

The Easy Button Simple Solutions



Employee Access Center (EAC)

This is just a friendly reminder that Tomball ISD has set up an Employee Access Center for you, as an employee, to have instant access to information about the following:

- View and Update personal and tax information.
- View current salary and benefit information.
- View leave information.
- View deduction information.
- Print a copy of your payroll voucher.
- Print W-2's.

To access Employee Access Center, please go to:

<http://eac.tomballisd.net>

or

<http://tdas.tomballisd.net>
(Click on Employee Access Center)

Enter your username and password that you use to log into your computer or email.

Only available from inside the TISD network, not from home.

Regarding Payroll Checks. Copies of your Payroll Checks may be available in EAC before the funds have been made available to your bank.

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Windows XP & Office 2003 Support Ends

Microsoft is ending support for the Windows XP operating system and Office 2003 product line on April 8, 2014.

After this date, these products will no longer receive:

1. Security patches, which help protect PCs from harmful viruses, spyware, and other malicious software
2. Assisted technical support from Microsoft
3. Software and content updates

Computers operating Windows XP or running Office 2003 products will continue to work after support ends; however, Windows XP machines will be more vulnerable to malware than ever before, and users' personal and financial information will be at greater risk of compromise by identity thieves.

It is recommended that if you have a personal computer running Windows XP, you either upgrade to either Windows 7 or Windows 8, or purchase a new computer in order to receive proper support and updates from Microsoft.

What do I do if I cannot afford to upgrade to Windows 7 or Windows 8 at this time?

1. **Stop using Internet Explorer on Windows XP Computer.** If you use Microsoft's Internet Explorer, it's time to let go. Internet Explorer 8, the most recent version available for Windows XP, is already several generations old and will no longer receive security patches. Google Chrome will continue supporting Windows XP until at least April 2015.
2. **Stop Using Outlook Express or Outlook 2003.** Outlook Express fans might want to consider the Mozilla Thunderbird email client or shifting all email to a Web-based service, such as Gmail, Yahoo, or Microsoft's own Outlook.com.
3. **Keep your Anti-Virus updated.** If you don't have an Anti-Virus installed on your computer, please install one immediately. Make sure you check for Anti-Virus updates often, so that this will help mitigate any issues you might have with running an out dated Operating System.
4. **Update 3rd Party Applications.** Other browser plug-ins are also frequently targeted by attackers. Adobe Flash and Adobe Reader are particularly crucial, so keep them up-to-date. Modern versions update themselves automatically, but older versions didn't even check for updates.
5. **Be Careful on the Internet.** Be careful of the websites that you go to, as they might introduce viruses and malware to your computer.
6. **Back up Your Computer.** Back up any important files onto a Flash Drive or store them on a Flash Drive, as there is less chance of virus infection is left on a Flash Drive.

Computers are a lot less expensive that they were five years ago, so the best option is to either update your current computer to Windows 7 or Windows 8, or purchase a new computer. Some older computers may not be powerful enough to upgrade to Windows 7 or Windows 8, so purchasing a new computer may be your only option.

Be careful if you plan on staying with Windows XP and Office 2003 on your personal computer.

2013 Digital Facts

Around the World

- 2.7 Billion People are using the Internet.
- 750 Million Households are connected to the Internet.
- 6.8 Billion mobile-cellular subscriptions.
- 200 Million Users log onto Facebook daily.
- The average Facebook User spends over 700 minutes per month on Facebook.
- 400 Million Tweets are sent per day.
- A Billion Users visit YouTube each month.
- 6 Billion hours of video are watched each month on YouTube.
- 144 Billion E-mails are sent daily.

Setting Up Email on Personal Devices

In setting up your Smartphone or personal device to receive TISD email, please use the basic settings below used by the Tomball ISD e-mail server.

The settings below are to be used after the Email upgrade over the Christmas Break.

Please read your personal mobile device's user manual to determine how to setup your particular Smartphone or Personal Device.

Email Server:
Exchange ActiveSync

Exchange Server:
mail.tomballisd.net

Domain: tisd-ad.tomballisd.net

Email Address:
ex. johndoe@tomballisd.net

Username: ex: 12345
(Employee ID #)

Password: (Work Password)

Please check to make sure you have the appropriate data plan when connecting work email to your Smartphone.

NOTE: When connecting to TISD's e-mail system, please be careful when setting the device to automatically push e-mail to your Personal Device, as this can cause your Personal Device's battery to drain quickly.



Tomball ISD Technology Services

What are Chromebooks?

A Chromebook is a personal laptop running Chrome OS as its operating system. The devices are designed to be used while connected to the Internet and support applications that reside on the Web, rather than traditional software that resides on the machine itself. All the data is stored in the "cloud" accessed by an internet connection.



Some common questions about Chromebooks are:

Q. Can I install software; such as Microsoft Office, iStation, Photoshop, etc. on the Chromebook?

A. Chromebooks are built to access web or browser-based applications and do not support locally installed applications. You can only use the apps that are available in Google; such as Google Docs, Google Hangouts, Gmail, Scratchpad, and other apps.

Q. What is the battery life for a Chromebook?

A. The Chromebooks that are used in Tomball ISD have a battery that lasts roughly 6 - 7 hours on a single charge.

Q. What TISD Resources will work with the Chromebooks?





A. Most of the online systems that TISD currently use; such as: Aimsweb, ThinkCentral, WriteSource, Eduphoria, etc. work well on the Chromebook, because they are web-based resources.

Why Check Email Quarantine?

Tomball ISD's E-mail Quarantine System has been set up to filter e-mail that comes into TISD's network to help prevent viruses, malware, etc. from attacking our network or exposing employees or students to inappropriate e-mail content. TISD recommends that employees check their Quarantine e-mail at least once a day in order to respond in a timely manner, any e-mails that might possibly become Quarantined.

In order to prevent some e-mails from being Quarantined, you can release and trust senders.

To Release & Trust Senders, select the "Check-Mark" next to the desired e-mail. The text associated with that e-mail will turn **Blue**.

Actions	Sender	Subject
  	All	
  	N000000002F177C601168...	Important

Repeat step for each account you want to release and trust, then click **Commit**.

Key Information: Once you click Commit, it will ask you if you want to trust the Sender Email Address or All Senders in the Domain. Never click All Senders in the Domain, only select the Senders Email Address.

The e-mails will be released and the senders will be added to the Trusted Senders List. If you have any questions, the Technology HelpDesk can help you with this process at 281-357-3052 ext. 4001.

Reasons to Update Your Website

Websites have become one of the best tools for communicating with people in the community and even potential community members. Tomball ISD's website receives more than 1 million hits a year from inside and outside the District and keeping the information on the website up to date is critical. Some of the reasons for updating online content are:

- **Anyone, Anywhere, & Anytime:** A reason for having a website and keeping it up to date is your District or Campus information can be accessed by anyone, no matter where they are or what time of day it is. The internet is online 24 hours a day, 7 days a week, 365 days a year. So even if school is closed, your website is open!
- **Easy Access To Information:** With a website, community members, family and friends can easily access information about your District or Campus. They can see what is going on, important information, your location and much more. Whatever you decide to tell them, they can find it with a few clicks of a mouse. Be proud of what is going on at your District and Campus by posting news articles regularly.
- **Maintain Your Content:** Consider going over existing pages to verify the information on your website is up-to-date. Delete information that's not relevant. Give people a reason to come back to your website, because they know that your website will be updated often.

If you need help with your Departmental or Campus websites, please contact HelpDesk at Ext. 4001.

Copyright in Education - Fair Use

Information from www.copyright.gov

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include —

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors. The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- a. A chapter from a book
- b. An article from a periodical or newspaper
- c. A short story, short essay or short poem, whether or not from a collective work
- d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- a. The copying meets the tests of brevity and spontaneity as defined and,
- b. Meets the cumulative effect test as defined and,
- c. Each copy includes a notice of copyright

How Much Digital Media Can I Use?

Information and Permission from www.carolsimpson.com

NOTE: The amounts shown below apply to how much may be used by a teacher or student from one source during a semester or term.

Images:

- Up to five images from one artist/illustrator/photographer
- 15 images or 10% (whichever is less) from a source with images from many artists/illustrators/photographers

Music:

- Up to 30 seconds or 10% (whichever is less) of a musical work
 - * May be combined from different sections of work
 - * Includes music and lyrics
 - * Includes music video
 - * No prohibition on looping
- May not change fundamental melody or basic character

Video:

- Up to 3 minutes or 10% (whichever is less) of a video.
 - * Music video is controlled by the Music limits

Text:

- Up to 1000 words or 10% (whichever is less) of textual material from one source
 - * Does not need to be continuous material
- A poem up to 250 words
 - * May use it all
 - * No more than three poems by one poet
 - * No more than five poems from a single anthology
- A poem over 250 words
 - * May use up to 250 words
 - * Does not need to be continuous material
 - * No more than three poems by one poet
 - * No more than five poems from a single anthology



What is Digital Citizenship?

Information from www.digitalcitizenship.net

Digital Citizenship was created to help students, parents, teachers, and District Administrators understand what everyone should know about the appropriate and responsible use of technology in a growing digital world. It was also developed to help prepare technology users for a world full of technology.

- Respect Yourself/Respect Others
- Educate Yourself/Connection with Others
- Protect Yourself/Protect Others

The Nine Elements

Information from www.digitalcitizenship.net

The nine themes of Digital Citizenship are as follows:

1. **Digital Access:**
Full electronic participation in society. Committed to equal digital access.
2. **Digital Commerce:**
Electronic buying and selling of goods. Become effective consumers in the digital economy.
3. **Digital Communication:**
Electronic exchange of information. Communicate with everyone in a respectful manner.
4. **Digital Literacy:**
Process of teaching and learning about technology and the use of technology. Teach others how to use the digital resources at hand.
5. **Digital Etiquette:**
Electronic standards of conduct or procedure. Act appropriately while using the digital resources.
6. **Digital Law:**
Electronic responsibility for actions and deeds. Know the laws regarding digital theft.
7. **Digital Rights & Responsibilities:**
Those freedoms extended to everyone in a digital world. Help define how digital resources are used in a digital world.
8. **Digital Health & Wellness:**
Physical and psychological well-being in a digital world. Understand the inherent dangers of technology.
9. **Digital Security:**
Electronic precautions to guarantee safety. Learn how to protect yourself and your information from the outside world.

Got Questions? TISD Technology Contacts...

Have you ever wondered who to contact when you have a problem with some form of technology in Tomball ISD?

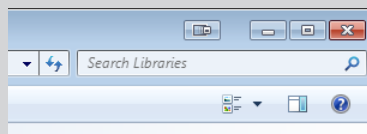
Computers, Laptops, & Monitors	Place a Work Order in Eduphoria HelpDesk System
Classroom Projectors	Place a Work Order in Eduphoria HelpDesk System
Printers & Scanners	Place a Work Order in Eduphoria HelpDesk System
Wireless Network	Place a Work Order in Eduphoria HelpDesk System
Login Issues (Network, TDAS, etc.)	Technology HelpDesk at 281-357-3052 ext. 4001
Outlook, TDAS, & Quarantine E-mail	Technology HelpDesk at 281-357-3052 ext. 4001
Technology Purchases	Michelle King or Tom Brawley
Eduphoria User Security	Tom Brawley
Texas Star Chart	Tom Brawley
Project Share	Tom Brawley
Workshop, Discovery Streaming, & TeacherWeb	Campus Trainers or Dianne Tidwell, Michelle Barber, Tina Niemann, or David Becker
Airliners / Bluetooth	Campus Trainer & Eduphoria HelpDesk System
SMART Notebook Software & Airliners	Campus Trainers or Dianne Tidwell, Michelle Barber, Tina Niemann, or David Becker
Google Docs	Campus Trainers or Dianne Tidwell, Michelle Barber, Tina Niemann, or David Becker
CurricuPLAN / Aware / Forethought Issues	James (Chris) Scott & Dr. Joan Slater
e-SPED Issues	Keri Williams
Child Nutrition Point of Sale Account	Campus Café Mgr. or Whitney Johnson
PEIMS, Website Updates, TDAS,	Tom Brawley
Home Access Center, Teacher Access Center	Tom Brawley
eSchoolPLUS, eFinancePLUS	Tom Brawley

Searching for File Types?

Have you ever wanted to search for all files of a certain file type, or even wanted to search for multiple file types on your computer? The instructions below will show you how.

Search for Single File Type:

1. Open your Windows Explorer or click on any folder where you want to search.
2. At the top-right of the window, is a "Search Libraries" section.
3. In the Search Libraries section, type the following:
type an Asterisk *, followed by a Period ., then the file type.
Below is an example search:
*.docx



Search for Multiple File Types:

1. Open your Windows Explorer or click on any folder where you want to search.
2. At the top-right of the window, is a "Search Libraries" section.
3. In the Search Libraries section, type the following:
type an Asterisk *, followed by a Period ., then the file type, followed by a Capital OR, then repeat with new file type. Below is an example search.
*.ASF OR *.AVI OR *.MPEG OR *.MPEG4 OR *.MPG OR *.MOV OR *.WMV OR *.RM

Using the Capital OR between each file type, allows the search to look for more than just one type of file. This example search will search for all video files with these extensions.

Technology Contacts

Technology Services Director
Tom Brawley

Administrative Assistant
Michelle King

Mgr. Desktop/Network Services
Thomas Cranshaw

Network Administrator
Chris Montgomery

Network Administrator
Twila Rank

Computer Technicians
Cindy Fowler
David Eikenberry
Lee Dang
Lance Cooper
Regan Frazier
Kyle Horton
Larry Bain
Jason Craig

Technology HelpDesk
Ryan Hood

Mgr. Information Services
Jason Curry

Administrative Assistant
Arlene Knobloch

PEIMS Administrator
Joan Deleon

Programmer
Robert Aldridge

Data Management Specialist
Tina Deleon

Data Management Specialist
Henrietta Goncalves

Instr. Technology Director
Dianne Tidwell

Instr. Technology Specialist
Tina Niemann

Instr. Technology Specialist
Michelle Barber

Instr. Technology Specialist
David Becker

