance, progress reports, report card grades, and assignment grades within 24 hours of their entry into your gradebook. Each night, IGPro exports grades to ParentCONNECT that were input to gradebooks during the previous 24 hours.
  - **It is important to keep your IGPro gradebook up to date and to give your assignments and tests clear names and due dates in IGPro.**
  - **It is important to add a due date to all of your assignments in IGPro to avoid confusion for parents who access ParentCONNECT.** It is difficult for parents to determine which assignments are truly the most current if you do not enter due dates in your gradebook. Lack of due dates was a reason for many parent "help" requests last school year.
- IGPro instructions: <http://www.georgetownisd.org/ccorner/technology/classxp.asp>

## Staff Center on the GISD Website



- **Download Curriculum Docs:** Find GISD required scope and sequence documents here for subject areas. The **Technology Tab** includes instruction sheets for **all** staff to help you continue to learn about the technology resources. Curriculum Corner link: <http://www.georgetownisd.org/ccorner/index.asp>
- **Technology Help Desk:** Help the Technology Department come to your assistance in the most efficient manner! Use this link to report non-emergency problems with your computer or other technology equipment.

## Integrating Technology Into Your Curriculum



- **Projector**
  - **There is a projector in every instructional classroom.** Use it on a regular basis to reach your digital learners! For instructions on connecting your projector to your computer and ideas for using your projector in instruction, see this page: <http://www.georgetownisd.org/ccorner/technology/projectors.asp>
  - **Put the projector in “no show” mode when you don’t need to project.** This will make your bulb last longer. How you do this varies depending on the projector model.
  - **Please turn off your projector completely if it is not going to be used for 15 minutes or longer.**
  - **Clean your projector filter at least once each semester.**
- **Classroom Computer**
  - **Instructional classrooms have one network/Internet connected computer.** This computer is meant for **teacher AND student use**. When a student in grades 3-12 uses your classroom computer, you are strongly encouraged to log out and allow the student to log in. Students in grades K-2 can use the campus’ computer lab login on the classroom computer.
- **Discovery Education Streaming**
  - **Use the Discovery Education Streaming website to find instructional videos** to show in your classroom using your projector. DEStreaming also has quizzes and assignments related to many videos. DEStreaming link: <http://www.discoveryeducation.com/>
  - **If you do not have a Georgetown ISD DEStreaming account,** contact your Campus Technology Facilitator.
  - **If you forgot your DEStreaming username or password,** click the “Forgot username or password” link.

## Guidelines for Technology Use



- **Copyright and Fair Use**
  - **Model the ethical use** of computers, the Internet, software, and files for students.
  - **Copyrighted content cannot be reposted** on your teacher website. This includes photos copied from other websites, worksheets or other materials that came with your textbook adoptions, commercial music, and electronic resources obtained at workshops, unless permission to post is expressly given.
- **Please review the [GISD Technology Code of Ethics and Acceptable Use Policy \(AUP\)](#).** All employees of GISD should abide by this policy AND **enforce it with students**. Important highlights:
  - **AUP # 8** – Users may not download or install software of any kind on GISD computers. Only software licensed to or owned by GISD may be installed on district computers. If you or your campus would like to purchase software, it must be reviewed by the technology department prior to purchase and installation.
  - **AUP # 12** – GISD provides an Internet content filter to prevent accidental student access of inappropriate materials. No filter is 100% perfect. If you reach a website you feel is inappropriate, please immediately report its exact web address to the Technology HelpDesk. Also, if you feel our filter is blocking a legitimate/appropriate website, please **use the link on the block screen** to request unblocking.
    - **NOTE:** Our Internet filtering software is updated regularly, and sites are sometimes re-categorized even though we have previously unblocked them. We are not intentionally re-blocking those sites. **If a formerly unblocked site is suddenly blocked, please submit an unblock request. You may have to scroll down the screen to see the link for submitting an unblock request.**
  - **AUP # 16** – Do not remove computer equipment, including your projector and phone, from your room. Contact your Campus Technology Facilitator if you need to move computers or phones within your room.
  - **AUP # 17** – No personal technology equipment, including laptops, printers, etc, can be used in GISD or connected to GISD technology equipment. USB flash drives are allowed, but be certain your flash drive does not have U3 or any other software installed. See your Campus Technology Facilitator for more information.
  - **AUP # 19** – Students of GISD may not use any district technology resource, including computers, without direct supervision at all times by a teacher or administrator.
  - **AUP # 20** – All GISD email is property of the school district and subject to open records requests. Users should not put anything in an email that they would not want made public. Also, any email you write can be forwarded to another person, so be careful to send only appropriate information in your emails.
  - **AUP # 22** – Campus group email lists have been created to efficiently communicate information necessary to conduct the day-to-day business of the district. Central Office staff and campus administrative staff will be the primary users of these lists. Users should seek permission from the Superintendent’s office (contact the Superintendent’s secretary) if they wish to share an email message with all GISD.

