

Technology Talks 2019-2020

This info and more available at www.mabankisd.net/page/tech.homepage (Under Depts on District Page) - Add printer info, Acceptable Use, Voicemail Setup, Tech Request

3 Major Initiatives

1. Moving away from local storage
 - a. Store everything on Google (easier to access from home, more secure and reliable, and less of a load on our local server infrastructure) ...stick with Google, avoid dropbox and oneDrive...Google is unlimited in storage and supports more functionality than either of the other two.
 - b. Using scan to email from copiers as oppose to scan drives (scans are available to you anywhere you have email and cause less of a load on our local server infrastructure.)
 - c. Major benefit of this initiative is that when catastrophe strikes, your stuff is safe!
2. Communication
 - a. Put in a tech request for everything.
 - i. Equipment malfunction, software malfunction and/or installation, presentation setup needs [at least 24 hours' notice], website unblocked [at least 24 hours' notice...no guarantees]
 - ii. If equipment movement is needed, please put in a request before moving it. Most likely, if files are being saved to Google correctly, equipment does not need to move. Movement of any kind will be run by your Administrator before being considered. We need to inventory where every item is so communication here is key!
 - iii. We are asking that everyone locate equipment in their rooms in the most cable friendly way. We plan to send techs around this year to help with cable management in rooms but, for instance, if a desk can be moved closer to a SMART board, that will greatly help the cable management situation therein. Turn off equipment when not in use!
 - iv. Put in a tech request and ask us before installing any equipment that you bring from home. It is likely it will not be allowed...especially printers and/or wireless home routers.
 - v. Put in a tech request for iPad apps to be added...we are in the process of setting this process up but still put in a request.
 - vi. If possible, the individual needing help needs to put in the tech request and provide their VNC number. This helps us help you more quickly!
 - b. Major benefit of this initiative is a better working network for everyone. If you don't follow policies and procedures, it directly effects your peers and everyone else at MISD.
3. User Best Practices, Training and Troubleshooting
 - a. Keep work and personal data separate. Do NOT store personal files on your MISD computer, iPad, Chromebook, Google drive, etc. Data stored on those devices belongs to the district. Make a personal Google account to store personal files!
 - b. Watch out for malicious emails! When in doubt, do not act on an email that solicits a response or an action. Forward it to us and ask if you are unsure. It is very difficult to undue a mistake in this area!
 - c. Try basic troubleshooting steps before putting in a request. This will often fix your problem - quicker than we can arrive to help:
 - i. Restart your computer. (fixes 90% of software issues)
 - ii. Check to make sure everything is plugged in. (This is the other 10%) Just kidding. 😊
 - d. Be careful if you use webmail not to reply all to group emails.
 - i. On that note, clear any emails to the district or your campus with the Superintendent and/or proper Administrator for that campus.
 - ii. Check junk emails periodically for past due notices and group emails.
 - e. Be considerate on how you use the internet. (Don't stream 3 hours of Christmas music on YouTube or watch Dish Network online all day...bring a Christmas CD instead!...watch a DVD!)
 - f. Phones: No outside number needed, room extension only interior, area code + 7 numbers for exterior, no long distance. Karen Grisham can reset your voicemail password. More info on Tech Webpage!