

## **BCS Technology Best Practices:**

Always **log your computer off** when leaving the room for any reason. Under no circumstances should you leave PowerSchool (attendance & grade book) or Outlook open while you are out of the room.

Students should only use your computer if they are logged on with their student password. Student accounts are assigned to each site. The student username and password can be obtained from your technology liaison. **PLEASE DO NOT ALLOW STUDENTS TO USE YOUR COMPUTER WHILE YOU ARE LOGGED ON!**

Log off your computer when leaving for the day and shut down your computer before you leave for the weekend. (The following sites should leave their computers powered on but logged off during the weekend for Windows updates to run: Maintenance, Nutrition Services, Infinity, Transportation and Logsdon.)

Create passwords that are not easy to guess. Avoid using family or pet names. **DO NOT** use your last name. Include numbers or special characters in your password to make it difficult to hack.

Do not share your password(s) with anyone, especially students and substitutes. The only person you may need to share your password with is your tech liaison(s) and/or the computer tech.

Please be aware that Internet traffic is monitored and Internet abuse will be reported to your immediate supervisor. **Internet radio and unauthorized video streaming is strictly prohibited!**

The district has a content filtering device in place; however, it is not foolproof. Please report any and all-inappropriate website URLs to the technology services supervisor immediately.

The technology department is making every effort to eliminate SPAM, however, SPAM, commercial or unrecognizable emails may get through. Please delete SPAM or unrecognized email **without** opening it. Some spam contains attachments that are actually viruses. Please do not open attachments that seem suspicious. **If you are expecting email from an outside source, please email Ben Kingsolver or Taira Chavira the email address so that it can be added to the district email white list.**

Do not download or install any software not approved by the district. Free downloads from the Internet may cause spyware and viruses to infect your system and others.

Always use IT Direct: <http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp> to report technical problems or requests. The tech liaisons and computers techs have been instructed to only work on technical requests if there is a work request submitted. These will be handled by priority and in the order that they are received.

PowerSchool/PowerTeacher problems should be reported through IT Direct using the problem type "Student Database". A work request submitted with the "Student Database" problem type will be automatically directed to Kathy Roselli, Director of Research, Technology and Accountability.

**Please be aware that you are responsible for backing up your own data. We recommend you back up important data to a flash drive often.** Flash drives are available for purchase from the BCS warehouse.

**Please support your tech liaisons. Keep in mind that they are teachers first. Normally a directive from them to you regarding professional development or technology is a directive from your administrator or the technology office.**

Questions or concerns may be answered through the Belen Consolidated Schools web page, <http://belen.schoolfusion.us/> or by contacting the technology office at 966-1125.

Thank you!