



Celeste ISD

Teacher Technology Update ~ Fall 2015

- **Network Login**
 - Save to your Celeste ISD H: drive (Limited space)
 - Windows 7
 - MS Office 2013
 - Caution about saving to desktop
- Desktop files will be lost if reimaged
- Celeste ISD aging servers
 - Backup is not guaranteed

- **Techy Stuff You Should Know:**
 - Email Etiquette for Teachers
 - School email is the property of Celeste ISD
 - Subject to public record
 - Use common sense
 - Don't email personal information, photos
 - Check your spelling, grammar, punctuation
 - Be cautious with reply all
 - Use the Bcc (Blind Copy) when sending group emails
 - Bcc to send admin for record
 - Avoid mood mail
 - Avoid emailing at a sensitive moment
 - **Professionalism:** By using proper email language you will convey a professional image.
 - **Confidentiality:** When following protocol guidelines, teachers are able to refrain from divulging personal student data
 - **Efficiency:** Emails that are to the point work
 - Browsers
 - Google Chrome
 - Firefox
 - Internet Explorer
 - Note: Downloading, printing, etc. may function differently in each Browser. Check browser settings to modify.

- CIPA Compliance
 - Get permission if students are under 13
 - Teacher Override ~ 60 minutes (Network login)
 - Request for a website to be unblocked for review
 - Social Media Sites are not blocked
 - Classroom Management
 - Contact us if this becomes a problem
- Campus Printers
 - Add a printer
 - Print to Central Breakroom Printer
 - Know Printing Options Bizhub (Breakroom)
- **Celeste ISD Existing Technology** (Celeste ISD Website Facilities)
 - Celeste ISD Acceptable Use Policy (AUP)
 - Teacher iPads
 - iPad, Netbook, Laptop carts, Tech labs, Research labs
 - Student Technology Loan Equipment Policy (JH & HS)
- **Web/Cloud Based Programs**
 - Store data and programs on the Internet for free
 - Docs, spreadsheets, presentations, photos, videos
 - Celeste ISD Google + Office 365 = Unlimited Free Space
 - Personal Photos/Videos use Snapfish, Flickr (1 Terabyte free space) , Youtube
 - Access from anywhere 24/7
 - Frees up local servers and \$\$\$
- **PLN (Personal Learning Network)**
 - Know your digital footprint
 - Join educational groups ~ share/collaborate/learn from experts
 - Twitter, Facebook, Edmodo, Pinterest
- **Celeste ISD Technology PD Opportunities - TBA**