



# GISD Fall 2008 Technology Updates and Reminders

Welcome back to the 2008-2009 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

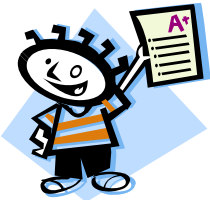
- Voicemail passwords have been reset on classroom phones. There is no initial password. The first time you press the **messages** button to check voicemail, simply follow the instructions you hear to set up a new password and set up your voicemail.
- For further information on using your Cisco IP Phone 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 for the school year and when you will begin taking attendance using ClassXP.
- There is a wealth of information on your students in ClassXP. If you need a refresher on how to take attendance or access student demographic information, download the instructional handout or visit the video tutorials posted here: <http://www.georgetownisd.org/ccorner/technology/classxp.asp>
- **Important Reminder if you post student information to a classroom or program website:** You **must** check in ClassXP to see if parents have given permission for their child's name and/or photo to be posted on GISD websites. Please refer to **page 4** of this handout for specific instructions on checking name and photo release permissions: <http://www.georgetownisd.org/ccorner/technology/ClassXPIGPro/CLASSxpBasicsAugust2008.pdf>

## IGPro: Gradebook



- IGPro Gradebooks will be built some time during the week of September 8 – 12. This gives class rosters PK-12 a chance to stabilize so your gradebooks will be accurate. Your campus technology facilitator will let you know when gradebooks are available and will schedule initial training for new teachers, as well as refresher training on IGPro for your campus.
- ParentCONNECT is returning this year. In addition to attendance, progress reports, and report card grades, parents will be able to view student grades within 24 hours of their entry into your gradebook. Each night, IGPro will export grades to ParentCONNECT that were input to gradebooks during the previous 24 hours. This "Live Grades" feature was piloted at Village Elementary and the Ninth Grade Campus during the last nine weeks of the 07-08 school year, so procedures have been worked out to facilitate the districts' transition to this system.
  - **It will be important for you to keep your IGPro gradebook up to date and to give your assignments and tests clear names, assignment dates, and due dates in IGPro. All teachers will receive more training on this when gradebooks are built.**
- IGPro instructions are currently under revision to reflect ParentCONNECT procedures. When the instructions are complete, they will be posted to this web page: <http://www.georgetownisd.org/ccorner/technology/classxp.asp>

## Staff Center on the GISD Website



- **Check Your Email:** GroupWise WebAccess is meant for use from non-GISD computers, such as when you are checking email from home. *WebAccess is not meant for use from within the district. When checking email from a district computer, please use the regular GroupWise program on the computer.* Instructions for using WebAccess when you are outside the district can be downloaded here: <http://www.georgetownisd.org/ccorner/technology/Email/GISDGroupWiseWebAccessEmailandCalendarBasicsAugust2008.pdf>



- **View Payroll Info:** Skyward Employee Access was upgraded over the summer, so the steps for viewing your payroll information have changed. The business office emailed the district about this, and their instruction sheet can also be viewed here: [http://www.georgetownisd.org/filing\\_cabinet/Business/ViewingYourSkywardPayrollInformationOnline.pdf](http://www.georgetownisd.org/filing_cabinet/Business/ViewingYourSkywardPayrollInformationOnline.pdf)
- **Download Curriculum Docs:** Find GISD required scope and sequence documents here for each core subject area and several supplemental subjects. The **Technology Tab** also includes instruction sheets for **all** staff to help you continue to learn about the technology resources you have at your disposal. The direct link to Curriculum Corner is: <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 problems with your computer or other technology equipment. **NOTE:** *The HelpDesk email address is no longer operational; the link from the home page has taken its place.* Direct link to Technology HelpDesk: <http://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=184920274>

### Integrating Technology Into Your Curriculum

- There is now a **projector** in every instructional classroom. 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>
- 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.
- Please review the [GISD Technology Code of Ethics and Acceptable Use Policy](#) (AUP). All employees of GISD are expected to abide by this policy **AND enforce it with students**. Important highlights of the policy include:



- **AUP # 8** – Users may not download or install software of any kind on GISD computers. Only software licensed to or owned by GISD may reside on district computers. Software you or your campus would like to purchase must be reviewed by the technology department prior to purchase and installation.
- **AUP # 12** – GISD provides an Internet content filter to prevent accidental 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 Department. Also, if you feel our filter is blocking a legitimate/appropriate website, please **use the link on the block screen** to request unblocking.
  - **NOTE:** When we get updates to our Internet filtering software, sites are sometimes re-categorized even though we've previously unblocked them. We are not intentionally re-blocking those sites. **Staff should submit an unblock request if they find that a formerly unblocked site is suddenly blocked.**
- **AUP # 16** – No computer equipment, including your phone, should be moved, even within your classroom. Contact your Campus Technology Facilitator if you need to move computer equipment 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. Talk to your Campus Technology Facilitator for more information.
- **AUP # 19** - Students of GISD shall not utilize any district technology resource 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 anyone else, so be careful to send only appropriate information in any emails you compose.
- **AUP # 22** - The All GISD and individual campus group 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.

