



Technology Handbook



**Jackson-Milton Local School District
2006-2007
Version 3.0**

**By Ryan M. Rotuna
Technology Coordinator**

**Jackson-Milton Local
School District**

TECHNOLOGY ACCEPTABLE USE POLICY
STUDENT VERSION
Jackson-Milton Local School District
2006-2007

Name: _____ SSN: _____ Date: _____ Grade: _____ HR: _____

RULES OF ACCEPTABLE USE

- 1) **Services** (computer use, Internet access, email accounts, student web pages) provided by Jackson-Milton Schools are to be used for **school work only**.
- 2) Your school computer accounts are your responsibility (i.e. **you are responsible for actions taken that are logged to these accounts**). If you believe your account (computer, Internet, email, webpage) is being used by someone other than yourself inform your principal or the Technology Coordinator immediately. Any activity deemed to be in violation of the Student Handbook may result in disciplinary action (see below).
- 3) You are the **ONLY PERSON** that is to **know your account(s) password(s)**.
- 4) You **MAY NOT ACCESS** any networked computer without permission (i.e. **“hacking”/“cracking”**). Students **MAY** use networked printers and assigned storage drives.
- 5) Your accounts and web pages will be **deleted** if you are no longer enrolled at Jackson-Milton Schools.
- 6) Your teachers reserve the right to assign **special privileges** that are subject to the approval of the building principal and Technology Coordinator.
- 7) Your computer use, network access, Internet access, web page and email account are the **property of JM local schools**. They may be **monitored at any time** and for any reason deemed appropriate by a school administrator. A school administrator will **NOT** monitor the prementioned activities without a valid reason or suspicion of wrongdoing.
- 8) The use of email accounts, school assigned web pages or district owned computers to **threaten or menace** others is strictly prohibited as is the use of these facilities to **commit a crime** or to **violate any other school policy**.
- 9) **Specifically Forbidden Computer Practices** include bypassing or attempting to bypass school security programs and/or internet content filtering and the **installing of ANY executable file** (video games, proxy programs, BAT/COM files for example) or malicious file (viruses, spyware, vandalism).

USER AGREEMENT

“I understand and will abide by the above “Rules of Acceptable Use”. I also understand that if I am found to be in violation of the above RoAU that I may be subject to disciplinary action deemed appropriate by my building administrators, the district Superintendent of Schools and/or the Board of Education.”

(printed name of student)

(signature of student)*

(printed name of parent)

(signature of parent)*

* Signature indicates that both parties have read and agreed to the Rules of Acceptable Use.

TECHNOLOGY ACCEPTABLE USE POLICY
JACKSON-MILTON LOCAL SCHOOL DISTRICT
2006-2007

~ Introduction ~

NAME: _____

DATE: _____ STAFF / TEACHER / ADMIN (please circle one)

Do you have use of ACCESS' Internet and Email services? YES NO

Do you have use of ACCESS' "specialized" network services (such as EIS, EMIS, SIS/POISE, USAS, OCIS, etc.)?
YES NO

RULES OF ACCEPTABLE USE

- 1) Services provided by ACCESS are to be used for school work only.
- 2) Your account is your responsibility (i.e. you are responsible for actions taken logged to this account). If you believe your account (Internet, Email) is being used by someone other than you, inform your Technology Coordinator ASAP. Any activity deemed to be in violation of your respective Terms of Employment may result in disciplinary action (see below).
- 3) No one but you is to know your account password(s).
- 4) If you have access to specialized network services (see above) you may only use programs deemed appropriate by ACCESS to modify this information. * This does not apply to most users.
- 5) You may not access ANY networked computer (at ACCESS) without permission.
- 6) Your account will be deleted if you are no longer in the employ of Jackson-Milton.
- 7) ACCESS reserves the right to assign special account privileges.
- 8) Your network access, internet access and email may be monitored at any time and for any reason deemed appropriate by a school administrator.

USER ACKNOWLEDGEMENT

"I understand and will abide by the above "Rules of Acceptable Use". I also understand that if I am in violation of the above RoAU that I may be subjected to disciplinary action deemed appropriate by the contracts negotiated with the Board of Education and that serious offences may result in termination."

(printed name of employee)

(signature of employee)*

* Signature of user indicates that they have read and agree to the above section marked "Rules of Acceptable Use".

Dear JM Technology User,

Hello and welcome to JM!

The following work is a collection of instructions, FAQs and tips that I have compiled over my years spent as the Technology Coordinator for the Jackson-Milton School District. I have thoroughly enjoyed my time here at JM and want to be as helpful and useful to the staff and students as I possibly can be. Unfortunately I am only one person and it is sometimes difficult for me to provide assistance to the staff as quickly as I would like to. That is largely why I wrote this handbook.

The best way to use this handbook is to read it through once and then look back on it as a reference when you need a question answered. There is no way for me to answer all the questions that have arisen over the years but the most common ones are pretty well taken care of.

My door is always open (unless, of course, it is closed) and I hope to get to know the staff and student body better as the years go on. If you are new to JM and this is the first you have heard from me, again, welcome aboard and I hope that your time here is as enjoyable as mine has been.

Have a great year everyone!

Sincerely,



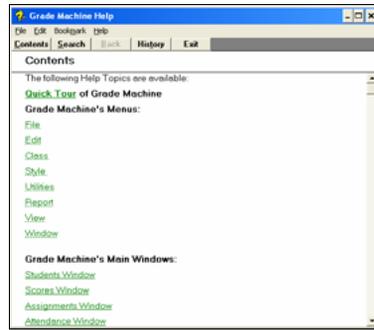
Ryan M. Rotuna
Technology Coordinator
Jackson-Milton Local School District



Help Files

* A special note on Help Files (AKA: The **REAL** Technology Handbook)

Almost ALL programs (at least all *well written* programs) contain help files. These files can be hard to navigate and then sometimes even harder to understand but they are worth a look. Use these Help Files! Read all you can about the program you are using. If you have a problem with a program (maybe you have used the program a hundred times before but now you are trying to do something that you have never done) refer to the Help File. If your Help File has a *search* feature, this can be of great assistance in finding specific information about your problem. I would love to claim to know everything about every program in existence but, alas, I do not. I use help files and the Internet whenever I need to and then, when the day is done, I know more than I did.



Microsoft Windows Operating Systems

To understand the concept of Windows, we need to know where it came from and what it was based on. First off, what does *any* computer operating system do? Well they do lots of stuff but to simplify; an operating system is the middle man between you, the user, and the computer's hardware. It identifies the various components like the keyboard, mouse, sound and video devices and monitor and allows programs to make use of them.

Here's an example:

We want to write a letter home to mom. So we turn on the computer and the first thing we need to do is start a word processing program (A program, by the way, is just a set of instructions. The computer takes these instructions and does what it says to do with data that we, as users, provide. In this case it reads, displays and edits text data per our instructions.) So we start the word processor (say, Microsoft's Word 2003) and type our letter. Then we SAVE that data. Before we PRINT the letter and mail it, we forgot to put something in. We can OPEN the letter file and change it. Then we SAVE it again, PRINT it and send it away via "snail mail" (AKA: the United States Postal Service).

In a nutshell, that's what a computer operating system does. It lets us, the user, use the computer to run programs and do work.

Before Windows, the screen was dark and devoid of form...then Microsoft spoke...let there be DOS.



MS-DOS

In the past when computers didn't have anywhere near the power that they do today, Microsoft (a small company from Washington state) created MS-DOS (MicroSoft-Disk Operating System). DOS was rough. A

Attachment B:

Filtering Policy

Block Categories

- o AdultsOnly : Material labeled by its author or publisher as being strictly for adults. (Examples: "Adults only", "You must be 18 to visit this site", "Registration is allowed only for people 18 or older", "You must be of legal drinking age to visit this site").
- o Alcohol: Advocating or promoting recreational use of alcohol. (See also "Adults Only.")
- o Chat: Chat sites, services that allow short messages to be sent to others immediately in real time. Downloadable chat software. (See also Moderated)
- o Hate / Discrimination: Advocating discrimination against others based on race, religion, gender, nationality, or sexual orientation.
- o Drugs: Advocating or promoting recreational use of any controlled substance. (Also see Illegal)
- o Free Email: Sites that offer e-mail accounts over the Web for free. Such sites can expose users to harmful content delivered via e-mail file attachments. Blocking such sites also helps to enforce local acceptable-use policies when e-mail is already provided locally to users.
- o Free Page Websites: Sites where home page space is offered for free. These sites historically have done nothing to prevent capricious abuse of their services by users who post offensive content under multiple pseudonyms, making them difficult to track. Individual pages that have been reviewed by N2H2 on such sites are removed from this category, but filed under other categories as necessary.
- o Gambling: Gambling services, or information relevant primarily to gambling.
- o Tasteless/Gross: Bodily functions. Tasteless humor. Graphic medical photos. Some extreme forms of body modification (cutting, branding, genital piercing).
- o Illegal: Advocating, promoting, or giving advice on carrying out acts widely considered illegal. This includes lock-picking, bomb-making, fraud, breaching computer security ("hacking"), phone service theft ("phreaking"), pirated software archives, or evading law enforcement.
- o Profanity: Crude, vulgar, or obscene language or gestures.
- o Lingerie: Models in lingerie (except those that qualify for Nudity).
- o Nudity : Bare or visible genitalia, pubic hair, buttocks, female breasts, etc. (See also Swimsuits, Lingerie, Sex, Pornography)
- o Personal Information: Sites that gather personal information (name, address, phone number, etc.).
- o Personals: Personal advertisements, including "mail-order brides." (See also "Adults Only.")
- o Porn Site Material: Material intended to be sexually arousing or erotic. (See also Sex and Nudity)
- o School Cheating Info Pages: Any site that promotes plagiarism or similar cheating among students (such as by offering term papers, exam keys, etc.)
- o Sex: Images or descriptions of sexual activity. Any sexual merchandise. Sexual fetishism. (See also Pornography and Nudity)
- o Suicide / Murder: Information on committing murder or suicide.
- o Tobacco: Advocating or promoting recreational use of tobacco. (See also "Adults Only.")
- o Violence: Graphic images or written descriptions of wanton violence or grave injury (mutilation, maiming, dismemberment, etc.) Includes graphically violent games.
- o Weapons: Information on use of weapons, weapon collecting, or weapon making.

Exception Categories The categories below are used to allow access to sites that may be otherwise blocked by one of the other categories above.

- o Education Material: Material under another category (such as Sex, Nudity, Violence) that has educational value (such as classic literature, sex education, etc.)
- o ForKids Sites: Sites that are designed specifically for kids.

Special Categories Below are special rules that the proxy uses. These are not necessarily based on the content of the page but will help prevent inappropriate ads and links to inappropriate sites from being displayed for your users.

- o Block search engine results based on key words.
- o Block urls based on key words.

In all events, the ACCESS system administrators shall have the authority and responsibility to take actions necessary to insure the integrity of the data and security of the computer system, or to enable district users to utilize the computer system to fulfill the duties associated with their position. In such cases, a return to the adherence of these guidelines shall be made as soon as practical. ACCESS

Area Cooperative Computerized Education Service System
425 West Main Street
P.O. Box 248
Canfield, OH 44406
(330) 270-7400

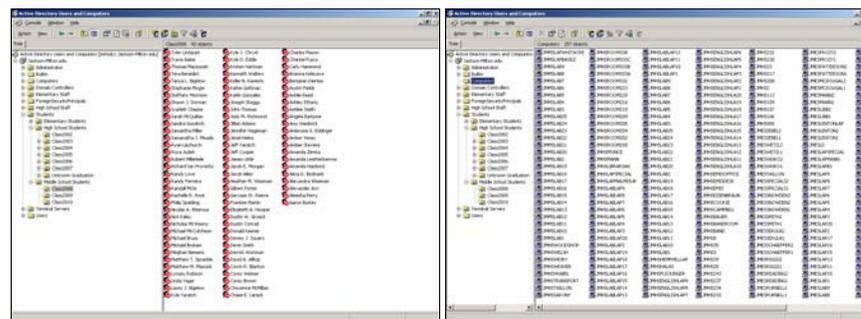
Austintown Local School District
Beaver Local School District
Boardman Local School District
Campbell City School District
Canfield Local School District
Columbiana County ESC
Columbiana County Career Center
Columbiana Exempted Village School District
Crestview Local School District
East Liverpool City School District
East Palestine Local School District
Heartland Christian Academy
Jackson Milton Local School District
Leetonia Exempted Village School District
Lowellville Local School District
Mahoning County ESC
Mahoning County Joint Vocational School
Mollie Kessler Community School
Poland Local School District
Salem City School District
Sebring Local School District
South Range Local School District
Springfield Local School District
Struthers City School District
United Local School District
Wellsville Local School District
West Branch Local School District
Western Reserve Local School District
Youngstown City School District
Youngstown Community School

lot of you reading this are probably saying to yourselves, "Yes, DOS was rough". If you never used DOS, (consider yourself lucky) go rent a movie from the 1980's where the computer had a black screen with white letters and nothing else. That's DOS. With DOS a user had to literally learn a new language of commands to make their computer "do" anything (DOS was NOT forgiving. If, for example, you misspelled a command, it would respond with the catch-all "Bad Syntax Error.>").

What Microsoft (and many others) did was answer the demand of non-computer-geeks who wanted to use computers but didn't want to learn a new language just to make DOS print their laundry list was create a GUI (commonly pronounced "gooey"). A GUI is a "Graphical User Interface". What it does is make DOS work in the background, away from our eyes and give us pictures and buttons and "windows" that we could work in. Another big thing that Windows did was enable a user to do more than one thing (multitasking) at the same time when they were on the computer. If I want to listen to music on my computer while writing this handbook, I can thanks to Windows.



A Network Environment

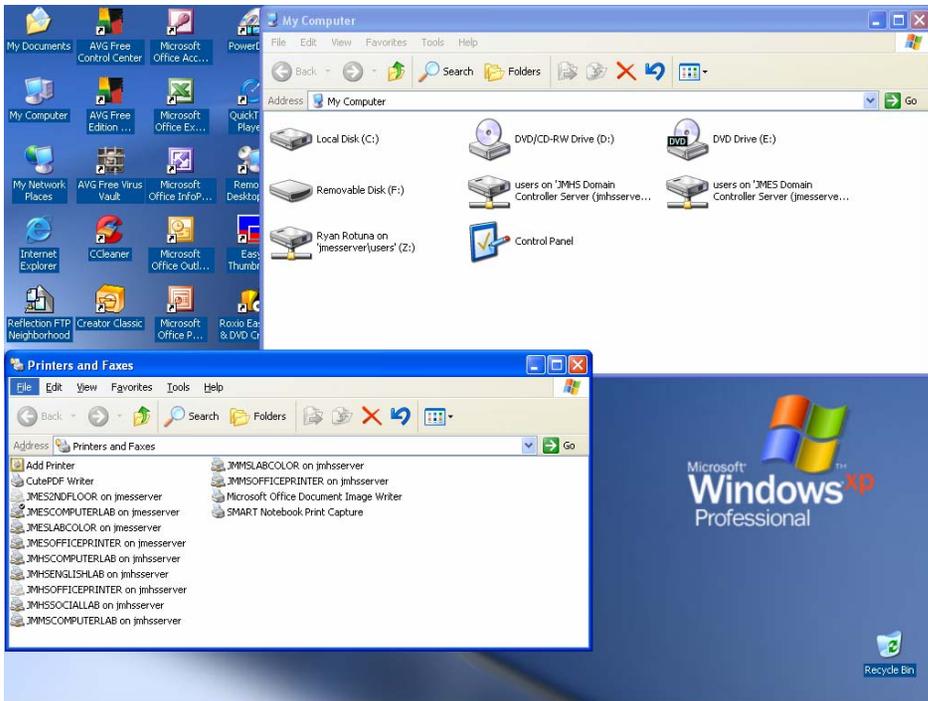


A sampling of the number of users and computers on the Jackson-Milton Computer Network.

A computer network is a group of systems that share resources such as common printers or common storage areas. The network can also, if used properly, maintain a high level of security. A perfect example of this is our ever-growing district computer network. When users log on to a computer workstation, that computer "asks" a Network Server (Domain Controller) if they are allowed access to the computer they are at *and* what they can do once they are there. A teacher has all rights to a workstation except the ability to install new programs on that computer (though a teacher's laptop is completely open and unrestricted to their additions). A student's rights are *very* restricted. They cannot change the machine they are sitting at too profoundly at all in fact. They have storage folders and print queues that can be monitored by the System Administrator *and* any teacher. Also, certain printers are installed by "who" the person at the machine is.

It is VERY important to keep your username and password for ANYTHING to do with a computer a secret.

It is also very important to understand network storage and network printing. In our district, on our network, you are given rights and accesses depending on WHO you are when you log in. You MUST get in the habit of checking your "Printers" Settings Folder when you are on a workstation. You, as a teacher will have access to different printers than students for example. When you want to print something, make sure you know where it is going. The same applies to saving files. Simply double clicking "My Computer" will show you the storage drives at your disposal. Teachers can save ANYWHERE but it is HIGHLY recommended that they save in their Z DRIVE network storage folder. This is a storage place that follows them around, by their log on account, wherever they may go in the school district (like, say a FLOPPY disk...). You MUST save things here to access them from the Terminal Servers (if you choose to use them). Also, it is the District Technology Coordinator's responsibility to back this data up. If it gets lost from the Z DRIVE, it is his/her fault. If you as a user lose the data due to hard drive crash or, God forbid, a bad floppy disk, you may never see it again...



User "rrotuna", storage drives and available printers. (More than the average bear.)



Who Invented the Internet?

Who invented the Internet? Well that depends on who you ask. Hackers, the US Department of Defense, some astronomers from Sweden or even Al Gore all claim an amount of credit for the WWW as we know it. In the humble opinion of this writer that the DOD and various Hackers of the world had the biggest parts in the creation of the Net. The United States DOD during the Cold War thought that with the threat of a nuclear strike by the Soviets looming and the armed forces depending heavily on computer networks for communication that fallout would leave them "blind and deaf". The way the networks worked at the time was all info traveled in a straight line. So if one node (say between New York and Los Angeles) was bombed, there would be no way of communicating between the coasts. What was developed was a new kind of network.

A computer on this new network that wanted to talk to a far off computer would look for the closest computer down the line. If this system did not respond, it would look for another that would down the line. This is how the modern day Internet works (see below)! The modern World Wide Web is just a huge network. Our JM Network is also a (much) smaller TCP/IP network. Hackers used this networking protocol (called TCP/IP or Transmission Control Protocol/Internet Protocol) for trading information, programs, etc. and that's how the Internet evolved.

6. ACCESS reserves the right to monitor user accounts for system administration while respecting the privacy of user accounts. As a condition of access, the user waives any right to privacy he or she may have otherwise possessed with regard to accessing or using any user account(s) provided or maintained, in whole or in part, by ACCESS.

7. ACCESS firmly believes in the rights and guarantees provided by the laws of the State of Ohio and the United States of America. No intentional violation of these rights will occur.

SYSTEM SECURITY POLICY

The governing board and staff of the Area Cooperative Computerized Educational Service System recognizes that data maintained by the computer center is the legal property of the school district entering such data or to which such data is assigned. The computer center, therefore, is a holder in public trust of the data. ACCESS adopts the following policy statements concerning access to and security of the data. These statements are intended to assure the inviolability of the data, provide for procedures to permit access to data, and recommend features which districts and the computer center can implement to promote system and data security.

I. Data Access

Data maintained by the computer center shall be recognized as the property of the district and under the control of the district for purposes of access. Access to the data shall be granted as follows:

A. District personnel access upon written authorization* of the district's superintendent and treasurer. Such access may be restricted (as may be practical or technically possible) to certain data sets and/or specific access types. *ACCESS shall provide a standard form for authorization.

B. Computer center staff access when such access is within the scope of their assigned duties, but only as may be necessary to maintain the data structure, research and correct problems, and provide backup capabilities.

C. Outside access upon the written authorization from an administrative official of the district.

Privacy Statement

II. Security Recommendations

The first point of security is access to the computer system and its data via the local network of users. To enhance security and reduce the risk of unauthorized access, the following guidelines shall be followed:

A. Each user will be assigned one unique account for access to the system.

B. Each user account shall require a password with a minimum of 6 characters. This password shall be treated as confidential information by the users; no list of passwords shall be maintained by the computer center or the district.

C. All users will be required by the system to change their password at least every 90 days with the exception of "captive" accounts (those which have access to only limited, non-system programs and commands) which must have their passwords assigned by the computer center and shall be changed at least every year.

D. A review of user account activity will be performed quarterly by the computer staff. User accounts that have not been accessed in the previous 180 days will be disabled; users not accessing their account in the previous 90 days will be notified that such inactivity may cause their account to be disabled.

E. Users shall be granted only those privileges consistent with the duties and responsibilities of their position. Authorized privileges shall be grouped into either a "normal" or "extended" category: "normal" privileges are granted by the system when a user logs onto the system and represent the privileges required to perform the users normal duties; "extended" privileges are those privileges which the user may be authorized to use, but which must be specifically enabled by the user before being utilized.

F. Access to the computer system via an electronic network outside the ACCESS area will be restricted to the minimum level of access necessary for authorized users. No "general access" accounts shall be maintained.

G. Access to privileged or system accounts shall only occur with the authorization of the ACCESS system administrators. Following outside access to a privileged account, the account password shall be changed to prevent further access without the computer center staff's knowledge.

H. Sufficient audit alarms shall be enabled to track attempts to break into a user or system account and other security related events. The audit log shall be reviewed daily for suspicious entries and a record kept of actions taken regarding such entries.

responsive action should an inappropriate use occur that does not fall into one of the categories above.

DISCLAIMER

ACCESS and the OECN make no warranties of any kind, expressed or implied, for the service being provided and will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors or omissions. ACCESS and the OECN specifically deny any responsibility for the accuracy or quality of information obtained through the network services; use of any such information is at the user's risk.

NETWORK ETIQUETTE

The network is a public medium, and all users are expected to abide by generally accepted rules of network etiquette, including (but not limited to) the following:

1. No use of abusive language in messages;
2. No use of vulgarities, obscenities, or other inappropriate language, including reposting or quoting obscene and/or inappropriate material;
3. No revelation of personal addresses or phone numbers;
4. No reposting of private communications without prior consent of the author; all communications and information accessible via the network should be assumed to be private property of the author/source; and
5. No use of the network which disrupts other users or seriously negatively affects the performance of others; the network is a shared resource with finite capacities.
6. Avoid excess use of system resources by daily monitoring and deleting electronic mail, subscriptions to News Groups, and lists.

Electronic mail (e-mail), along with any other files, network use and Internet access, should not be considered private by any user. By using the system, the user waives any expectation he/she may have otherwise possessed in any e-mail use, Internet access and all other activities conducted by, or with the assistance of, ACCESS networks and property. Users understand that system administrators and operators can access e-mail, and e-mail software may misdirect messages. Messages relating to or in support of illegal activities will be reported to appropriate authorities. Illegal activities of any nature are strictly forbidden and will be reported to the appropriate authorities. Violators will lose privileges to use the network and may face possible prosecution.

CONTINUED USE OF THE NETWORK

ACCESS may occasionally require new registration and/or account information from all or selected users in order to continue service. Users agree to notify ACCESS of any changes in account information (address, etc.) as soon as possible. Currently, there are no user fees for this service.

ACCESS ADMINISTRATION OF ACCOUNTS

ACCESS system administrators reserve the right to limit or suspend access to the OECN and/or Internet or to supersede portions of this Agreement as may be deemed necessary for the maintenance, safety, or security of the ACCESS member districts or the OECN. The policy on administration of accounts is listed below.

1. ACCESS reserves the right to suspend network access at any time to maintain the integrity of the network.
2. ACCESS reserves the right to suspend network access by a member district not complying with the Terms and Conditions for Use of Network Resources. All decisions of ACCESS are final.
3. ACCESS reserves the right to suspend access temporarily or permanently to any user who does not comply with the Terms and Conditions for Use of Network Resources or for any reason deemed appropriate by the system administrators to maintain the integrity of the network. All decisions of ACCESS are final.
4. ACCESS reserves the right to recommend criminal charges against any user who does not obey applicable state and federal laws.
5. ACCESS reserves the right to log Internet use and to monitor system resources utilized by the user. As a condition of access, the user waives any right to privacy he or she may have otherwise with regard to accessing Internet sites, as well as any other system resources provided or maintained, in whole or in part, by ACCESS.

This is how the "Internet" used to look:

```
Telnet - acces0.access-k12.org
Connect Edit Terminal Help

In the course of monitoring individuals improperly using this system, or in
the course of system maintenance, the activities of authorized users may
also be monitored.

Anyone using this system expressly consents to such monitoring and is
advised that if such monitoring reveals possible evidence of criminal
activity, system personnel may provide the evidence of such monitoring to
law enforcement officials.
=====

*****
*                ACCESS CUSTOMER SUPPORT                *
*  HOURS:  Monday through Friday  7:30 am to  4:30 pm  *
*                *                                       *
*  EMAIL Problems to:  ACCESS_ACCOUNTS                 *
*                    ACCESS_FISCAL                     *
*                    ACCESS_LIBRARY                     *
*                    ACCESS_NETWORK                     *
*                    ACCESS_STUDENT                    *
*                    ACCESS_SYSTEM                     *
*                    ACCESS_HELP                       *
*****

Username: jack rnr
```

An example of a primitive electronic bulletin board system (or BBS) [hate it. hate it. hate it.] .



Understanding the Internet

What is the Internet (or the World Wide Web)? The Internet is a network of many computers all over the world. These machines are connected through phone lines, cable lines, fiber optic lines or whatever. How the Net works can be illustrated using simple terms.

Each web page or website is a collection of pictures, sounds and data held together by a simple text file of computer code (called an HTML or "HyperText Markup Language" file). These text files are stored on a computer called a web server. When we go online through AOL or whomever we use as our ISP (Internet Service Provider), what we are doing is asking our computer to go get us a page to look at. When I type in www.yahoo.com on my web browser (see below), my ISP's computers look in their HUGE database of www.whatever.com names until they find www.yahoo.com. When they find it they go to the server that the text file (that I just mentioned) is located and display it on your computer screen. In fact, if our ISP doesn't have any idea who www.yahoo.com is, they go to the nearest server (maybe Joe's Internet Service down the street) and ask if they know who it is. This process keeps going and going until a large number of servers are checked. If no one can find it (you probably typed it wrong or the site/server was down) your computer displays the dreaded "ERROR, the URL you requested cannot be found" message.

So you wanna be a geek?

Here are some basic Internet terms that will make you an instant expert (or at least let you know how to talk the talk):

URL (Uniform Resource Locator): the line of text AFTER <http://> in a web address. It is usually just called web address.

DNS (Domain Name Service): The huge yet simple system a Internet Service Provider uses to match up a URL (web address) to it web server's IP address(see below)

IP Address (Internet Protocol Address): All Internet Service Providers have a huge database of URLs and their IP Addresses (XXX.XXX.XXX.XXX is the format of numbers). When you type in www.whatever.com , the ISP takes this name (URL) and goes to the correct computer web server in the world (IP Address) and shows you the proper page.

All three of the above naming conventions must be working without flaw to make it possible to surf the net.



HTML and Web Browsers

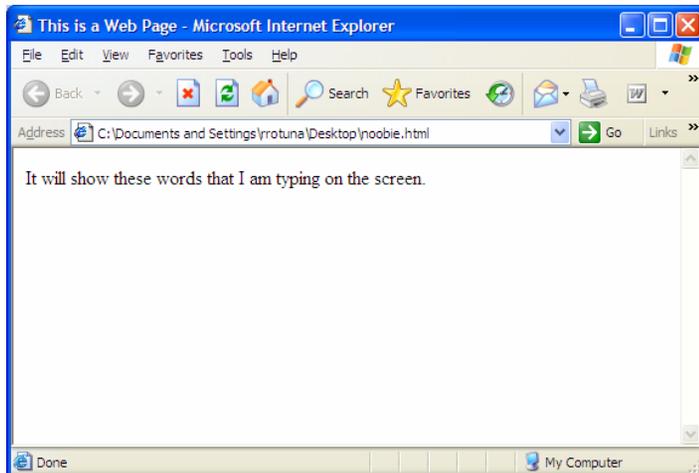
Think of Internet Explorer, Mozilla, Netscape and AOL as TV sets. The pages we go to are our TV Programs and the www.whatever.com that we type in, that's our remote control. The language that all webpages are written in is a simple and logical system called HTML. HTML stands for "Hyper Text Markup Language" and it was based on a child's toy from the early 80's. HTML was first employed in digital books that let the reader "click" the mouse pointer on a picture or line of text and see an animation or hear a sound. An example would be a picture of a cow and when you click on it, it says "the cow goes moo.". Hard to believe it but it's true. The Internet was based on very simple technology indeed.

What a web browser does is interprets the HTML code and puts it out on the screen like it's supposed to look.

This is a sample (and very basic) web page in text format ("index.html" for example). If you were to open "noobie.html" in a word processing program like Notepad.

```
noobie.html - Notepad
File Edit Format View Help
<html>
<head>
<title>
This is a web Page
</title>
</head>
<body>
It will show these words that I am typing on the screen.
</body>
</html>
```

This is what it looks like in your stock Microsoft Internet Explorer browser:



supervision of a sponsoring educator.

ACCESS system administrators reserve the right to deny eligibility for any reason.

Security

Security on any computer system is a high priority, especially when the system involves many users. Individuals identifying a security problem on the ACCESS or OECN network have the obligation to notify the system administrators at the earliest possible time. The problem should be reported via telephone, if possible, or e-mail if the user is reasonably sure e-mail is secure.

A copy of the ACCESS Security Policy is attached to and considered a part of this Agreement. Attempts to logon to the system as any other user will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Purpose

The purpose of NSFNET, the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Use of other organization's networks or computing resources must comply with rules appropriate for that network. Use of an account must support goals consistent with the educational objectives of ACCESS member school districts. Listed below are the acceptable and unacceptable uses of the ACCESS network.

ACCEPTABLE USES OF THE ACCESS NETWORK

1. Communication with foreign researchers and educators in connection with research or instruction, as long as any network that the foreign user employs for such communication provides reciprocal access to US researchers and educators.
2. Communication and exchange for professional development, to maintain current standards and update knowledge, or to be debate issues in a field or subfield of knowledge.
3. Use for disciplinary-society, university-association, government-advisory or standards activities related to the user's research and instructional activities.
4. Use in applying for or administering grants or contracts for research or instruction, but not for other fundraising or public relations activities.
5. Any other administrative communications or activities in direct support of research and instruction.
6. Announcements of new products or services for use in research or instruction but not advertising of any kind.
7. Any traffic originating from a network of another member agency of the Federal Networking Council if the traffic meets the acceptable use policy of that agency.
8. Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use.

UNACCEPTABLE USES OF THE ACCESS NETWORK

1. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material; unlawfully discriminatory or harassing material; threatening, defamatory, obscene or pornographic material; or material protected by trade secret.
2. Use for for-profit activities, unless covered by the acceptable use provisions.
3. Non-incidental use for private or personal business as determined in the sole discretion of ACCESS administrators.
4. Use for commercial transactions, employee recruiting, product advertisement, or political lobbying.
5. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to alter, destroy, or reduce the usability of data of another user, agency, or network connected to ACCESS, the OECN, or the NSFNET Internet backbone. This includes, but is not limited to: the uploading or creation of computer viruses, worms, trojan horses, etc.
6. Any use that jeopardizes the security of user access, the ACCESS computer network or other networks on the Internet.

This list of prohibited uses is not exhaustive and is not to be construed to restrict ACCESS in any way from taking appropriate

Attachment A:

Acceptable Use Policy

System User Application and Agreement
Area Cooperative Computerized Educational Service System
425 West Main Street
P.O. Box 248
Canfield, OH 44406

Read the following document carefully before signing. This is a legally binding document.

GENERAL INFORMATION

Internet access is now available to all users of the Area Cooperative Computerized Service System (ACCESS) communications network. This access is being offered as part of a collaborative effort involving the Ohio Department of Education, its divisions, the State-licensed regional data processing centers, all known collectively as the Ohio Educational Computer Network (OECN), and the National Science Foundation (NSF).

Our goal in providing this service is to promote educational excellence in school districts participating in ACCESS by facilitating resource sharing, innovation, and communication. Through participation in this effort, ACCESS provides to twenty-five districts in Mahoning and Columbiana counties of the Ohio educational community a network offering vast, diverse, and unique resources. A listing of the member districts of ACCESS is included at the end of this Agreement.

The ACCESS communication network is an electronic computer network with access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. ACCESS users, therefore, have access to: electronic mail communication with people all over the world; information and news from, as well as the opportunity to correspond with, research institutions; public domain and shareware software of all types; discussion groups on a plethora of cultural, political, scientific, and general or special interest topics; and access to many universities, libraries (including the Library of Congress), non-profit organizations, commercial companies, etc.

Along with access to computers and people all over the world comes the availability of material which may not be considered to be of educational value within the context of the school setting. ACCESS and the OECN have taken available precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials and an industrious user may discover controversial information. ACCESS and the OECN firmly believe the valuable information and interaction available on this worldwide network far outweigh the possibility users may procure material inconsistent with educational goals for the district or network.

Internet access is coordinated through a complex association of government agencies, regional, and state networks. The smooth operation of the network relies upon the proper conduct of the end-users, who must adhere to strict guidelines. These guidelines are provided here so the user is aware of the responsibilities associated with use of this network.

In general, network use requires efficient, ethical, and legal utilization of the network resources. If any users violate any of these provisions, their accounts with ACCESS can be terminated, and future access could be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance and will abide by the same.

GENERAL NETWORK USE GUIDELINES

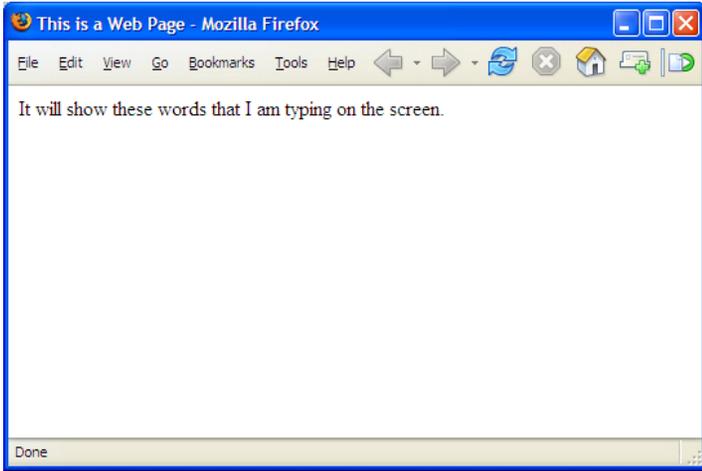
Use of the ACCESS network is a privilege, not a right. Inappropriate use will result in a cancellation of privileges. ACCESS system administrators, in conjunction with district administrators, possess sole discretion to determine what is inappropriate use of the network; their decision is final. The system administrators may close an account at any time as required. The administration, faculty, and staff of ACCESS's member districts may request the system administrators deny, revoke, or suspend specific user accounts. The following guidelines should be used to determine eligibility for the granting of an account on the ACCESS network:

Account Eligibility

Eligible users are defined as:

1. All district personnel who are members of ACCESS and the OECN, including, but not limited to: prekindergarten through grade twelve educators, support personnel, administrators, school specialists, county offices of education staff members and all other employees provided privileges through ACCESS; and
2. Prekindergarten through grade twelve students whose district is a member of ACCESS and the OECN when under the

And the same file/page as viewed in the Mozilla Firefox browser:



That's it. Now there are some very advanced commands and tricks out there and odds are you've seen them all at least once.

Understanding Email

What is Email? Email is a text file (like a MS Word 2000 or MS Works document) that is composed, saved and then sent from your computer to another computer. That computer gets the file, opens it and your intended recipient reads the message.

After an email is written, it is not sent directly to your recipient's computer though. It must first go over a telephone line or cable line from your computer to your ISP (Internet Service Provider). Once it reaches the OUTGOING Email server (see below) it is put in line (a queue) and then sent to your recipient's INCOMING Email server (see below). When your intended recipient gets online and checks his email, he is telling his computer to ask his ISP's INCOMING Email server if there is any new mail for him. If there is, it is downloaded to his computer and he can open it and read it.

So what is the "@whatever.com" all about then? Just like a street address, your Email address says where your queue on whatever particular server you have an account on is. Without a valid email address, you are unable to receive email. Without a valid street address you can't get your postal mail.

Using Email

Each Teacher, Staff member and Student in the JM School District has access to a free email account through ACCESS.

There are many ways to access your email account from school computers. Mulberry is the program that is to be used by all students at both schools.



Mulberry is ideal for student use as it finds email based on USERNAMES and PASSWORDs without having to have an account setup up for a particular student on a particular computer (ie. It is preconfigured with ACCESS' email servers).

Example: John Q. Student can check his email from ANY computer at BOTH buildings in our district by typing his USERNAME and PASSWORD.

Students may not change their passwords. They can ask their principal or the Technology Coordinator to change it only if their password has been compromised.

APPENDIX I – ACCESS

[HTTP://WWW.ACCESS-K12.ORG](http://www.access-k12.org)



The Area Cooperative Computerized Educational Service System (ACCESS) is a consortium of all of the school districts and ESCs in Mahoning and Columbiana counties. Its primary services are the following: providing internet and email services to staff and students, filtering internet and email services for inappropriate content and assisting in office and state reporting functions.

Downloads are available for staff members on their webpage.

Links to educational resources are also available.

Submissions to the N2H2 Internet Filtering Service can be made through the ACCESS website homepage.

Changing your email account password

A) Changing your email account password [OUTLINE].

- 1) Open MULBERRY (Outlook and Outlook Express should NOT be used to change your email password).
- 2) Send an email to CHANGE_PASS@ACCESS-K12.ORG
- 3) The Subject Line must be "CHANGE PASSWORD" (without the quotes)
- 4) In the body of the message should be THREE LINES:
JACK_ABC
old password
new password
- 5) Send the email and wait 10 minutes.
- 6) Try to check your email with the new password you set.

Access Attachments

[Attachment A](#): ACCESS Acceptable Use Policy (all users in all districts fall under this agreement)

[Attachment B](#): N2H2 Filtering Policy (criteria for BLOCKING and UNBLOCKING websites)

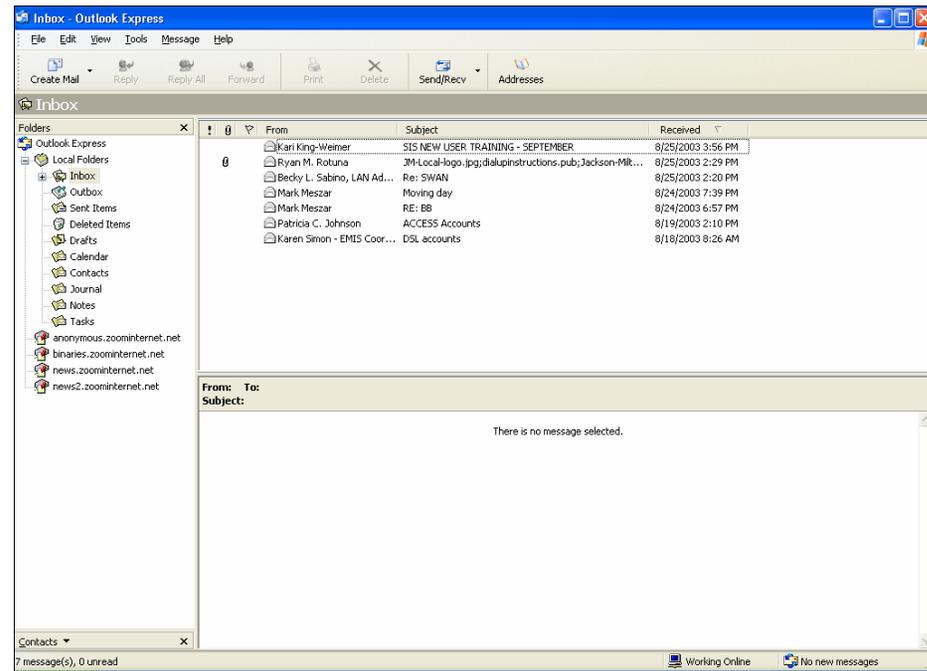


Microsoft Outlook Express is the free "lite" version of MS Outlook that has been coming preloaded as part of Windows since Windows 98. It is used for reading, composing and managing Email ONLY. Outlook Express also has a very nice Address Book feature that lets you save addresses as Files on a Floppy if your computer ever crashes and you need to re-input them. It must be configured for every account that it is to be used with.

Example: Mrs. Doe wants to check her email. She has MS Outlook Express set up on her laptop. She may check her email on that machine without incident but when she goes to the computer lab and opens MS Outlook Express, she will have to set up her account on that machine for it to work (or just use Mulberry for this time).



Microsoft Outlook 2003 is part of the Microsoft Office XP bundle. It is identical to MS Outlook Express in its handling of email but it has many more features. These features, such as Task Manager (a day planner), Post-It Notes, Calendar, and Outlook Today. All of these features help the organizing of one's day, week or life. It is much more pricey and takes some practice to use all of its features but is well worth it to someone in need of organization.



Outlook Express 6.0, a simple and effective email client.

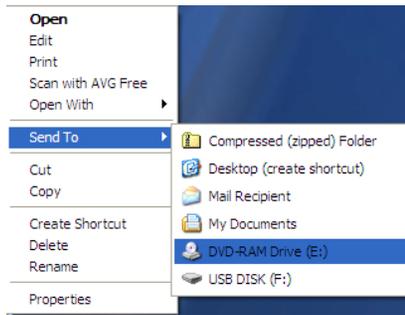
Creating a Data CD/DVD

* (please note that if you are only creating a CD, Windows XP Professional has a built in tool for that, see below)

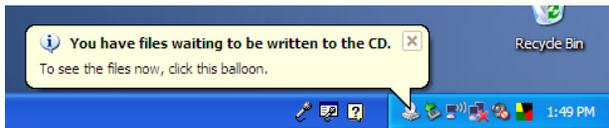
- 1) Open Roxio Home.
- 2) On the left side of the window, click on "Data" and then "Data Disc".
- 3) In the new, middle pane, click on "Add Data"
- 4) You can now click "Add Files" or "Add Folders" (so you can burn entire folders worth of information onto a CD/DVD).
- 5) Browse your computer until you find the files/folders you want to add to the CD/DVD and add them
- 6) Repeat this process until you have all your files ready to be burned onto a disc.
- 7) Click on the "Continue" button in the lower right side of the window.
- 8) Roxio will ask you for a blank CD/DVD if you have not already placed one in the drive.
- 9) After some time the CD/DVD will be created.

Burning a CD (and ONLY a CD) with Windows XP Professional's built in program

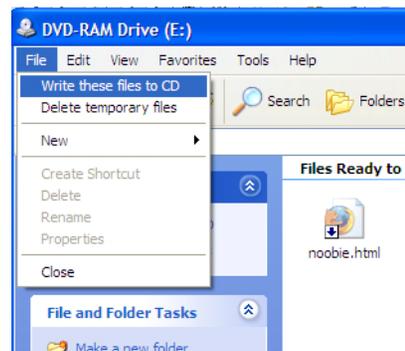
- 1) Find the files you wish to add to a new CD project on your computer and Right Click on them (you can do this one at a time or by lassoing as many as you want.



- 2) Windows will now tell you that you have some files that are waiting to be written to a CD



- 3) You can click the Bubble Message and Windows will open up the following screen:
- 4)



- 5) You can now Click on "File" and "Write these files to CD". From this point Windows will ask you for a blank CD and in a few minutes you will have a new CD with the files you needed backed up on it.

How to set up any school email account to be viewed through Microsoft Outlook and/or Outlook Express are as follows:

- Open MS Outlook or MS Outlook Express.



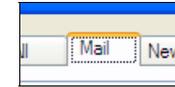
- From the Toolbar select "Tools".



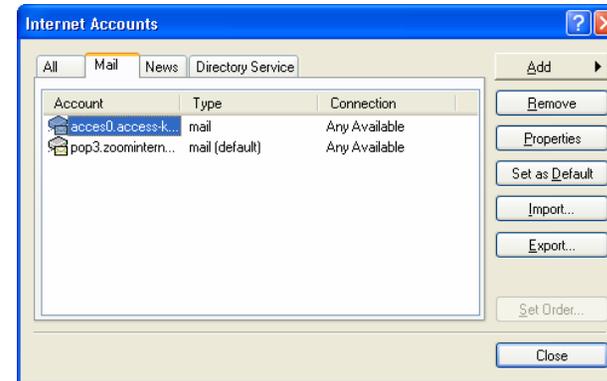
- From "Tools" select "Accounts"



- Click the Tab that says "Mail"



- On the right side of the box click "Add" and then "Mail"



At this point the Internet Connection Wizard comes up.

Follow the set of instructions step by step:

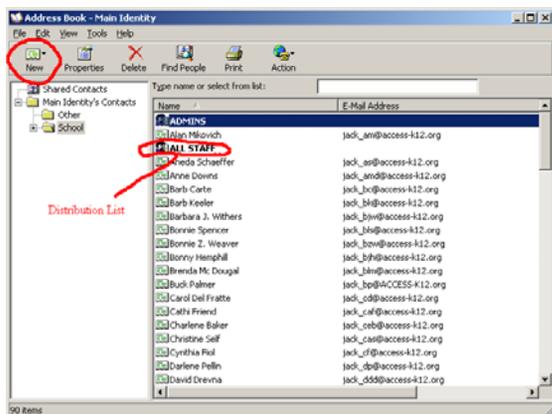
- 1) What name do you want others to see you as (Example: Ryan Rotuna)
- 2) What is your email address (Example: jack_rmr@access-k12.org)
- 3) What is the name of the INCOMING or POP3 email server
Type this: **aces0.access-k12.org**
- 4) What is the name of the OUTGOING or SMTP email server
Type this: **aces0.access-k12.org**
- 5) What is your User Name (or Account Name)? (Example: jack_rmr)
- 6) UNCHECK the "Remember Password" box (What this does is automatically inputs your password. This is not a good idea for security reasons. If you were away from the computer, anyone could check your email. With this box unchecked, you must input your password to get your new emails.)
- 7) Check the "Connect through my local area network bubble".
- 8) You're done!

Now when you open up Outlook or Outlook Express and hit "Send and Receive", the program will ask you for your user ID and password to get into your mail.



How to set up and use the Outlook and Outlook Express' Address Book.

- 1) Click on the Address Book Icon in either Outlook or Outlook Express. 
- 2) You will see something similar to this:



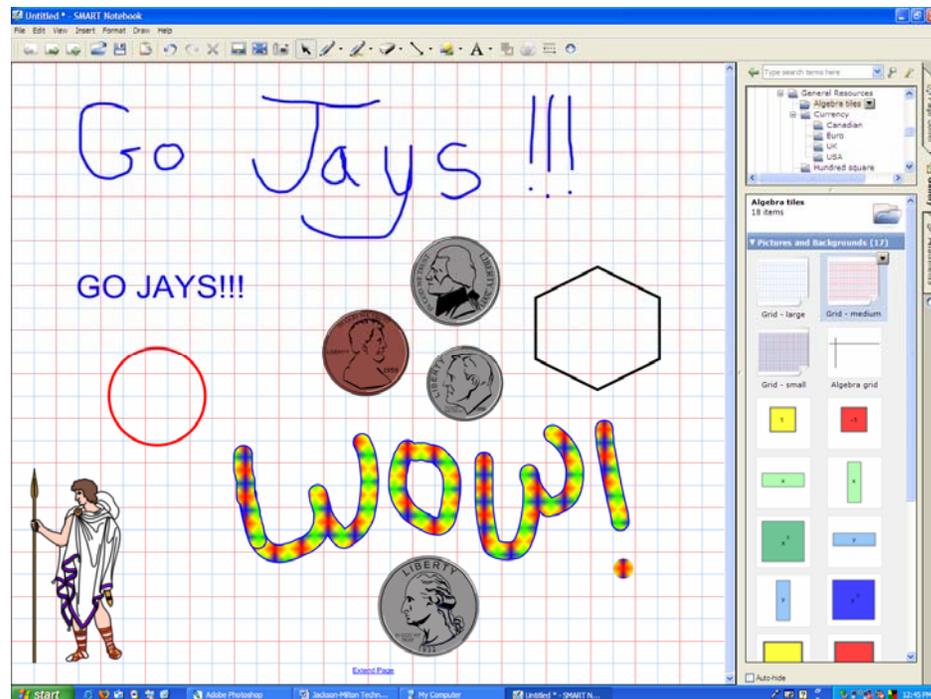
- 3) You can create new CONTACTS by clicking the "NEW" and then "CONTACT". Continue this process until you have all the addresses you contact info you need.
- 4) Once you have a good number of contacts, a good idea is to group them into DISTRIBUTION LISTS.
- 5) Click "NEW" and then "GROUP". Then give your group a NAME (like Family or Work).
- 6) After you have named the GROUP, add what contacts you want to be members.
- 7) When you write an email you can save time by picking a GROUP to send it to instead of hand picking all the contacts.
- 8) Lastly, you can SAVE your address book and/or IMPORT an address book that was created by someone else (say...a technology coordinator)
- 9) Click "FILE" then "EXPORT" to SAVE your Outlook/Outlook Express address book. It will ask you for a file name and give it a .WAB extension.
- 10) To "IMPORT" a SAVED .WAB address book file, click IMPORT and then browse for the file. Once you click OK the new addresses will be added.

Email Tips and Tricks

- School email can be received from school or at home (but only if you are using a ACCESS Dial Up Account, see below)
- WRITING EMAILS IN ALL CAPITALS IS CONSIDERED YELLING OR STRESSING WORDS, use this technique only when you need to.
- Abbreviate common words and use "Net Lingo". Some good ones are "ty" for "thank you", "afk" for "away from keyboard" or "brb" for "be right back". Search the keywords "CHAT" or "WEB LINGO" for some more examples.
- Emoticons such as :) and :(are very popular. Many professionals use them and they are considered part of email. I would not use them in a formal or widespread official email though.
- Do not send more than 2 Megabytes of info on a single email message with attachments. Most ISP will throw it right in the garbage and if you send 10, 2 MB emails to a person on a phone connection, they will be downloading it forever.
- Attaching files is fun and easy. Read your Help Files for your particular email client and figure out how to send pix of the grandkids to family in California!
- Email privacy should be respected by staff and students alike. If you suspect that a student's email should be reviewed by the DTC and Principal/Guidance Counselor, make sure you have a valid suspicion.
- Instant Messaging and Chat are forbidden for student use and should be referred to the principal for discipline and to the DTC so that they may try to block or disable the source.

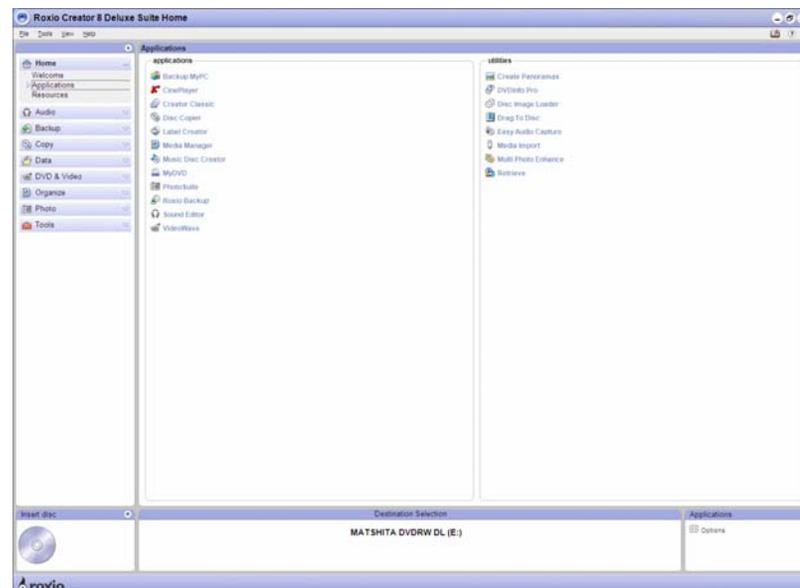
Viruses, Hackers and Software Flaws

"Hackers" aren't actually bad guys. The term Hacker originated in the late 1970s and described someone who spent large amounts of time "hacking" away at a computer keyboard. In fact, we owe a great deal of thanks to the early hackers that would go on to found Apple Computers, Microsoft, Hewlett-Packard and



I can think of about a million things to do with the Smart Notebook.

CD/DVD Burning with Roxio Easy Media Creator



Roxio Easy Media Creator has many uses and applications for teachers and staff members at JM to use. For this FAQ I will be demonstrating how to "master" a data CD/DVD (the only difference in the media in this case is the total size of the data you are burning onto a CD or DVD). CD can hold up to 700 megabytes of data while DVDs can hold 4700 megabytes (4.7 gigabytes) at the standard size and *double* this at the "dual-layer" DVD size. That is a lot of data.

- 1) You can now use this drive and store to it just like you would any other hard drive on your system. You can then remove it and put it in another computer (like say your home computer or another staff member's computer) and copy data to and from it just like a big, fast, floppy drive.

Smartboards

Those staff members that have Smartboards in their use should find the following tips helpful. We, as a district, are steadily increasing the number of boards that we have and hopefully, in time, each staff member will be able to have a SB and digital projector in their rooms. The Smartboard is quickly becoming a staple of the technology program at JM. I am very happy to see so many teachers doing such interesting things to integrate technology into the classroom through the Smartboard's use.



Basic Communication

Those staff members who have opted to use the wireless serial connection from computer to Smartboard are undertaking a large task. If you have one of these communication mediums you must check a few things before reporting a problem to the Technology Coordinator.

- 1) Are the lights on the two antenna and are they blinking? They SHOULD BE. If they are locked or are not on at all, you have a problem.
- 2) Are all of the cables plugged in? At the computer end you must have the serial connector AND the USB connector (which provides POWER to that device) plugged in. At the board wireless connector the wall (110 volt) power must be plugged in and the serial line must be plugged into the board.

The USB CABLE version is much more reliable and easier to use. Most staff members have this version of the Smartboard and I hope to switch everyone's board over to this technology sooner or later. You need only to look at one thing to tell if you have a bad cable or other communication problem that requires the Technology Coordinator's assistance: is the light on the board GREEN or RED. Red is a problem. Restart your machine once and if it is still RED contact the Technology Coordinator asap. This indicator light also applies to the wireless serial connection listed above (though the communication problem usually stems from one of the other listed causes). Quite simply the USB cable either works or does not. The wireless has many more things to diagnose.



Smart Notebook

Personally, I absolutely LOVE this program. All the computers in the district have this application preloaded on it and I am surprised at the number of staff members who DO NOT have Smartboards that DO NOT use it. You can do all kinds of helpful, visual, presentations with the Smart Notebook and I would like to see more of its use in the future.

This section isn't really a FAQ. It is more or less just a reminder to get in there and try the Smart Notebook out. It is very helpful in writing visual aspects of lessons and handouts and can also be very useful in your own professional development (in areas such as integrating technology and time/resource management).

IBM. What most people are incorrectly referring to as hackers are actually called "Crackers". Crackers are the guys who are out to break into secure computers, steal data, wreck your computer and such. Whatever you call it, hacking and viruses can be effectively prevented if you take proactive steps.

Firewalls

Just like a firewall in a building attempts to stop a fire from spreading, a computer system's firewall tries to stop traffic from passing into it from unauthorized sources. There are many "ports" on your computer. These aren't the physical ports like a printer or mouse port but software ports. They are designed to carry network traffic from place to place. For example, ALL internet activity when we view a webpage is on port 80. Why 80? Who knows? Find and install a reputable firewall and KEEP IT TO DATE. Good vendors offer free updates to stop hackers as they come up with new ways to get around your security.

Antivirus Software

Viruses can ruin your day and your computer. Some rare ones can even destroy your PC by erasing the hardware controller instructions (called BIOS or Basic Input/Output System). What is ironic is that Windows and MS Office XP for example are HUGE programs but you can't use them or even boot up your machine if a virus wipes out the BIOS that we can fit 10 on SINGLE FLOPPY DISK!

Protecting your PC is as easy as getting a good antivirus program and keeping it **UP TO DATE**. Most viruses come from and are spread through email so make sure that your AV program has an active defense to scan incoming and outgoing email.

Popup Ads and other Annoyances

Popup ads are usually NOT caused by virus activity. What causes them is "spyware". Spyware is actually something that we usually "invite" in. I have talked in the past about spyware and how to get rid of it but it needs some elaboration. Spyware can be placed on your computer in a number of ways. All of it is bad as it takes up memory and usually tracks your surfing habits in one way or another. Sometimes it's *real* bad. Sometimes it is sends info back to YOU as it runs (i.e. Porno/Drug Ads). Comet Cursor, Kazaa, Google and Yahoo Search Bar, Weatherbug, these are just some examples of the former, "not so bad but not so good", spyware applications out there.

This site has a GREAT list of "free" software that has Spyware attached to it.

http://www.spywareguide.com/product_list_full.php

Other ways you can get spyware is by Cookies. Cookies are small files that keep a record of your surfing habits. Sometimes they are good. When I go to Amazon.com and ads about fantasy/scifi books come up I tend to like it. Disabling Cookies in Internet Explorer is an option for getting rid of some spyware. You can do this under Control Panel > Internet Options > PRIVACY.

The last way that spyware is commonly spread is by Active X plugins. Active X is a system that allows programs (in this case Internet Explorer) to "add" new capabilities to their existing functions. A good and widely known Active X plugin is Shockwave. When you go to a page with Shockwave content (flashy internet pages) the page will "offer" you the opportunity to install the "Shockwave Plugin". This is a "good" plugin so you say yes. There are many plugins that seem ok and are not. If you do not know EXACTLY what it is for, avoid it like the plague. This is the one that will give you the most popups.

Some tools to get rid of the Spyware that you already have ON your machine are here:

<http://www.lavasoftusa.com/Adaware>

<http://www.safer-networking.org/index.php?lang=en&page=start> Spybot Search and Destroy

A good Popup Stopper is a good idea as well. It will make your online time more enjoyable without all the popups and prevent you from having to shut off your computer just to stop the "minefields" (popups that open other popups when they are closed and so on and so on).

Spyware is written so that it is very hard to remove without a tool (above). You will find that when it is gone your computer will run better.

Patches

A “patch” is a software fix from a manufacturer. The biggest and best example is www.windowsupdate.com from Microsoft. A user can go there and download and install all the fixes for flaws that their version of Windows has. Writing software is hard and no human (even computer geeks) are perfect. When a flaw that might cause your PC to crash or be invaded by a hacker comes up, software engineers fix the issue and pass the info on to you. Don’t worry; you do not have to be a computer expert to install these fixes. Just follow the directions.

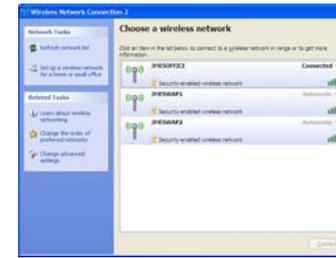
Basic Computer Maintenance and Tune Up

Other than keeping dust, moisture and dirt cleaned out of your PC, it is very important to keep you Hard Drive in good shape.

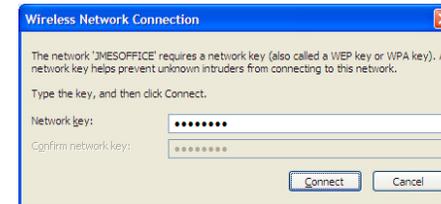
The most common complaint by users about any computer is “It takes too long to load ___X___”. The most common reason that you computer slows down is Disk Fragmentation. When we save a file on our computer, the data is chewed up into smaller and faster to write to disk pieces. These pieces are thrown at random onto a spinning disk called a hard drive platter. Why at random? The spinning of the disk and the small size of the data chunks must be placed at random so that the computer can keep up with the speed of the disks (some go 7200 rpm). To keep your computer fast, run Scandisk (to check for “misfiled data” and errors) and Disk Defragmenter. If you have never run Defragmenter it may take a long time. Bear with it, the aggravation you save yourself later will be worth it.

A good schedule for Scandisk/Defragmenter is once a month or more

2) A list of the Wireless Access Points that the computer can “sense” will pop up. These are the only WAPs that are currently within range.



3) Now Double Click the WAP that you want to join/add. Notice the SIGNAL STRENGTH as indicated by the green bars to the far right of the window. The more the closer you and your computer are to the WAP and that will get you more speed and reliability.



4) Type in the “universal JM key” of knight1234567 twice to the node and wait a second. This WAP will now automatically connect when you laptop is close to it.

5) VERY IMPORTANT: Once you have connected to a new WAP you will immediately want to log off and log back on. This is so that your Z Drive and network printers will come back to you. Remember: when you first logged in your had NO NETWORK ACCESS. Now, you do.

USB Drives

Every staff member (as well as every JMHS AP Student) is issued a Portable USB Keychain Drive. The current capacity of these drives is 256 megabytes. This is equal to 170 floppy disks. All of your documents, PDF files, pictures (within reason) and other important files (such as Grade Machine files) should easily fit onto this drive. Please use these drives to back up your information and/or transport it as you see necessary.

FLOPPY DISKS AT JACKSON-MILTON ARE DEAD.

I will, of course, assist any staff member who has an “unreadable” floppy but nine times in ten that data is gone. A USB drive is just a mini hard drive. In one respect it is better that a full sized hard drive as it has no moving parts. You can drop it and your data will still be intact. Don’t try this at home but my mother actually WASHED AND DRYED the USB storage media from her digital camera and when tried it WORKED!

Using your new pen drive:

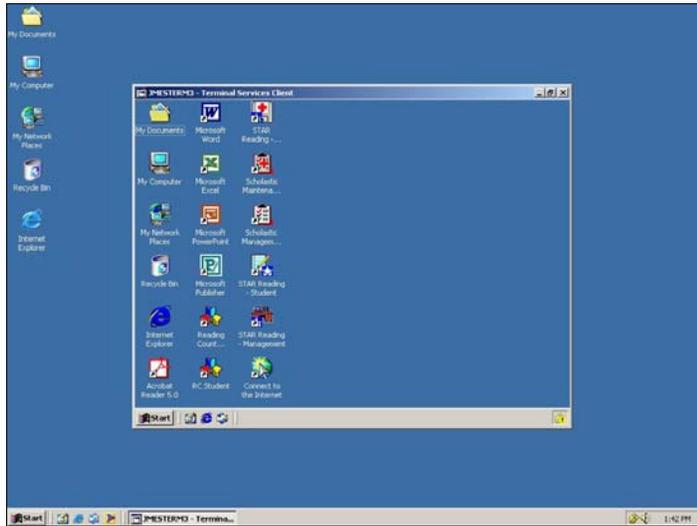
- 2) With Windows up and running, plug the USB Drive into any available USB port on your computer.
- 3) The computer will install the drive and may give you a message that it is doing so and let you know when it is done and you can use the drive. This takes about 20 seconds.
- 4) Open “My Computer” and Double Click the “USB DISK” icon. In the following example it is labeled the “F” drive but that could be different on your computer. It honestly doesn’t matter as “USB DISK” screams at you what it is.



Terminal Servers

A Terminal Services session is a window on the computer that you are sitting at that lets you use programs from another system (the "Host" system). This system, a Terminal Server, is usually a very powerful computer with the ability to run many advanced programs at once. It requires your USER ACCOUNT logon (see below) to access it and your Storage Drive and Printer Selection appear just as they do on any other workstation. One crucial thing is you must realize that you are no longer on the machine in front of you. Do not store your documents on the Terminal Server as they will not be backed up in the case of an emergency. Terminal Services are now used primarily to access programs that are specialized to different groups (Yearbook uses Adobe's PageMaker, for example and the ES students use it for Scholastic Reading).

UPDATE: Terminal Servers are not used very often anymore. They may be making a comeback in the 2006-2007 school year though so familiarizing yourself with them is still a good idea.



Using Terminal Services is like having a desktop on your desktop.

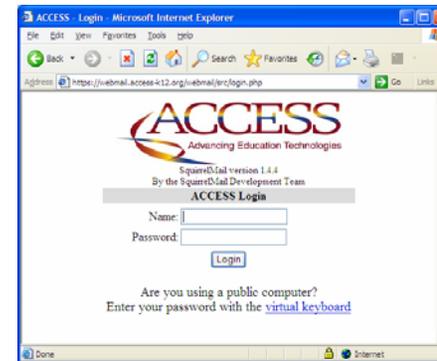
ACCESS and all the usernames and passwords.

There are a great many usernames and passwords that we are required to use in a given day. The reasons for this are for higher security and different administrators. While the District Technology Coordinator is in charge of the school district's Local Area Network, the Wide Area Network (or countywide network) is run by ACCESS. The network administrators at ACCESS have access to two counties worth of school districts and THOUSANDS of computers that could be used by hackers to launch huge attacks. This HAS happened at least once in the recent past. When you connect to them to get free access to your school email from home, you TRUST that they keep your home computers safe as well. To "try" to make things easier for everyone, I have put together a list of things that require usernames and passwords...

- To connect to ACCESS to get your school email from home:
 - You must have a broadband Internet Service (cable or DSL)
 - ACCESS no longer supports dialup connections.
 - No changes need to be made to your school issued laptop to use your private broadband Internet Service. Wireless and wired networks may require a restart of your machine at the very most.
 - Obviously only you, yourself, know the usernames and passwords required to use your private home ISP.
- To check your school email (hosted by ACCESS) from school:
- AN EMAIL ACCOUNT
- *This is also your Reflection account if you have the need in your job to use Reflection (Guidance, Tech, Administration)
 - Using Mulberry OR Outlook/Outlook Express

- Username in "JACK_XXX" OR "JACK1234AB" form (the former is for staff, the latter is for all students)
- Password
- Password can be changed by :
 - Teachers do not need to change their passwords but if they want to they can read Appendix I.
 - Non-teacher staff members MUST change their passwords every 90 days (see Appendix I)
 - Student's passwords are locked and can only be changed by the District Technology Coordinator.
- Is issued to ALL Staff members and Students by the DTC.
- Is introduced to students in 7th Grade
- You can download and install Mulberry for free from ACCESS (see Appendix I) or you can use MS Outlook or Outlook Express (see above for setup instructions)

UPDATE: You can now check your school email account from ANY computer in the world through ACCESS' new web-based email client. "Squirrel Mail" is accessible through ACCESS' website (www.access-k12.org) and can be logged into just as you would log into Mulberry/Outlook Express.



Nice.

- To log on to any school district machine (and laptops)
- A USER ACCOUNT
- *this account is also used to log on to the Terminal Servers
- *grades K through 5 will log on with a "Class Account" as they are too young to get into having individual accounts (TEACHER CLASS for example)
 - Username in "rrotuna" OR "JACK1234AB" form (the latter is for 6th through 12th graders)
 - Password (note: student's passwords are locked and cannot be changed by themselves)
 - Is issued to ALL STAFF and ALL Students by the District Technology Coordinator

Internet Filtering

ACCESS uses an Internet Filtering Service called N2H2 that can block offensive websites so that they may not be seen by our staff and/or students. As of this year, a staff member may request that any site is reviewed and blocked. If you find a site that can be viewed at school, click on the N2H2 Review link. You will be asked to give the site's address. The website will then check to see if the page in question IS known to N2H2. If it is or is not does not matter. Write in why it should be blocked or unblocked. Also, give them your name and school district as well to show who you are. ACCESS' criteria for blocking a site are also available on their site.