

TECHNOLOGY

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Network Logins

Teachers and Staff will be assigned login names and passwords that must be used in order to access a school computer. Teachers may change their password at any time during the year by typing Ctrl+Alt+Delete and choosing Change Password. The following conventions are used: **Faculty/Staff** logins consist of their first name followed by a period and then last name as it appears on their paychecks (ex. Michael.Trump). **Students'** usernames are the first initial of their first name and full last name followed by the last 3 letters of their student ID (ex. mtrump456). Their password is always their complete ID number (ex. 123456).

E-mail (MS Outlook)

Faculty and Staff will be provided a Cabarrus County Schools' e-mail addresses once their *Acceptable Use Agreement* form has been signed and submitted to Cabarrus County Schools HR. This account is to be used for work purposes ONLY; anyone found abusing their e-mail account will lose this privilege. Staff development will be provided upon request.

Teacher Web Pages (School Center)

Faculty and Staff are provided space on the Cabarrus County Schools' web server where they are to create and maintain a work-related web site (class, department, etc). These sites must be updated once a month and will be checked periodically by school administration. The *Staff Web Publishing Agreement* must be read and *Web Publishing Agreement Form* signed and turned into the building's Technology Facilitator before being issued a web site account. Staff development will be provided.

NCWise

All certified staff will be issued an NCWise username and password at the beginning of the school year. You will be responsible for setting and remembering a secure password; if there are 3 unsuccessful login attempts (forgot password) your account will have to be reset. If this happens three times, the principal will be notified and a memo will be entered into your personal file.

Attendance (NCWise)

Daily attendance is to be entered into NCWise and approved by 9:00 AM each school day. Certified staff can access the login screen through the Faculty/Staff menu found on the NCMS website. Training will be provided at the beginning of the school year.

Gradebook (NCWise)

Teachers will use NCWise to create and maintain their classroom gradebooks. Certified staff can access the login screen through the Faculty/Staff menu found on the NCMS website. Training will be provided throughout the school year.

Northwest Middle School Website

<http://www.cabarrus.k12.nc.us/ncms>

The NCMS website is the central location for teachers and staff to access key information pertaining to the school. It hosts several password protected forms and information that can only be accessed through the use of a username and password. **Username: nwms, Password: titans.** The following items require this login and are found on the Faculty/Staff menu:

- **Work Orders**
All technology maintenance issues / requests must be submitted through the NCMS website.
- **Timekeeper Exceptions**
This form must be filled out whenever there is a discrepancy with sign-in / sign-out times.
- **School Documents**
Important forms and school information can be found here.
- **Staff Announcements**
Requests to broadcast teacher and/or student announcements may be submitted.
- **Computer Lab Schedules**
The schedules for both lab A-177 and lab A-173 are available for viewing.
- **Lab Request Form**
Use this form to reserve time(s) in a computer lab.

Also available / not password protected:

- **Sign-in** (Timekeeper)
- **NCWise** (Attendance / Gradebook)
- **NCMS Tech Wiki**
- **School Center** (Website Login)
- **Outlook Webmail**
- **Outlook E-mail Archive**
- **Bookmark Resource Library**
- **Substitute Request / Report Absence** (Aesop)
- **Staff Development Registration** (SEA)
- **Helpful Links**
- **United Streaming**
- **BrainPop**

NCMS Technology Wiki

<http://ncmstech.pbworks.com>

The NCMS Tech Wiki is the central location for teachers to access technology-related resources, guides, workshops and other important information in regards to technology in our school. It can be accessed from the Faculty/Staff menu.

Network Folders and Files

The NCMS server contains two shared folders that may be used by both Students and Teachers. Teachers have an (S:) shared drive that contains several folders setup for use by their specific grade /department as well as folders containing school-related documents, forms, resources and media.

Faculty and Staff are also provided a personal folder on the NCMS server that is mapped to an (H:) drive. It is named the same as their network username. The My Documents folder found on a desktop is automatically mapped to this drive as well. **ALL PERSONAL FILES NEED TO BE SAVED TO EITHER MY DOCUMENTS OR TO THIS DRIVE!** Workstations may have to be wiped clean and re-imaged at any time during the year due to network / software changes mandated by the district Technology Department so any files saved to the desktop or elsewhere will be PERMANENTLY ERASED. Students also have a personal folder mapped to the (H:) drive as well that is to be used for class work files only.

Computer Lab Usage

Teachers and students are welcome and encouraged to use the available instructional computer labs, A-173 and A-177, and may reserve times by filling out the online form on the NCMS website. The library computer lab may be reserved by emailing the school Media Coordinator. No substitute teachers are to bring classes in unless pre-approved. Please remember, all rules that apply in your classroom should apply as well as the posted lab rules:

- **NO** food or drink
- **NO** downloading or saving files to the computers' hard drive
- **NO** playing games or using chat software unless specifically instructed
- **NO** off-task Internet usage
- **Leave the lab CLEAN!**

Multimedia Carts

There are 3 multimedia carts available for checkout consisting of a networked computer, digital projector, VHS / DVD and speaker system; one for each building. Each cart has a sign-up chart and is the responsibility of the building's Technology/Media Committee representative.

Mobile SMART Board Use

Each Grade Level, Encore and CTE departments have a mobile SMART Board available for checkout. The boards and sign-up sheet are the responsibility of the building's Technology/Media Committee representative in each area.

PC to TV Converters

T-View Micro units allowing a computer screen to be viewed on a classroom TV set are available for checkout through the Media Center. See the building Technology Facilitator for installation assistance.

Staff Development

Various staff development opportunities will be offered throughout the school year to faculty and staff either during planning periods or after school. These must be registered through the SEA System, which can be accessed through the NCMS website on the Faculty/Staff menu. See your building's Technology Facilitator or Assistant Principal for assistance on this.

Software Copyright Laws / Installations

No software will be installed on the network or standalone computer unless proper licensing and permission is obtained. To request software installation and use, see the building Technology Facilitator; also, no programs are to be downloaded from the Internet by teachers or students without pre-approval. All copyright laws are to be observed and will be enforced.