

THE INDEPENDENT SCHOOL DISTRICT OF BOISE CITY

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Substitute Technology Guide

Welcome to the Boise School District Substitute Technology Guide

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If you require further assistance, **District employees** may contact the Boise School District IT Helpdesk at **854-6670**.

What You Should Have

The classroom teacher should have left a paper copy of lesson plans/directions. These instructions should indicate what (if any) technology will need to be used.

If you are required to play a video from the computer, the teacher should have left you directions on how to access said video. If there is not, check the “sub” folder on the desktop of the teacher’s computer. In order to access this folder, you will need to login. Reference the ‘Guest Login’ section below for more information.

In addition to lesson plans and directions, the teacher should have left a class roster. Use this roster to take attendance and turn the roster into the school administrative assistant at the end of the day unless instructed otherwise.

Logins

Guest Novell Login

This account allows access to programs and documents saved on the local computer, as well as access to the internet; this account does not have rights to network folders.

Username: .bsdguest.users.bsd

Password: Will need to be acquired from the school administrative assistant or principal.

This login is meant to only be used for activities pertaining to class instruction for the day. Substitutes are bound by the Network Acceptable Use Policy included in this guide.

Student Novell Login

For K-3rd Grade Students

Username: room###

Where ### = room number

Example: Room1 would be **room001**

Password: Same as username

4th-12th Grade Students

Username: This will be the last two digits of the year the student graduates, first five letters of student’s last name, and first letter of student’s first name.

Example: John Smith. Graduating in 2011 would be: **11smithj**

Password: <Students ID number>

Student Infinite Campus Login

Username: Student’s ID number.

Password: first initial, last initial and birth date in mmddyy form.

Example: Jane Ball born March 7th, 1995 would be: **jb030795**

Note that only students at the secondary level have Infinite Campus accounts. If a student is unable to login, refer them to the site administrative assistant.

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SMART Board

Aligning the SMART Board

To access SMART Board software, click the SMART icon on the computer desktop. A welcome screen will appear. Click “Orient” to align the SMART Board so it writes where you want it to. If you are using a computer where the SMART Board toolbar is always present, select the “Calibrate” icon to align the SMART Board.

Using Notebook 10

Open Notebook 10 using the icon on the desktop. Click “Open” and navigate to the folder indicated in the instructions left by the teacher.

Troubleshooting

If the cursor jumps while you are using it, make sure nothing else is touching the board, such as a poster that may be overlapping.

If a pen is not writing, make sure that all other pens are securely seated in their designated places. This includes the “eraser”.

If you encounter any major problems, contact the tech coordinator at your current site. If you are not sure who this is, contact the school administrative assistant.

Projectors

Always use the remote to turn on the projector to avoid misaligning the projector. Use the input, RGB, mode or search button (depending on your remote) to cycle between devices connected to the projector such as a computer, DVD player and VCR. If you cannot locate the button, or do not have a remote, contact the tech coordinator for assistance.

Making Phone Calls

Calls within district:

- Lift receiver and dial the last four digits of the number.
- Near each phone should be a list of numbers for the site.

Calls to non-district numbers:

- Lift the receiver and press ‘9’
- Dial the 7 digit phone number (no area code).
- District phones can only be used to make local calls.

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Network Acceptable Use Policy

Learning is enhanced through technology's endless possibilities. Students and teachers have opportunities to gather information, communicate with people all over the world, and create their own products. The District provides students and staff with technology services. These services include the use of computers, servers, other technology equipment, and the Internet.

Some sites on the Internet may contain offensive material. Even though it is impossible to have control over all of the information on the Internet, the District has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive educational experience. Communications on the Internet are public in nature and files stored on the Internet should not be assumed to be private.

The District:

- Filters out most of the inappropriate material.
- Supervises and monitors students.
- Provides students with the understanding and skills needed to use technology in an appropriate manner.

Acceptable Use of Technology

- The use of the District's technology is a privilege and not a right.
- Technology is designed to be used as a tool to assist with the instructional objectives of the District. Students and staff shall use technology efficiently to minimize interference with others.

Prohibited uses of the Technology include, but are not limited to:

- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
- Encouraging the use of or promoting the sale of controlled substances or drugs.
- Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number.
- Logging in to the system using another user's account or password.
- Leaving an account open or unattended.
- Violating any local, state, or federal regulation or statute.
- Altering computer equipment as set up by the system administrator.

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District Rights and Responsibilities

- The District reserves the right to monitor all activity on the Internet.
- The District reserves the right to block any material on the Internet.
- The District reserves the right to deny access to technology to any individual.
- Security on the network is a high priority. The Superintendent or designee shall establish procedures that will maximize system security.
- No warranties are made or given with respect to any service, any information, or any software contained within the Internet.
- Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Internet provided by the District are those of the individual and do not represent the position of the District.
- Accounts which are inactive for more than 30 days may be removed by the District along with the user's files without prior notice.
- District staff is responsible for supervising student use of technology.

Discipline

Student discipline for violation of any part of these rules and procedures shall be based on the student's age and the severity of the infraction. Student discipline may involve actions up to and including suspension and/or expulsion. Discipline of staff may involve actions up to and including termination. Perpetrators or their parents/guardians may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.

Note: As a substitute teacher if you observe a violation of the Acceptable Use of Technology policy please notify the building administrator.