TECHNOLOGY SERVICES PRESENTS...

# The Technology Insider

KEEPING YOU INSIDE THE TECHNOLOGY LOOP

## The Easy Button

## Changing TISD Passwords

As the new school year begins, we know there may be times, when you might need to change your password or even yet, you may have forgotten your password.

Tomball ISD h as created a self-service password ret system for employees to use when the time arises.

This new system will save you time from having to call the Technology HelpDesk and have them reset your password, because every employee will be able to reset the password themselves.

To reset your password, follow these steps:

- Go to http://eac.tomballisd.net.

- Click  the link below "Need help with your password?"

- Enter all information that is required and follow each step.

Once this is done, your password will be changed.

## Quarantine E-mail: Check Daily, & Trust Senders

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**.

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

| Actions | Sender | Subject |
|---|---|---|
| ✅ ❌ ✔️ | All | |
| 🔍 ➡️ ✅ ❌ ✔️ | N000000002F177C601168... | Important |

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.

## Content Filter Override System...

Technology Services has enabled the Fortinet Content Filter Override System, so that TISD employees can override certain blocked websites for legitimate instructional purposes and for educational research.  Not all sites can be overridden using this system.

Tomball ISD does not allow the overriding of the content filter for websites that fall into the following categories:

| | | |
|---|---|---|
| Pornography and Adult Materials | Social Networking | Dating and Personals Sites |
| Hacking and Games | Instant Messaging | Internet Radio |
| Peer-to-Peer File Sharing | Phishing | Spyware, Malware, and Viruses |
| Occult | Illegal or Unethical | Drugs, Alcohol, and Tobacco |
| Proxy Avoidance | Plagiarism | Freeware and Software Downloads |

If a website falls into one of these categories and needs to be unblocked due to its educational relevance, please submit an "Unblock Website Request Form"; which can be found in TDAS Document Library and Technology Forms.

The instructions for overriding the content filter is located in TDAS Document Library under "How To Documents."

## SMART Notebook Update...

Hopefully you all upgraded your SMART Notebook Software to version 10.8 and installed Format Factory in early September.

The SMART Notebook update added the following new features.

- A new Calligraphic pen tool shows up when the SMART Airliner is on or the computer is connected to a SMART board. This pen smoothes your writing and drawing and produces lines of varying thickness

- The Page Sorter's appearance and usability is enhanced. Previously, the first page of each group was numbered 1. Now pages are numbered sequentially across groups in a .notebook file.

- If gray bars appear on the sides of the page in Full Screen view, you can change the zoom level to the page's width to hide them.

- There is now a SMART Exchange button on the tool bar that will take you straight to the SMART Exchange to download lessons that are already made.

- You can contribute your own content to the SMART Exchange website through the new File >Share on SMART Exchange option.

- You will be asked if you want to optimize your pictures that you take with the Capture (camera) tool or copy and paste into your .notebook file. This will reduce the .notebook file size and the file will open and run more quickly.

- You can clear digital in objects from a page while keeping all other objects using the new Edit > Clear Ink from Page option. You can also add this tool to your tool bar by right click the tool bar and dragging the tool to your toolbar.

## SMARTer Learner Program Update

Over the past 2 years TISD has put in about 300 SMART boards. Teachers participating in the SMARTer Learning Program received a SMART board, a book, and a hand pointer. Participants attended a two day summer training session and also attend two half day sessions during the year. We encourage participants to form user groups on their campuses to support each other, to share ideas and lessons. We are very proud of our SMARTer learning participants and can't wait for others to join in on the fun with interactive learning.

Also, over the past 3 years we have provided training on the SMART Airliner/Slate. About 95% of our teacher have SMART Airliners/Slates and have attended our 6 hour training session. We are offering another training opportunity on Saturday, October 22. If you do not already have an Airliner/Slate OR you just want to have a refresher you are welcome to attend. Go to Eduphoria and then workshops to sign up.

## Format Factory Update

The Format Factory application you installed as part of the SMART Notebook Update in September is a software tool that can convert most media files into different file types. For example, if you have a .wav audio file and want to change it to an .mp3 file so that it will play in notebook, Format Factory is the software to use! If you have a flip camera format factory will take the video clips and format your video clips into a usable format so that you can use Movie Maker and other video editing software. You will no longer be stuck with using the software that came with the camera.

## TISD Has Gone Google

This summer we announced that we were going to start the first phase of TISD Gone Google across the district with free access to Google Apps Education Edition for all teachers and students. We have named this collaboration project *"Tomball Schools Apps Community"*. Throughout the summer we trained over 200 teachers on the basics of Google Apps. The training was a three hour course and every teacher learned how to access the community, what was available for phase one and how to use these tools in the classroom as well as tips on training their students in the fall/spring semester.

**Tomball Schools Apps Community** allows all teachers and students have the opportunity to be connected to a common e-mail, calendar system, cloud collaboration tools (Google Docs, Google Sites) and multimedia tools (Google Video for Education) that will enable them to work together and learn more effectively. The entire education community is free. All services are hosted by Google and are available to users via any internet-connected computer and many mobile devices. Google Apps includes the following services:

- Gmail - provides gigabytes of email storage, highly effective spam filtering and powerful search features. Teachers and students can only email those with the same domain (@tomballschools.net)

- Google Calendar - allows easy coordination of work or class schedules, meetings and events online;

- Google Video - online video private to a school's domain

- Google Docs - allows users to create and collaborate on documents, spreadsheets, presentations, forms, and drawings in real-time as well as upload and share any file type. As well as a place for students to turn in assignments to their teachers.

- Google Sites - develop and customize rich websites and embed Google Docs, Google Calendars, videos, and other media – no HTML required.

- Google Groups - create mailing lists and discussion forums allowing students and teachers to easily and efficiently sharing documents, calendars, sites, and media with specific groups.

If you haven't been to training, please look for our training dates in Eduphoria Workshop.

# What is P.E.I.M.S?

The Public Education Information Management System (PEIMS) encompasses all data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information. PEIMS is reported to TEA 4 times per year. District funding is calculated using the data reported to PEIMS; therefore, the accuracy and efficiency of collecting PEIMS data is critical to the future of TISD.

Everyone plays a part in PEIMS, even if they are not keying data into a computer. Every staff member in the district is reported as part of PEIMS each year, as mandated by the Texas Legislature. Selected PEIMS Data is available to the public at **http://ritter.tea.state.tx.us/adhocrpt/Standard_Reports.html**.

# What is SQL?

SQL is the abbreviation of structured query language, and pronounced either see-kwell or as separate letters. SQL is a standardized query language for requesting information from a database. The original version called SEQUEL (structured English query language) was designed by an IBM research center in 1974 and 1975. SQL was first introduced as a commercial database system in 1979 by Oracle Corporation.

Tomball ISD presently operates over a dozen large scale SQL databases which contain information on everything from textbooks and purchases to students and staff. Nearly every information system operated in TISD uses an SQL Server to store data.

# 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 David Hendricks in Information Services at Ext. 4001.

# Social Networking and Security Practices

Information from US-CERT—United States Computer Emergency Readiness Team

Social networking services offer unique risks, and you can minimize these risks by adopting good security practices.

1. Use strong privacy and security settings – Take advantage of the security options provided by social networking services. When choosing appropriate options, err on the side of privacy to better protect your information. These services may change their options periodically, so regularly evaluate your security and privacy settings, looking for changes and ensuring that your selections are still appropriate.

2. Avoid suspicious third-party applications – Choose third-party applications wisely. Look for applications developed by vendors you trust, and avoid applications that seem suspicious. Limit the amount of information third-party applications can access.

3. Treat everything as public – The best way to protect yourself is to limit the amount of personal information you post to these services. This recommendation applies not only to information in your user profile, but also to any comments or photos you post. It is important that you consider information that you post about yourself and about others, particularly children.

4. Share only with people you know – Although many users seek to establish as many contacts on these services as possible, consider sharing personal information only with people you know. If you expand your contacts beyond people you are sure you can trust, check the service's settings to see if you can group your contacts and assign different levels of access based on your comfort level. Attackers may adopt different identities to try to convince users to add them as contacts, so try to confirm that contacts are who they claim to be before giving them access to your information.

## Copyright in the Classroom

**What is copyright?**
Copyright is the legal protection granted to the creator of an original work of authorship fixed in a tangible form.

**How long does copyright last?**
For works created on or after January 1, 1978, these terms apply: In the author is an individual, the term is the life of the author plus 70 years.

**Why is it important to know about copyright?**
Although copyright law includes a "fair use" provision for the educational use of copyrighted material, the law does not grant special privileges to educators. Teachers need to understand the limits of "fair use" in order to avoid violating the law inadvertently, and to be sure that their use of copyrighted material in the classroom sets a positive example for students.

For teachers, the most important concept in copyright law is probably fair use. This is a provision in the U.S. Copyright Act that allows for reproduction of copyrighted works without the copyright owner's permission under certain specific circumstances, including when the work is being used for "teaching, scholarship, and research." But "fair use" is not a permission slip allowing teachers and students to copy anything any time they want. The law sets four criteria for determining whether unauthorized use of copyrighted materials can be considered "fair":

1. Is the material being used for commercial or for nonprofit educational purposes?

2. Is the material merely factual or a work of talent and imagination? Outdated or still available?

3. What proportion of the material is being copied?

4. What is the effect on the potential market value of the material?

All four of these criteria must be considered before unauthorized use of a copyrighted work can be considered "fair".

# Technology Tips

## Got Questions? 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 | Lisa Sterle or Tom Brawley |
| Eduphoria | Tom Brawley |
| Texas Star Chart | Tom Brawley |
| Project Share | Tom Brawley |
| Discovery Streaming, & TeacherWeb | Campus Trainer and/or Liz Grant & Michelle Barber |
| Airliners / Bluetooth | Campus Trainer & Eduphoria HelpDesk System |
| SMART Notebook Software & Airliner | Dianne Tidwell, Liz Grant, or Michelle Barber |
| Google Docs | Dianne Tidwell, Liz Grant, or Michelle Barber |
| CurricuPLAN / Aware Issues | James (Chris) Scott & Dr. Joan Slater |
| e-SPED Issues | Kendra Wiggins |
| Child Nutrition Point of Sale Account | Campus Café Mgr. or Matt Antignolo |
| PEIMS, Website Updates, TDAS, | David Hendricks |
| Home Access Center, Teacher Access Center | David Hendricks |
| e-SchoolPLUS, FinancePLUS | David Hendricks |

## Installing Toolbars: Be Careful...

Many of you may have installed a toolbar for Internet Explorer or some other browser and never realized it. Installing toolbars for internet browsers; whether on purpose or by accident can lead to a number of issues with your computer.

What is a toolbar you may ask. A toolbar is an add-on to an internet browser. In most cases it adds another bar at the top of your browser window, typically below the URL window. A toolbar may contain a search box, links, menus or other features. There are thousands of different toolbars out there, the most common come from Google, Bing (MSN) and Yahoo.

Toolbars can lead to your private information being released, because many of the toolbars track your every movement while browsing the Internet. Toolbars can negatively affect the performance of your computer as well.

Toolbars can be installed by downloading them from the Internet and personally installing them; however, many of them can be installed while you are installing other software. When installing software, please read each screen, because that is how many toolbars are installed. Most browsers come with built-in search tools, so there is really no need to install the extra toolbars.

Removing a toolbar is easy to do when using the Windows Add/Remove Programs Utility.
1. Click the "Start" menu,
2. Click the "Control Panel"
3. Double Click the "add/Remove Programs" option,
4. Locate the name of the toolbar in the list and follow the prompts to remove it.

## Technology Contacts

**Technology Services Director**
**Tom Brawley**

**Administrative Assistant**
Lisa Sterle

**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
Robert Aldridge

**Technology HelpDesk**
Larry Bain

**Information Services Director**
**Cam Hendricks**

**Administrative Assistant**
Arlene Knobloch

**PEIMS Administrator**
Joan Deleon

**Web Application Developer**
Jason Curry

**Data Specialist**
Tina Deleon

**Gradebook Specialist**
Savilla McEntire

**Instr. Technology Director**
**Dianne Tidwell**

**Instr. Technology Specialist**
Liz Grant

**Instr. Technology Specialist**
Michelle Barber