

# TSS Newsletter

GULFPORT SCHOOL DISTRICT—TECHNOLOGY SUPPORT SERVICES

## DISTRICT TECHNOLOGY PROCEDURES

- District e-mail is for district/school business. Avoid using district e-mail for personal business. Free e-mail accounts for personal use are available at <http://mail.google.com>.
- When sending district e-mail within the district, always include your school or department initials in the subject line. **Subject:** (TSS) Technology Training
- Keep your e-mail cleaned out. Each user has a 100 megabyte quota for their e-mail account. Avoid saving pictures, graphics, powerpoints, flipcharts, etc. in your e-mail because saving those items in your e-mail will quickly reduce your available e-mail storage space.
- Save important e-mails to your local machine.
- Do not connect personal laptops to the district network. Do not connect district laptops to district networks once they have been connected to other networks until they have been scanned by Technology Support Services. Doing so makes our network vulnerable to viruses and attacks.
- If you have a computer problem or issue, please put in a work order. Each school/department/site has someone designated to place technology work orders.
- We have installed a new web filter called Websense. If you would like a website unblocked, please put in a work order to do so. Just copy the website address and paste it in a word document to submit to the person in charge of submitting work orders to ensure accuracy.
- Always logout or sign out after logging into web-based programs such as e-mail. Don't use the auto login feature - don't allow the computer to save your login name and password. You can disable this feature and delete the saved information. To do so in Internet Explorer 8, open Internet Explorer 8 and select the Tools menu. Then click on the Content tab. Under the Autocomplete option, click on Settings. Then, uncheck the Forms box and uncheck the User names and Passwords on Forms box. Finally, click on Delete Autocomplete History.
- When you are not using your computer, please log off or lock your workstation. To log off, click on the start or window button in the bottom left hand corner of your screen and click the shutdown arrow. Then, select Log Off. To lock your workstation, depress ctrl+alt+delete and select Lock this computer.
- Log off of your computer and shut it down at the end of the day. This saves electricity and protects your computer from network attacks.
- Be sure to shut down your Promethean board (projector) when it is not in use for 30 minutes or more. This helps to preserve the projector bulb. These bulbs cost \$300-\$400.
- All technology purchases must be approved (signed) by Technology Support Services. Software - Tracy Daniel and Hardware - Jack Wittmann.

We are on the web at [http://www.gulfportschools.org/TSS/Tech\\_Support\\_Services](http://www.gulfportschools.org/TSS/Tech_Support_Services)

### Upcoming Technology Training

**September 25, 2010 - Promethean Day 1 and Microsoft Excel**

To register for 1 of the sessions, go to the Staff Center page, click on the Technology Training Dates link, and download the registration form.

