

Backup Procedures

User folders and school computers are for school related programs and files. Current pictures of school activities if so desired and needed should only be stored for 1-2 weeks, **NOT 1-5 YEARS!** Files which are no longer needed for school related business from one year to the next should be saved on CD or DVD if you wish to keep them. For example templates, tests, powerpoints, and documents that you use every year can be kept in your user folder, but student work product from one year to the next should be saved to CD or DVD if you wish to archive them.

BACKUP BEFORE YOUR HARD DRIVE CRASHES!

BACKUP BEFORE YOUR FILES GET INFECTED BY A VIRUS

BACKUP NOW WHILE YOU CAN!

**BACKUP NOW, BEFORE IT
DOES NOT WORK!**

**IF A COMPUTER CRASHES,
FILES ON THAT COMPUTER
WILL BE LOST!**

**IF FILES GET INFECTED BY A VIRUS,
FILES ON THE INFECTED COMPUTER
WILL BE DELETED!**

Repair and Onsite Request

Repair of computers is available at our technology repair center at the central office. It is assumed when the equipment is brought in that all data has already been backed up and understood that we are **NOT** responsible for any data.

BACKUP NOW, BEFORE IT DOESN'T WORK!

Onsite technology assistance is available by filling out an online form located on the technology page. Technicians visit each school once a week. A link to the visiting schedule is listed on the technology page



The Big Picture

Vermilion Parish Technology
Department

Antivirus Procedures

NEVER, NEVER, NEVER open an attachment that you are not expecting, no matter who it comes from!

If you get an attachment from your supervisor and he or she did not tell you they were sending it, call or email them to be sure it is not a virus. If your friend gets a virus, the virus may find your name in their email program and send the virus to you. Banks, IRS, FED EX emails may contain new virus or spyware that our filter has yet to detect. It usually takes a day or two for the filter to trap new virus or spyware that emerges.

BACKUP NOW – Think twice about opening that file! The technology department will remove the virus by wiping your computer clean. Any stored data will be deleted. If you backup the infected data, it will return when you get your backed up files!

LightSpeed Security Agent Microsoft Updates

Lightspeed Security Agent is the antivirus program for our computers. Please run the full scan every 2-3 weeks to check for viruses. Also check for Microsoft windows updates and be sure to “Install Updates” whenever they are available before shutdown.

Change Your Password

All network passwords can be changed by logging in to a computer with that account and then pressing <CTRL><ALT><DELETE>. When the <CTRL><ALT><DELETE> buttons are pressed a screen will pop up. On this screen there is an option to change your password. This will only change the account that is logged onto the computer. Once you change your password you will have to use this password every time you log onto a computer.

USE and PURPOSE of ACCOUNTS

Students and teachers are given user accounts so that they may safely and securely save their work to network drives. These user accounts (S: for Students, T: for Teachers) are only accessible by the account holder with the correct password at login. It is therefore necessary to keep these passwords secure at all times. No one should know your password. If it is somehow discovered, then you should change it **immediately**.

The user accounts will now be mapped directly to the users folder and not the share. In years past, one had to open the user folder and then find their account among all the other accounts. The new servers are capable of mapping straight to the folder. Thus saving to the T: drive for teachers will save directly into their folder. (Same for the students on S: drive.) (Table 1) The old user folders will soon be deleted. Please move any needed files to “bigbird!”

Teachers now have a share on the school server mapped to drive letter S:. In this share are 4 folders: Dropbox, public, teachers, and students. All students who have accounts and the teacher’s second account will also have access to that share using the T: drive. (Table 1) All students of one school can drop files into any teacher’s dropbox of that school. Example: If students are doing a project or assignment using computers, they can save their file in their user folder and when complete can drop the assignment in the teacher’s dropbox. It is called a dropbox because they cannot save to it but must either drag and drop the file or copy and paste the file into the dropbox. The students should name the file descriptively, “JudeDuboisChapter2” so that there is not an existing file with the same name. Students will be able to open the dropbox and see the filenames, but students can open any of the files, not even their own once it has been dropped in the dropbox. Once in the dropbox, the teacher can move and organize the files to her computer or other drives.

Teachers can also share files by placing files in the other three folders. Files placed in the teacher folder are available to all other teachers, both at their school and the parish. Files placed in the student folder are available only to that school’s students. Files placed in the public folder are available to both teachers and students. Files which are needed for all teachers can be placed in the school’s resource folder for easy access. The technology specialist and technology coach have rights to add files to that folder. Teachers can submit files to the technology coach or technology specialist by dropping them into their “dropbox!”

Internet Access

With the acquisition of our LightSpeed Total Control filter and its monitoring capabilities, administrators can now open up more content from the Internet and yet still maintain the safety of our students. Student accounts and generic accounts not logged into our domain are more restricted than teacher and administrator accounts. Your second account can be given to students for Internet access should the students not have their own account. Most elementary teachers should eventually switch over to their second account. **All generic accounts will be phased out shortly.** So what if the internet address you need for your class is blocked? Student accounts are more restricted. Most educational sites are open to these student accounts. However, there may be something on YouTube, for example, that you wish to show the students. If you are logged in with your teacher account, you should be able to access it, but the students will probably not be able to access it. If you are logged in and connected to the projector, it may not be a problem, but what if your whole class is using the lab and they all need access? This is when you give them your “override” account and make sure that you monitor the access! **Immediately after access is no longer needed, you should change the password.** Override reports are automatically maintained with the override account, date, time, etc. Internet Use Forms must be filled out for all students who are allowed on the Internet. The teacher’s second and override passwords can be found by logging in to the online database on the technology page.

Table 1

Drive	Location	Purpose
P:	\\SCHXX\Resource s	Local resources for teachers (Controlled by Tech Spec / Tech Coach)
Q:	\\Snoopy\public	Parish Resources for Teachers
R:	\\SCHXX\AR	Share for Accelerated Reader and Star (Data Folder: ALSDATA)
S:	\\SCHXX\Teachers Dropbox, Public, Teacher, Student	Teacher’s public folders! (See Use and Purposes of Accounts)
T:	\\bigbird\Teachers\%Username%	New User Folders

