

# IT Department Newsletter Spring/Summer 18/19 School Year



## Technology Update Brief

Where did Spring Go ? Again right into summer and it always seems that schools ending before we know it.

**BOGUS Emails** – I think we mentioned this enough that you must take extreme caution when opening up emails and look to who they are coming from. The WARNING message is just that a warning to remind you to look carefully at the messages. Many School Districts are using the same tactics to keep staff safe.

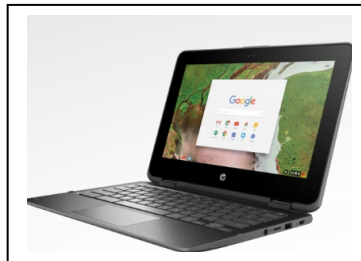
**District Computer refresh** is up next year, and we will replace the desktops with Laptops. IT is going to do everything we can to make the transition a good one. We have had small pilots out there to test the teacher and classroom and confident that you will like the change.

**The High School Library** and IT is preparing for some changes to help prepare the students coming in with their Chromebooks. Student Helpdesk is celebrating their first year in service and have become an extremely important asset to IT. New charging stations will be installed in locations convenient to students to help keep their devices charged. You won't be able to miss them as they are wrapped with Neshaminy colors.

**Elementary** schools will have the long awaited replacement of their 7-8 year old SmartBoards. 75 in. SmartPanels will be installed starting now and thru the Fall. PD will come, but you will interact with the Panel just like it was a projector. A lot of features will be introduced during PD. **Check the District Web Page for more information and tutorials on this new device.**

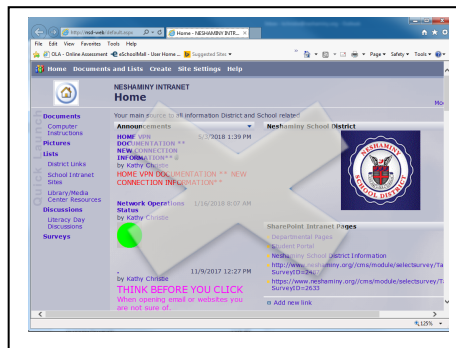
**Passwords** have been updated to a passphrase and will not expire therefore you will not have to change it anytime soon, unless you forget it. Student passwords will not change anymore, unless the student feels their password has been compromised.

**DEVICE CHANGE:** We will be changing the Chromebook device to the Dell 3100 2 in 1 for this year.



The last of the iPads will be collected in the fall from students and will be used for supplemental areas, such as Art and Music and replacements when needed.

Sharepoint INTRANET page is being upgraded to a new look. This new platform created using Office 365



will require us to look at each created site in Sharepoint and clean out YEARS and YEARS of old documents that are just not needed anymore. We will work with each school, primarily

High School and Middle Schools to clean this up before the final reveal. We ask that offices look at what is up there now and do a little housecleaning.

**SUMMER HOUSECLEANING:** In order to assist faculty with end of year housekeeping, we will again provide an End of Year Procedure Guide.

Please see the attached for more direction and additional information needed to complete this task this year. Chromebook Carts in classrooms are an added responsibility to the teachers. How you put them away will determine their usability the first day of school.

Have a Safe and Restful Summer!!

## TECHNOLOGY

### END OF YEAR PROCEDURES

To prepare for end of School Year 2019, you will receive a YELLOW container to place your PC components in. This direction excludes Tawanka

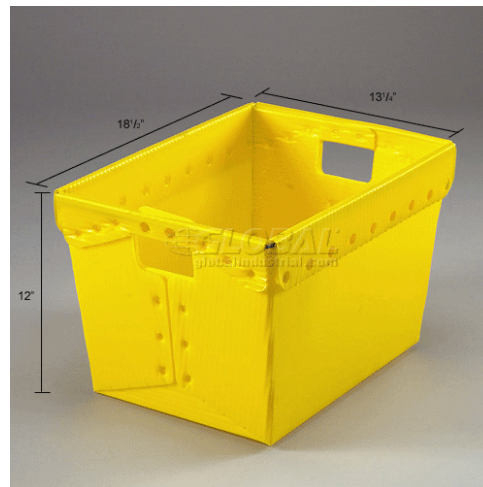
Your container is clearly marked with your room number on it. It is to STAY with the room; **please do not take ANY Classroom technology if you are moving to another classroom or school.**

Please see the illustration below and place all components such as CPU, Monitor, Keyboard and mouse in the container, along with all cables that are attached to the computer.

You may also place any other computer related items in the container for safe keeping. You may also place your phone in this container/IWB Pens/Remotes, etc.



**Please do not store items in locked areas that will be needed to re-install your computer.**



Items in the container will help the Technology Dept in the summer maintenance of your computer and the re-installation of your computer when your room as been waxed and cleaned.

**A REMINDER for Chromebook Carts:**  
**Chromebooks that have been taken by students to other learning areas will need to be returned to their ORIGINAL carts.**

**You need to make sure that the count given to you is the same amount and are properly identified to match your cart.**

**We will not be hunting down lost Chromebooks at the beginning of the school. It is your responsibility to make the cart complete again.**

## Have a safe and restful summer !!

