

# TSS Newsletter

GULFPORT SCHOOL DISTRICT—TECHNOLOGY SUPPORT SERVICES

## COPYRIGHT INFO FOR EDUCATORS

According to Carol Simpson, author of *Copyright for Administrators* (2008)...

- **DO** make sure that all audio/visual (AV) material shown to students directly relates to the curriculum.
- **DON'T** show films or videos for reinforcement or reward. Movies for such performances may be rented by paying a public performance fee from suppliers such as Movie Licensing USA. Video rental stores cannot authorize you to give public performances.
- **DON'T** copy commercial computer software, except to make an archival (one that isn't used) copy.
- **DO** keep receipts and purchase orders for all videos and computer software.
- **DON'T** copy cartoon or TV or film characters for decorations, bulletin boards, or handouts.
- **DO** use home-recorded videos within 10 days of taping according to Fair Use guidelines.
- **DO** write for permission to retain recordings of useful programs.
- **DO** remember that the person who pushes the button is liable. So is the principal who knows copyright is being violated.
- **DON'T** apologize for obeying federal law. A free copy of the law can be obtained by visiting the Copyright Office Web site for a copy of Circular 92.

*-The New Rules of Copyright - Tech & Learning (11/6/08)*

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### JANUARY 2010

#### Tech Training Dates

- \* January 30 - Photostory 3
- \* February 27 - Promethean Filling in the Gaps
- \* March 20 - Word Intermediate

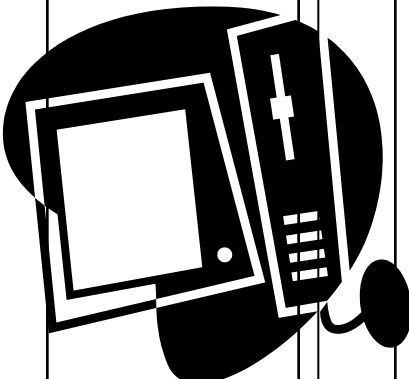
## TeachUp! Interns in the News

"TeachUp! Brings technology to Coast classrooms" was an article published in the Sun Herald on Monday, November 30th. The article describes how schools across the Gulfport School District have access to college students and graduates who help them learn about different types of technology. Each of our schools has a

TeachUp Intern assigned to assist teachers on a daily basis. The article discussed how Candace Meaut, an intern at Pass Road Elementary, assists her teachers with finding types of technology that can be used to make teaching and learning easier. She has taken teachers' lesson plans and found technology programs

to assist the teachers with their goals and found new programs that are available for the teachers, which can assist them in organizing Web sites. The TeachUp Intern program has assisted teachers with integrating technology in their classrooms.

*Debra Worthy  
Instructional Tech. Specialist*



## TECHNOLOGY SUPPORT SERVICES

2014 Pass Road  
Gulfport, MS 39501

Tel: 228.865.4671  
Fax: 228.865.1930

Terri Burnham  
Technology Director

Hope Redmond  
Secretary

John Belham  
Clint Lowry  
Jonathan Geiselman  
Rick Herro  
Network Engineers

Tim Masters  
David Triggs  
Computer Technicians

Bill Wittman  
Jack Wittman  
Glen Baker  
Telecommunications

Tracy Daniel  
Debra Worthy  
Technology Trainers



### DID YOU KNOW...

That technology purchases must be approved by signature of the technology director. For more information, please contact our office at 228.865.4671.

## E-MAIL SECURITY TIPS

Because e-mail is an important part of our jobs, it is important to understand some of the dangers that exist.

Email can be forged and snooped easily if the user assumes that the email is legitimate. Do not assume the mail you received was from whoever sent it. If you get mail that appears to be from a bank, a government agency, eBay, PayPal, or any legitimate business where you have to fill in personal information, it is likely a scam. Your personal information will travel across the Internet unprotected and can be read or hijacked. Your best defense is wariness. Don't click on a link in an e-mail message unless you were expecting it. And never send sensitive information, especially account numbers, credit card numbers, and usernames/passwords, in e-mail replies. No legitimate site will ever ask you to do so.

*Rick Herro, GSD Email Administrator*

## Virus, Spyware and Adware Defense

**Anti-virus software** - Install anti-virus software on all of your computers, and ensure they are kept up to date. Because new viruses can spread very quickly, it is important to have an updated anti-virus in place. All anti-virus solutions can be automatically updated, ensuring the latest virus and spyware protection is in place against the latest threats even when your office is unmanned. Many of these anti-virus programs require a subscription so make sure you remember to renew **BEFORE** it expires so there is no lapse in protection.

**Software patches** - Many software vendors issue patches to fix security issues. For instance, Microsoft has the Windows Update utility. This utility goes out to a Microsoft server and compares available updates to updates you have on your system. These system updates are a critical step in preventing viruses, spyware and adware.

**Filtering** - Consider filtering potentially malicious emails with junk filters as this can provide a level of pro-active protection

against new threats. Outlook for instance has the ability to screen incoming e-mail for file types or words. It takes a little time to setup, but worth it is worth it.

**Block file types that are often virus carriers like EXE, COM, PIF, SCR, VBS, SHS, CHM and BAT file types.** It is unlikely that your organization of friends will ever need to send files of these types to you.

**Block files with more than one file type extension** - Some viruses attempt to disguise their true executable nature by using "double extensions". Files such as LOVE-LETTER.TXT.VBS or ANNAKOURNIKOVA.JPG.VBS may appear to be ASCII text or a harmless graphic to the inexperienced.

**Last but most important** - If you don't know who it is that just send you the e-mail **DON'T OPEN IT!**

Have a topic you would like covered email me at:  
jonathan.geiselman@gulfportschools.org.  
(I filter my e-mail....)

*Jonathan Geiselman  
Network & Security Engineer*