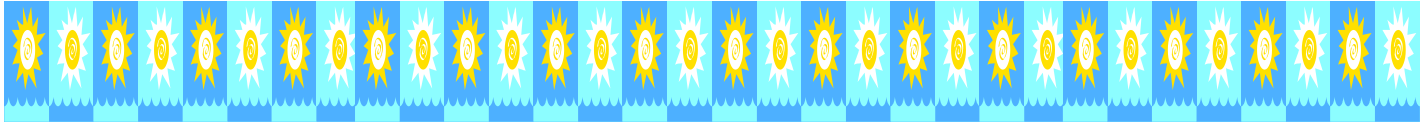


Building Tech Contact Trainings

April/May 2007



Reorg -

- Meet the new IT Micros
- IT/Ed Tech Roles and Responsibilities (Draft)
- BTC Responsibility Roles (Draft)

End of Year Server Clean Up -

- Staff_Shared - Responsibility of the staff to clean up
- Student_Shared - Responsibility of the staff to clean up
- Class Groups - Will be deleted. Teacher is responsible for backing up any data that they want saved.
- Home Directories - We highly recommend that a help desk ticket be called in to have all student home directories deleted over the summer. Any staff that would like to archive student projects should follow directions on the Student Portfolio Backup directions.
- Staff Backup - Staff responsibility Please stress to your staff the importance of backing up all data that they want to keep.

Summer Checkout

- Summer Accounts
- Equipment Check-Out Form

Computer Order - Final order of the year runs 4.23.07 - 5.15.07
List item is on CIO website. <https://home.asdk12.org/CIO/>



To Share with Building Staff:

- Responsible Use of Technology - Presentation
- Internet Usage Guidelines -
<http://www.asdk12.org/internet/inetguide/index.asp>
- World Book Online - Access to World Book Online is available to all ASD networked computers (ie. behind the fire wall) without use of any sign on or password. Only if students or staffs want to access it from home or some other non-ASD networked location is a password required and currently ASD librarians provide that to students at the beginning of the year and as needed through out.
<http://www.worldbookonline.com>