TECHNOLOGY SERVICES PRESENTS...

# The Technology Insider

**KEEPING YOU INSIDE THE TECHNOLOGY LOOP**

## In This Issue

## The Easy Button
### Simple Solutions

## TDAS Access from Home

TDAS is NOW available from home; however, due to the security issues, we have tightened up how the usernames and passwords work within TDAS, such as;

- Only one concurrent login per user.
- Users will be locked out of the system after several failed attempts to log in.
- Users must use Secure Login from home.

TDAS can be accessed from home by typing in the following URL:

https//tdas.tomballisd.net

If you notice, there is a "S" after the http, because TDAS must use an encrypted connection from home to prevent automatic hacking attempts.

TDAS is built with many advanced technology features which work best in Internet Explorer 7.0 and TDAS will not work properly with other browsers, such as Firefox, Safari, or Google Chrome.

## Technology Network Move and Outage

This summer, Technology Services will be moving into a new facility located behind its current location next to Klein's Supermarket. The move will involve the relocating of the entire network infrastructure from the current server room location to the brand new server room in the new facility.

The moving of the network will begin on June 11th at 4:30 PM, which will cause all of the applications that require network access to stop working until they are completely moved and set back up. Some of the applications that will be affected are: TDAS, e-SchoolPLUS, FinancePLUS, Teacher Access Center, Home Access Center, GroupWise (Both Internal and External), Internet, and Network Drive access.

The goal of Technology Services is to have all servers and switches back up and running with no problems by Monday June 15th; however, things do happen, so please be patient as we work to move the entire network as fast as possible.

## Technology Summer Re-Image Project

This summer, Technology will be working on a number of big projects and one of the projects that Technology will try to complete is to re-image every computer in the district.

**What does this mean and what do you need to do to prepare for this before you leave for the summer?**

Re-image is the process of removing all software on a computer and reinstalling everything. A re-image is necessary when operating systems become damaged or corrupted, if your system is plagued with spyware problems, or to resolve computer configuration issues. This means that when Technology re-images the computer this summer, any files left on the computer will be deleted and un-recoverable.

Technology needs you to make sure that you move any files you have saved on your computer to your H:Drive (Network Drive), a CD, or a Flash Drive. This means any files that you have saved on your desktop or anywhere else on your computer.

One item people normally do not think about is their Internet Explorer Bookmarks. I have included steps for Exporting your Bookmarks in Cindy Fowler's HelpDesk Tips on Page 3 of this newsletter. Steps for Importing and Exporting Bookmarks can also be found on the Technology Services section of the TISD website under HelpDesk & FAQ's under Internet Issues.

If you do not move your files, you will lose them; so please move any files on your computer to the proper location.

# Students Vote Online for TMHS Mascot/Colors

This year, 6th and 7th grade students at Northpointe Intermediate School (NIS) and Willow Wood Junior High School (WWJHS) had the unique opportunity to vote for the Tomball Memorial High School (TMHS) Mascot and Colors. However, this opportunity would be different, the final selection process was done completely online.

The online voting choices for Mascots and Colors were narrowed down by paper ballots the previous week. The same students at NIS and WWJHS circled on paper their favorite Mascot and Color from a list of roughly 15 different Mascots and 10 different color themes and the top 3 Mascots and Colors would be voted on utilizing the online voting system.

The online voting system was created by Technology Services to only allow students to vote who were in 6th grade at NIS and 7th grade at WWJHS since they would be the first two classes of TMHS. Students were required to enter their Student ID along with their Birth date to prevent unauthorized voting or multiple votes from one student. The system was also set up to tally the votes in order to prevent human errors in counting.

Wireless laptops were set up in the Library at NIS and classes were brought to the Library to vote. At WWJHS, students voted on wireless laptops through their English classes.

Once logged in, the students were guided through the voting process. The students were asked to select their favorite Mascot on screen one and the choices were; Tigers, Warriors, and Wildcats. On screen two, the students were asked to select their favorite school colors and the choices were; Blue-Gold, Blue-Silver, and Blue-White. The final screen listed the student's two selections and they were asked to submit their final vote. Once submitted, students could not change their vote.

At the May School Board Meeting, the School Board approved the Tomball Memorial High School Mascot to be Wildcats and the Colors to be Blue/Silver.

# Coming Soon: Employee Access Center

Tomball ISD is implementing a new system that allows employees to have access to their own personal and payroll information, Employee Access Center (EAC). The EAC will also allow employees to make changes on-line to their address and contact information as well as make adjustments to their W-4 tax withholding status. The information that is accessible includes the following:

1. Employee Information (address and contact information)
2. Salary and Benefits
3. Leave Information
4. Payroll Checks (history of your checks/direct deposits)
5. Deductions and Benefits

More information will be coming soon.

# Technology: Did You Know?...

Article from Wikipedia

**Classification of Laptops:**

The general terms "laptop" or "notebook" can be used to refer to a number of classes of small portable computers.

**By Purpose and Screen Size:**

**Desktop Replacement** – emphasizes performance, is less portable, 15" and larger screen;

**Standard Laptop** – balances portability and features, 13-15" screen;

**Subnotebook** – emphasizes portability, has fewer features, 13" or smaller screen;

**By Features:**

**Budget** – a cheap, lower-performance standard-sized laptop;

**Tablet PC** – Has a touch-screen interface, may or may not have a keyboard;

**Netbook** – A cheaper, smaller version of a subnotebook suited to Internet surfing and basic office applications;

**Rugged** – Engineered to operate in tough conditions (strong vibrations, extreme temperatures, wet and dusty environments).
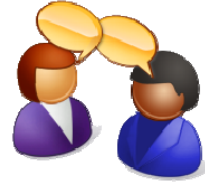
# How to Talk to Kids about Online Dangers

Information provided by the National Center for Missing and Exploited Children

According to the National Center for Missing and Exploited Children, Children reported that they receive sexual solicitations in chatrooms, while using Instant Messenger (IM), on E-mail, in game rooms, and on message boards. The following tips have been provided by the HDOP (Help Delete Online Predators) section of the Missing Kids website.

1. Prepare children for the online world just as you would for the real world.
   - Establish guidelines and rules.
   - Know who communicates with your children.
   - Learn about the Internet.
2. Familiarize yourself with the programs children are using.
   - Consider using Internet filters or blocks.
3. Place the family's computer in a common room where supervision and guidelines are met.
4. Limiting children's computer time is not enough to safeguard them on the Internet.
   - Talking about the benefits and dangers on the Internet and making sure children are making smart decisions while online is also important.
5. Explain to children that Instant Messenger (IM) is only for chatting with school and family friends who they know by face and are approved.
   - Make sure they can put a face to every screen name on their IM "buddy list."
6. Sixty Five Percent of incidents happen in chatrooms.
   - Reinforce that people are not always who they say they are when online.
   - Make sure children know how dangerous it is to give out personal information such as their name, mailing address or E-mail address.
   - Stress the fact that it is not safe to get together with someone they first "meet" online.

To learn more about protecting children from online predators, please check out the Help Delete Online Predator's website at http://www.missingkids.com/adcouncil/cpgn.html

# Technology Food for Thought in 2009

- You haven't played solitaire with real cards in years.
- You have a list of 15 phone numbers to reach your family of three.
- Leaving the house without your cell phone, which you didn't have the first 20 or 30 (or 60) years of your life, is now a cause for panic and you turn around to go and get it.

# Cindy Fowler's HelpDesk Tips

**Question:**
How do I export my favorites in Internet Explorer?

**Answer:**
Follow these steps on the computer that you're exporting your favorites from.

1. Open Internet Explorer.
2. Click the Add to Favorites button 🔅 and then click Import and Export.
3. In the Import/Export Wizard, click Next.
4. Select Export Favorites, and then click Next.
5. Select the favorites folder that you want to export. If you want all of your favorites, select the top level (Favorites) folder, otherwise, select the individual folder. Click Next.
6. By default, Internet Explorer creates a file called Bookmark.htm in your Documents folder. If you want to use a name other than Bookmark.htm or to store the exported favorites in a folder other than Documents, specify the new file and folder name.
7. Click Next. If you already have a file by the same name, Internet Explorer will ask you to replace it. Click Yes if you want replace the file or click No and type in a new file name.
8. Click Finish.

# Top Chat Terms Used Online

Information provided by the National Center for Missing and Exploited Children

With the popularity of real-time text-based communications, such as instant messaging, e-mail, Internet and chat rooms, came the emergence of a new language tailored to the immediacy and compactness of these new communication media. If you have ever received an instant message or text message that seemed to be written in a foreign language, the following list of the most commonly used acronyms used by teens will help you decipher the chat lingo.

| | | | |
|---|---|---|---|
| **KPC** | Keeping Parents Clueless | **NYOB** | None Of Your Business |
| **A/S/L** | Age/Sex/Location | **P&C** | Private & Confidential |
| **AATK** | Always At the Keyboard | **POS** | Parent Over Shoulder |
| **ADR** | Address | **RBTL** | Read Between the Lines |
| **AFK** | Away From the Keyboard | **RUMORF** | Are You Male or Female? |
| **ASLMH** | Age/Sex/Location/Music/Hobbies | **SO** | Significant Other |
| **ATST** | At The Same Time | **SorG** | Straight or Gay? |
| **BAK** | Back At My Keyboard | **TDTM** | Talk Dirty To Me |
| **BFN** | Bye For Now | **WAG** | Wild A** Guess |
| **F2F** | Face to Face | **WEG** | Wicked Evil Grin |
| **MOOS** | Member of the Opposite Sex | **WWY** | Where Were You? |
| **MorF** | Male or Female? | **WYCM** | Will You Call Me? |
| **MOSS** | Member of the Same sex | **WYRN** | What's Your Real Name? |
| **NIFOC** | Nude in Front of the Computer | **YDKM** | You Don't Know Me |

# Cyber Safe Self Assessment Quiz

Quiz provided by StaySafeOnline.org

The following website has an online quiz that checks how cyber safe you are by asking you several questions regarding your use of technology. Your responses are compared to other computer users and then additional information is given on ways to keep you safe.

http://www.staysafeonline.org/content/self-assessment-quiz

# Cyber Bullying and Harassment

Information provided by US Computer Emergency Readiness Team

Cyberbullying refers to the new, and growing, practice of using technology to harass, or bully, someone else. Forms of cyberbullying can range in severity from cruel or embarrassing rumors to threats, harassment, or stalking. It can affect any age group; however, teenagers and young adults are common victims, and cyberbullying is a growing problem.

How can you protect yourself?

- Be careful where you post personal information - By limiting the number of people who have access to your contact information or details about your interests, habits, or employment, you reduce your exposure to bullies that you do not know.

- Avoid escalating the situation - Responding with hostility is likely to provoke a bully and escalate the situation. Depending on the circumstances, consider ignoring the issue. Other options include subtle actions. For example, if you are receiving unwanted email messages, consider changing your email address. If the bully does not have access to the new address, the problem may stop.

- Document the activity - Keep a record of any online activity (emails, web pages, instant messages, etc.), including relevant dates and times. In addition to archiving an electronic version, consider printing a copy.

- Report cyberbullying to the appropriate authorities - If you are being harassed or threatened, report the activity to the local authorities. Law enforcement agencies have different policies, but your local police department or FBI branch are good starting points.