

Good Technology Practices Guide for Staff



Created January 12, 2015

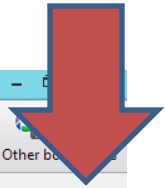
Good Technology Practices



"I don't know how my site keeps getting hacked. Everybody I give my password to says it's very secure."

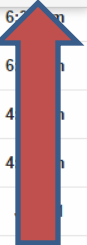
- Always logout of a website after use or when walking away from a computer.
- Lock your desktop/laptop/ipad when no longer using it.
- Change your password(s) regularly.
- Don't share your passwords with anyone including fellow staff members, substitutes, and friends.
- Turn off technology when not in use.

First, click "down arrow"



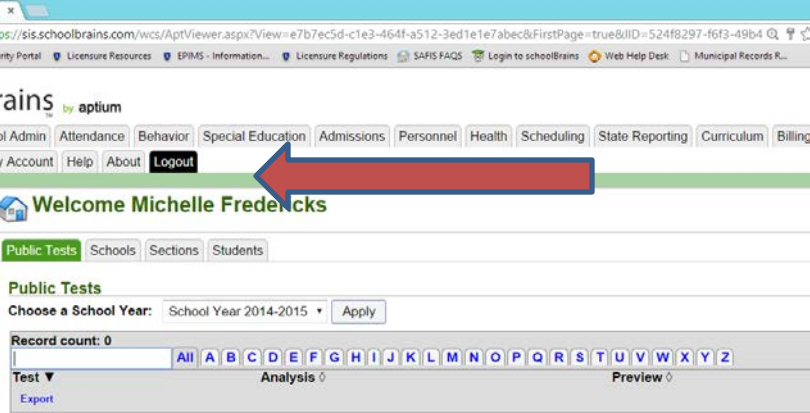
The screenshot shows a Gmail interface with a search bar containing 'in:spam'. The left sidebar lists folders like 'Inbox (451)', 'Spam (29)', and 'Google Calendar'. The main area displays a list of spam messages. In the top right, a dropdown menu is open, showing the user's name 'Michelle Fredericks', email 'mfedericks@westportschools.org', and a 'Sign out' button. A red arrow points to this button.

Then select "sign out"

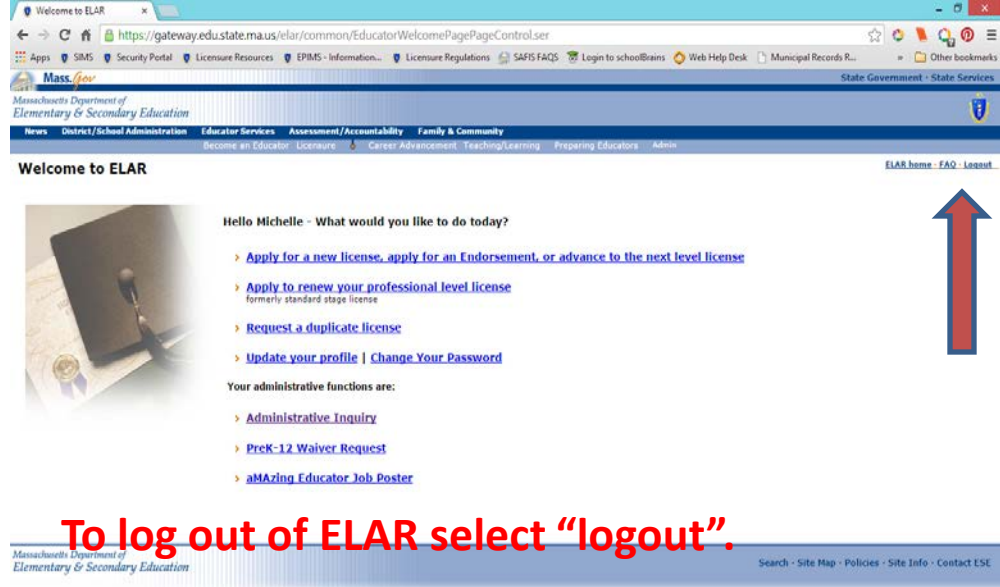


Logging out of email is easy.

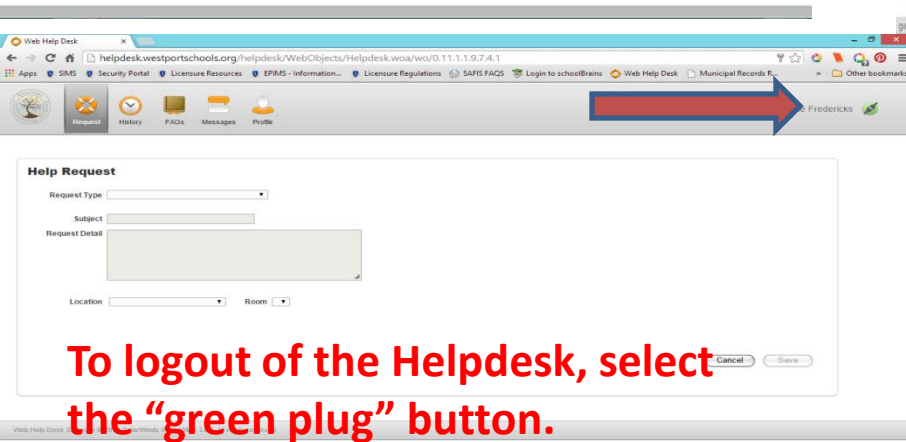
Click on your email address in the top right corner of the page and select "sign out".



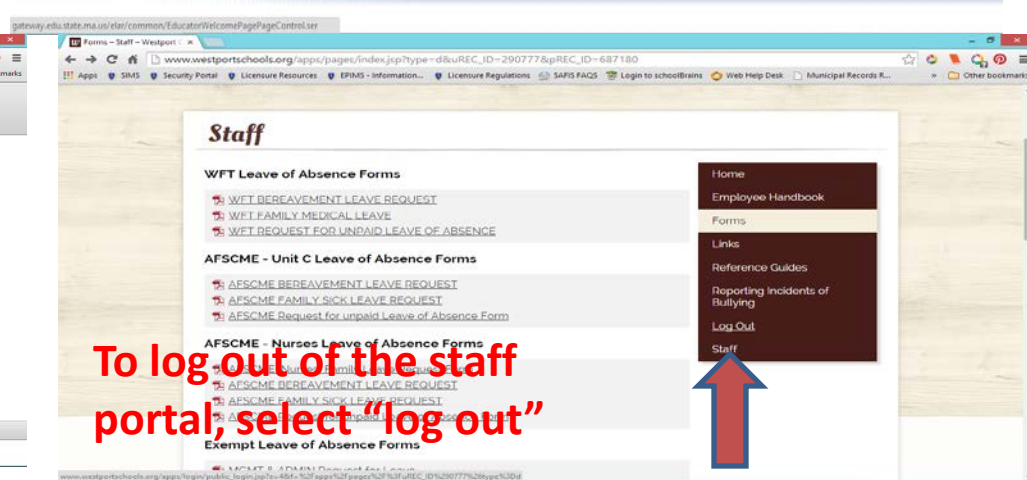
To log out of SchoolBrains, select "Logout".



To log out of ELAR select "logout".



To logout of the Helpdesk, select the "green plug" button.



To log out of the staff portal, select "log out"

Always remember to log out of each secure website!

Please log out of:

- SchoolBrains
- DESE Security Portal
- Email

• Staff Page on District Website

- Subfinder
- Protraxx
- Website Edit Page

• Helpdesk

- Edwin
- Etcetera...

Not Using Your Computer – Please Lock it!

When you are finished using your computer, please lock it. By holding down “ctrl” “alt” “delete” all at once, you can lock your computer. This will sign you out with out requiring you to turn the computer off.



Change your password often and NEVER
Share it with anyone (including fellow
employees or substitutes)

A password is like a toothbrush



Choose a
good one

Don't share it
with anyone

Change it
occasionally



To change your computer log in password hold down “ctrl” “alt” “delete” all at once and choose change password.



Need Help or Training?



- If you need further help or training please contact the technology department via Helpdesk, Email, or Phone!

Bob Nogueira, extension 4050 or
rnogueira@westportschools.org

Ed Newcomer, extension 4051 or
enewcomer@westportschools.org

Mickey Fredericks, extension 4052 or
mfredericks@westportschools.org