



TECHNOLOGY HANDBOOK 2022-2023

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Acceptable Use of the Computer Network

The NLPS board-approved acceptable use policy covers all users of technology in the district. NLPS has provided a copy of the policy for staff in the Employee Handbook. In brief, that policy states:

- The use of technology must be for school purposes. Private use of school equipment is limited (the few exceptions will be outlined below).
- The use of technology is a privilege that can be taken away if it is abused.
- Privacy is not implied. NLPS technology is owned by the school and open to inspection. Internet usage is filtered and monitored. Violations they will be reported to administration.
- No use of technology should violate copyright laws, including those regarding but not limited to computer software, video editing, and photocopying.
- Using the Internet to view inappropriate material, download copyrighted or non-approved software or digital files that compromise the educational process is a clear violation of NLPS policy.

School Owned Equipment

- School-owned equipment should not be removed from its assigned room/building without the express permission of the building administrator or designee and the Technology Department.
- Telephones are assigned to specific rooms. As a result, moving the telephone from its assigned location to another location makes it impossible to locate in case of an emergency. PLEASE do not move telephone equipment without express written permission from the Technology Department and administration.
- Network printers are assigned through Server Polices. Moving network printers will disrupt printing services to your building.
- Computer equipment is also managed through Server Polices. Moving computers will result in computer failure.

Accessing the Computer Network

Staff

The Technology Department creates staff accounts when Human Resources sends an appointment letter. Generic accounts are not available as they propose a security risk to our network. To log on to any computer in the district:

- **Enter your username.** Your username is typically in the format of Last Name First Name Initial (ex. John Smith is SmithJ)
- **Enter your password.** If you have not set your own password, the default password is welcome2NLPS
- Press enter and be prepared to change your password according to the rules below.

Students

Student Grade Pre-K to 5 logins

Student accounts are labeled using the student's last name and student ID number (i.e., Smith12345@newlondon.org). All passwords are set to Nlps20-21.

Student Grade 6 to 12 login

Student accounts are labeled using the student's last name and student ID number (i.e., Smith12345@newlondon.org) with a temporary password of Nlps20-21. ***Students will be prompted to change their password after the first login.***

Password Rules

Please follow these simple rules when creating or changing passwords for your account:

- Passwords must be at least 8 characters in length
- Passwords cannot contain any part of your username
- Passwords should adhere to 3 out of the 4 rules below:
 - Uppercase Characters (A-Z).
 - Lowercase Characters (a-z).
 - Numbers (0-9)
 - Special Characters (!, \$, @, #, %)
- Do not share your password with anyone.
- Do not write your password down where it can be seen by anyone
- Change your password if you think it has become compromised

Changing Your Password:

- Press "Ctrl" + "Alt" + "Delete"
- Select "Change Password"
- Type in your old password and then enter your new password on the appropriate lines
- To change your password while offsite or on an Apple Computer:
 1. Go to <https://office.newlondon.org>.
 2. On the login page, below the sign-in button,
click the blue "here" link and follow instructions.



Sign in with your organizational account

someone@example.com
Password

Sign in

Use your New London Public Schools email address and password to securely sign in. If you would like to reset your password, click [here](#).

Microsoft Office 365

What is Microsoft Office 365?

Office 365 is a subscription service offered to staff and to all students in grades Pre-K-12. It includes access to Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Teams, OneDrive) plus other web-enabled productivity apps.

Your files and email are stored in the cloud! This cloud solution is called Office 365.

You can access Office 365 from anywhere in the world by going to “office.newlondon.org” from any web browser, on any device. Once at this site, you simply sign in with your New London credentials and you will have access to your files (OneDrive), email (Outlook), Calendar, Teams, or many other apps. When you are on

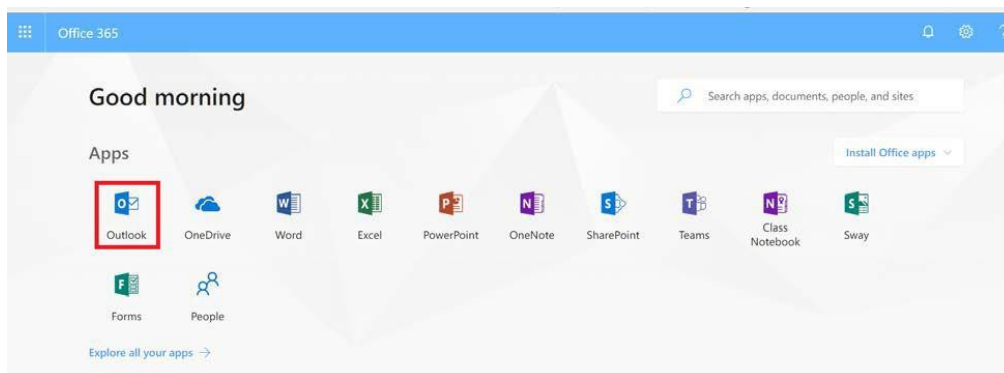
Accessing Office 365 on a Chromebook:

Chromebooks can only access Office on the web at office.newlondon.org or by clicking the shortcut on the Chromebook Shelf.

Accessing your Email

Full desktop versions of the Office programs (Outlook, Word, Excel, PowerPoint, Teams, etc.) are installed on district computers. Launch **Outlook** on your computer to access your email.

You can also access your email from any web browser (Chrome is the preferred browser at NLPS) by going to office.newlondon.org. After signing in, click the “Outlook” App to access your email.

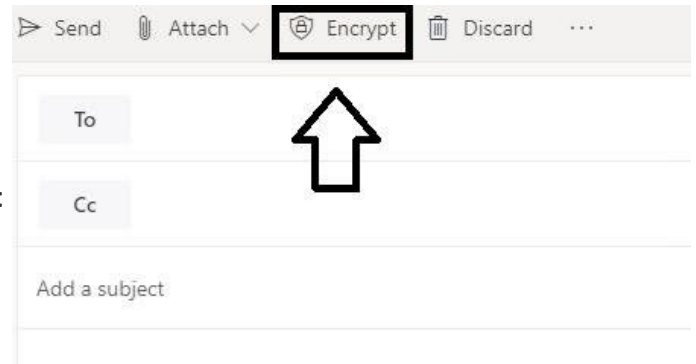


How to Encrypt an Email Message

In certain instances, staff are required to send encrypted email for student privacy protection.

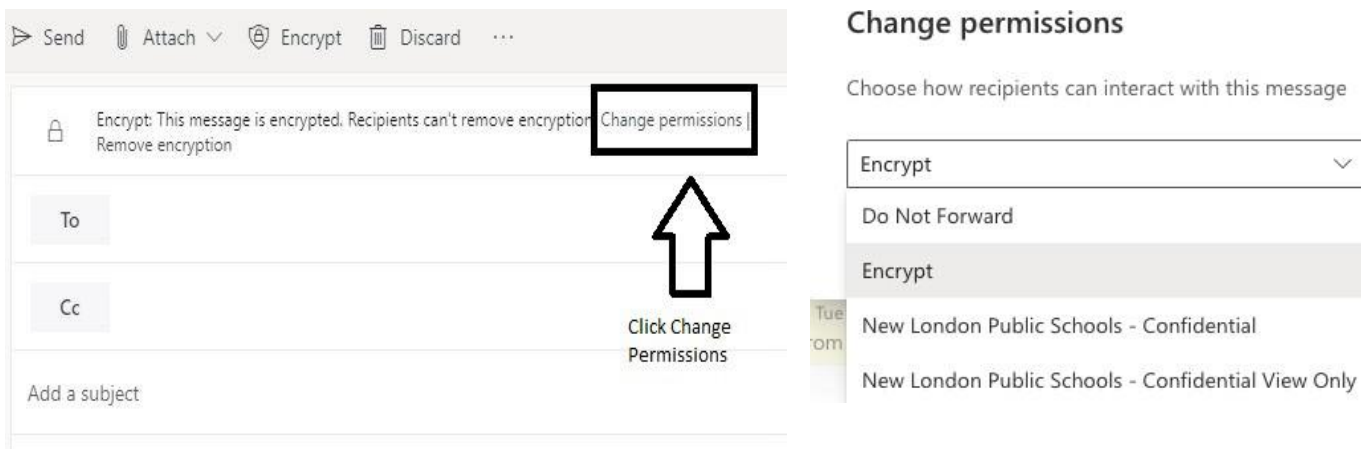
To Encrypt Email using Outlook on the Web:

In Outlook on the web, when composing a new email, users can opt to Encrypt an email by clicking the button between **Attach** and **Discard**:



By default, this will apply the Encrypt policy to the email, which means the message can be forwarded, copied, or printed but the encryption cannot be removed. External recipients will receive a message from Office365 stating that they were sent an Encrypted message. They are then prompted to open it by using a one- time passcode. Alternatively, external recipients can use their third-party email account (e.g., Gmail, Yahoo, outlook.com) to sign in and view the message.

If you click **Change Permissions** in the banner that appears, you can select from multiple permission levels:



When **New London Public Schools - Confidential** is selected, the recipient can forward the message, but cannot print or copy its contents. (Internal NLPS recipients only)

When **New London - Confidential View Only** is selected, the recipient cannot do anything with the message except read and delete it. (Internal NLPS recipients only)

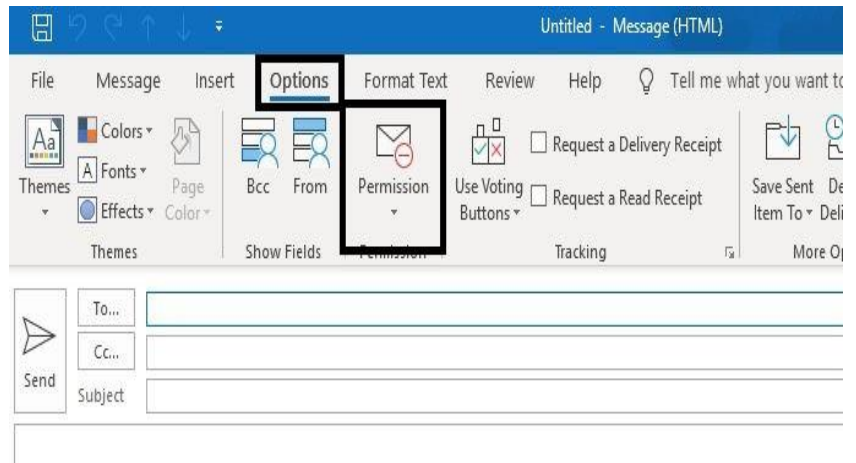
When the **Do Not Forward** policy is selected, the recipient is prohibited from forwarding the message, printing the message, as well as copying the message's contents.

To Encrypt Email Using Outlook 2019 for Windows:

Click **Options** in the menu bar when composing a message, then click **Permissions**

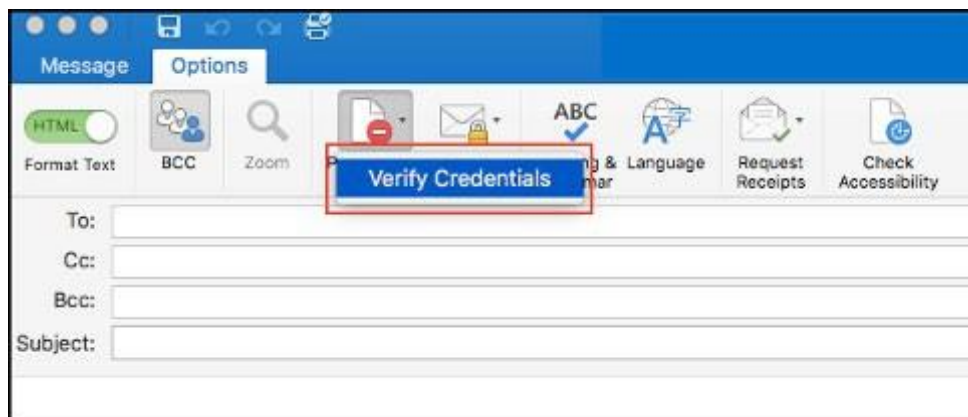
1. Click "New Email"
2. Click "Options" > "Permission"

You can then select one of the 4 protection options.



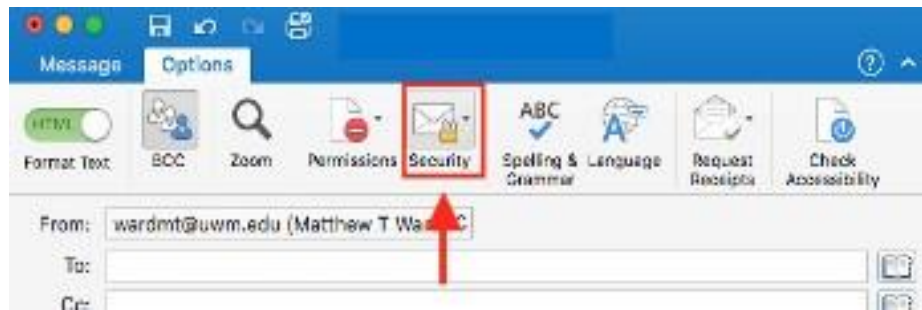
To Encrypt Email Using Outlook for Mac:

1. Click **Options** in the menu bar when composing a message and click **Permissions**.
2. Click **Verify Credentials**. You will then be asked to sign in with your **NLPS** credentials.



3. The NLPS sign on page will appear and you will enter your NLPS credentials (email address and password).
4. You can then select **Do Not Forward**, **New London Public Schools - Confidential**, or **New London Public Schools - Confidential View Only** as protection options:

Additionally, you can select the **Encrypt Message** protection option by clicking **Security** in the Options menu bar:



Then, click **Encrypt Message**:



Email Signature

NLPS requires all staff members to use a standardized email signature in all internal or external communication related to the district. This signature gives recipients an understanding of the sender's name and position in the district while maintaining credibility. In addition, this signature represents the district and helps us maintain a clean, cohesive brand.

Email Signature Block:



FirstName LastName

Title

Building Name

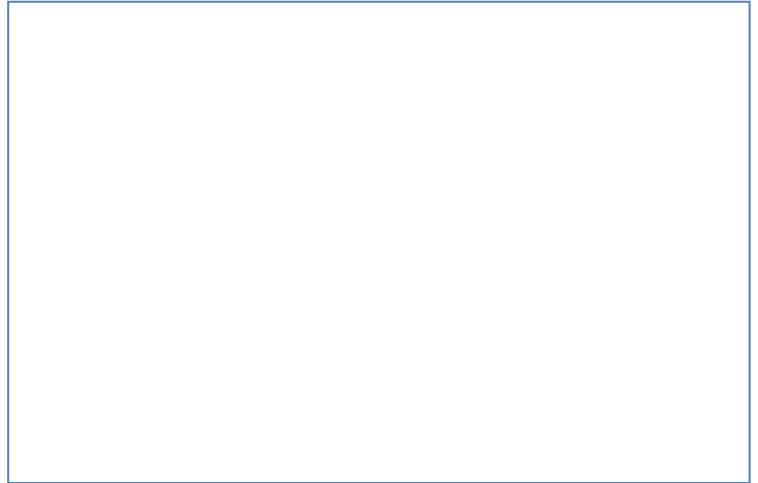
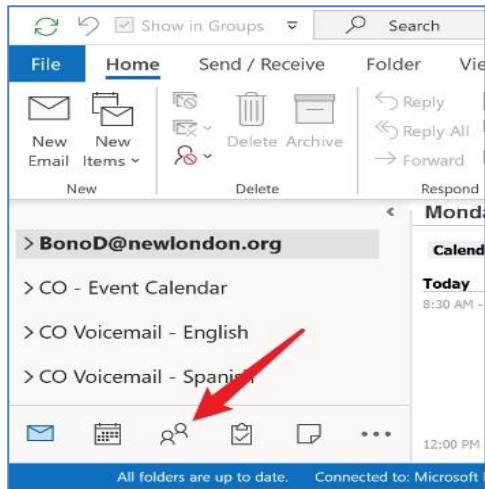
office: 000-000-0000 **cell:** 888-888-8888

e: username@newlondon.org w: www.newlondon.org



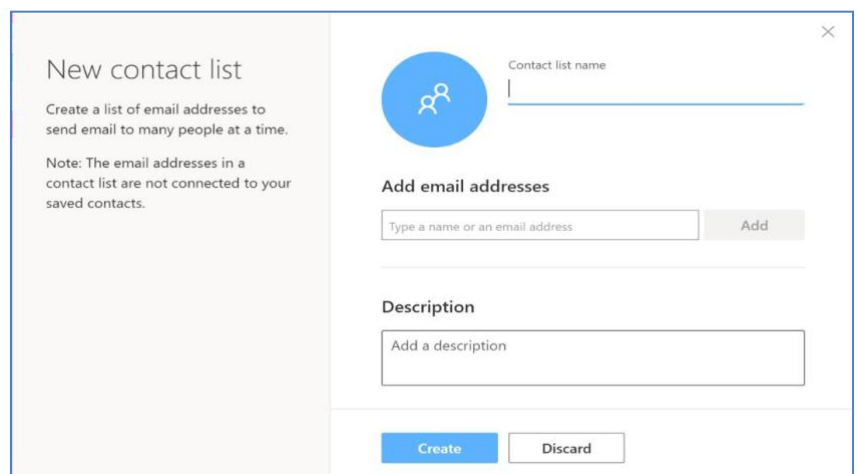
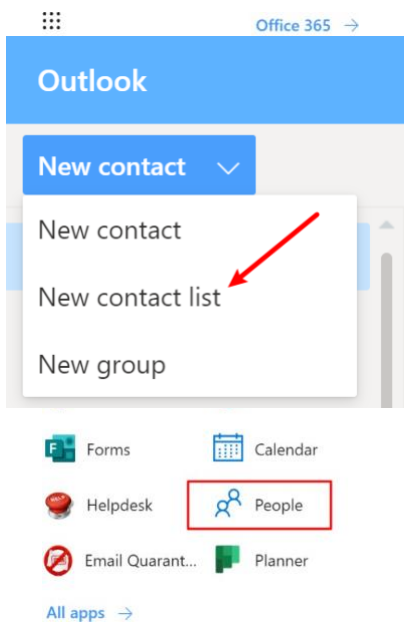
Creating an Email Contact List

In Outlook select the “**People**” menu in and then “**New Contact Group**”



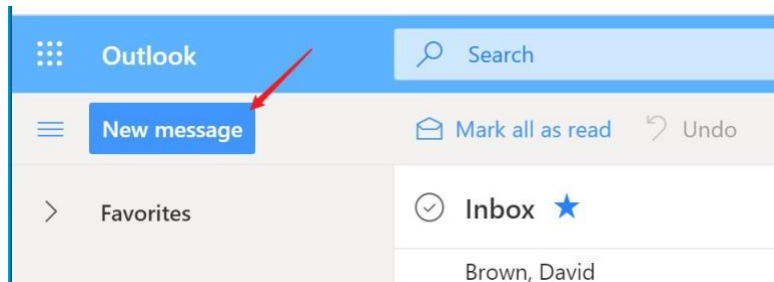
If using online apps follow the instructions below:

1. Log into Office 365 at <https://office.newlondon.org>
2. Click on the “**People**” Tile
3. At the top of your screen, click the Down Arrow next to “New”
4. and select “Contact List.”
5. From here you will be able to name your list and add members.
6. Click **Create** when you are done.



Sending Email to a Contact List

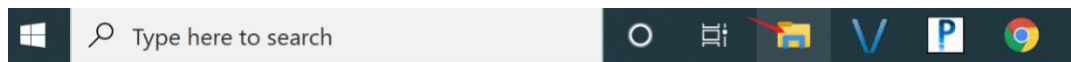
1. Start a new email message and enter the “Contact List” name in the “To” field.



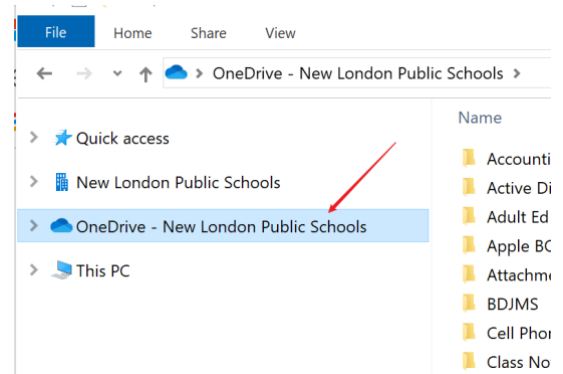
How to Access your files on OneDrive

All NLPS computers have the OneDrive Sync app installed. This means that your files can be accessed directly in Windows File Explorer.

1. Click on the File Explorer icon in your task bar.



2. Click on “OneDrive - New London Public Schools” to see your files. If you are not on your work device, follow the steps below to access your files.
3. Sign into your Office 365 account at office.newlondon.org and click the “OneDrive” Tile to access your files.



Accessing Microsoft Teams

Office 365 Teams has replaced most of our Email Distribution Lists. Office 365 Teams are used for much more than just email. You can use these groups/teams to share documents and calendar events with your co-workers as well as participate in real-time discussions and video meetings. Teams is also where teachers will find their classes. Educators should refer to the “Teams User Guide for Educators” found in the All-Staff Team>Help Center channel>Microsoft Teams folder.

The Technology Department manages a few core groups, but you can create your own Team for specific tasks. Create a Team for your department, committee, or current group project. You can choose whether to make a Team private or public (please note students can join public Teams).

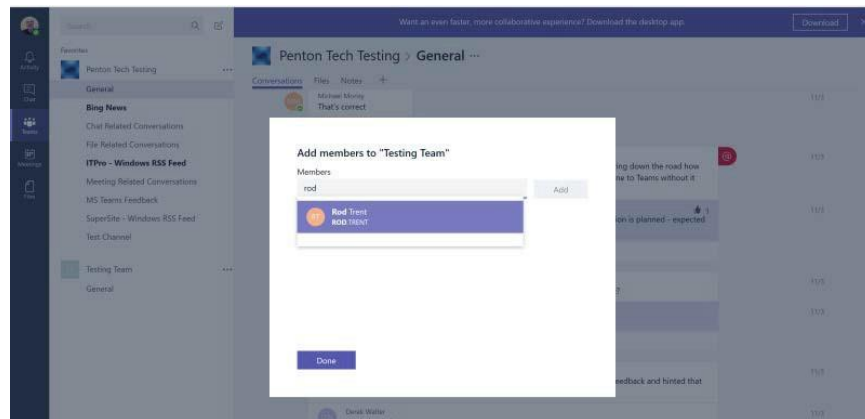
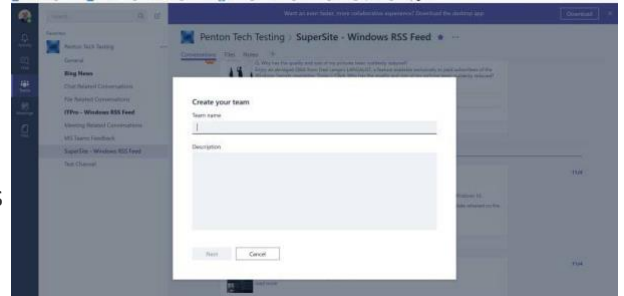
Here is a list of district-managed Teams. These Teams will be centrally updated based on current info from the Human Resources Department. All district-managed Teams begin with an underscore _ so they will appear at the top of our address lists. Email to these Teams will be distributed to all members of that Team.

Group Name	School	Members
_All Staff	District-Wide	All district-hired staff
_All Certified Staff	District-Wide	All district certified staff
_All Non-certified Staff	District-Wide	All district non-certified staff
_All Custodians	District-Wide	All district custodial staff
_CO Staff	Central Office	<u>All central office staff</u>
_HS Staff	High School Campus	<u>All High School Campus staff</u>
_HS Certified Staff	High School Campus	<u>All High School Campus certified staff</u>
_HS Non-certified Staff	High School Campus	<u>All High School Campus non-certified staff</u>
_MS Staff	Middle School Campus	<u>All Middle School Campus staff</u>
_MS Certified Staff	Middle School Campus	<u>All Middle School Campus certified staff</u>
_MS Non-certified Staff	Middle School Campus	<u>All Middle School Campus non-certified staff</u>
_HB Staff	Harbor	<u>All Harbor Elementary staff</u>
_HB Certified Staff	Harbor	<u>All Harbor Elementary certified staff</u>
_HB Non-certified Staff	Harbor	<u>All Harbor Elementary non-certified staff</u>
_JN Staff	Jennings	<u>All Jennings Elementary staff</u>
_JN Certified Staff	Jennings	<u>All Jennings Elementary certified staff</u>
_JN Non-certified Staff	Jennings	<u>All Jennings Elementary non-certified staff</u>
_NH Staff	Nathan Hale	<u>All Nathan Hale Arts staff</u>
_NH Certified Staff	Nathan Hale	<u>All Nathan Hale Arts certified staff</u>
_NH Non-certified Staff	Nathan Hale	<u>All Nathan Hale Arts non-certified staff</u>
_WR Staff	Winthrop	<u>All Winthrop STEM Staff</u>
_WR Certified Staff	Winthrop	<u>All Winthrop STEM certified staff</u>
_WR Non-certified Staff	Winthrop	<u>All Winthrop STEM non-certified staff</u>

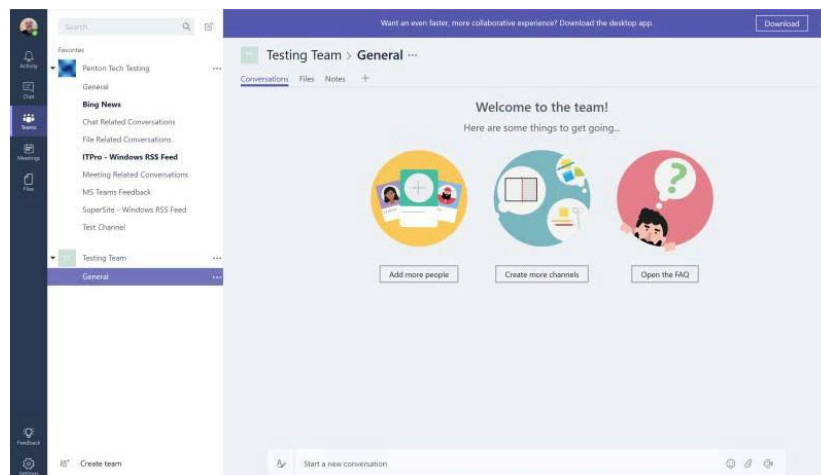
How to Create a Team

NOTE: You can find additional video tutorials and a user guide in the All-Staff Team>Help Center Channel>Microsoft Teams folder.

1. Log into Office 365 at <https://office.newlondon.org>
2. Click the “Teams” Tile
3. In the lower left of the screen, you will see the link labeled **Join or create team**.
4. In the popup dialog box, give your team unique name and add a description that clearly indicates the team’s goal/purpose. **Please do not use a name that is like one that the district has created for an existing team.**
5. The next screen will allow you to add team members. Type in their name and any matches will pop up for you to select from. Once selected click the “Add” button. Once all team members are added just click “Close



Your team is now created.



Accessing Team Files

The Team's App is installed on all NLPs owned devices. Launch it by clicking on its' icon in your task bar or by clicking on the Teams tile at office.newlondon.org.

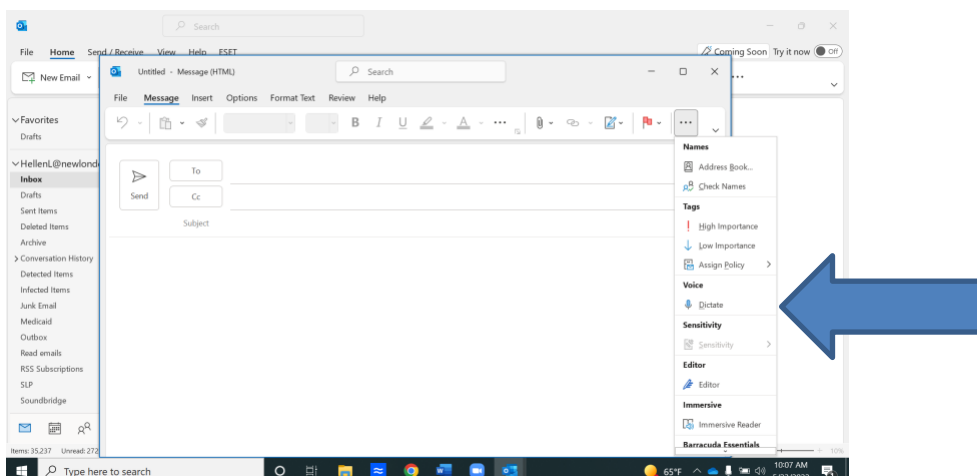
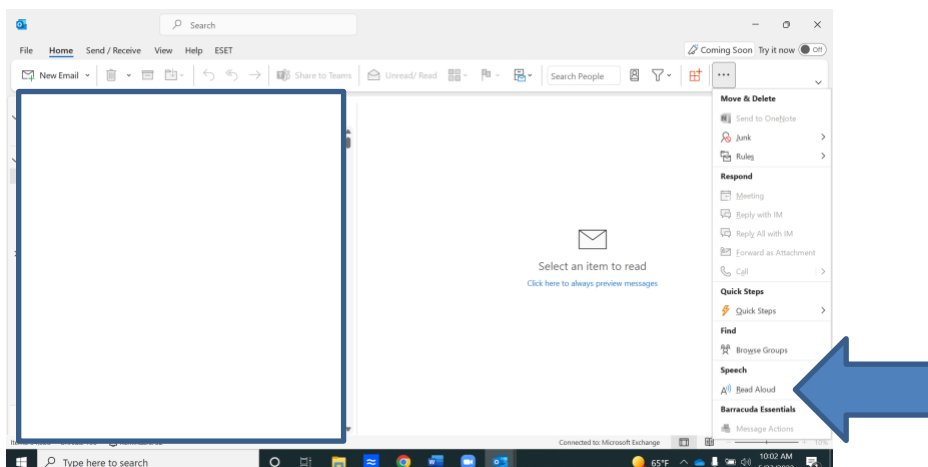


The "ALL Staff" Team is accessible to all district staff. It contains documents for various departments which can be found in the "General" channel in the Files tab. In the "Help Center" channel you will find various videos and user guides for software used in the district.

Accessibility Features – Speech to Text & Text to Speech

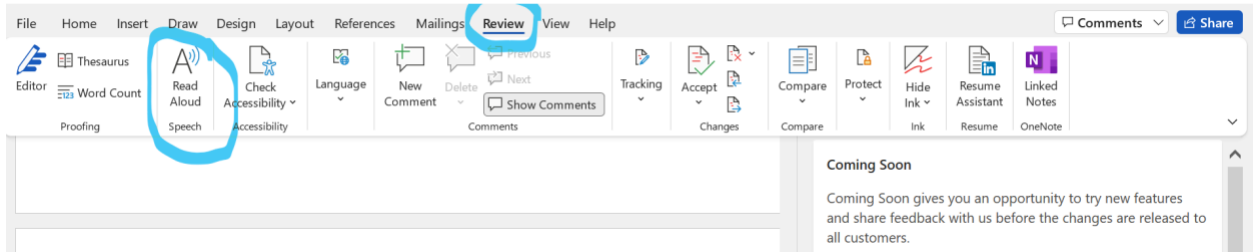
Within Microsoft Outlook

Using speech to text (dictation) and text to speech (read aloud) in Outlook (only works on Outlook Desktop)

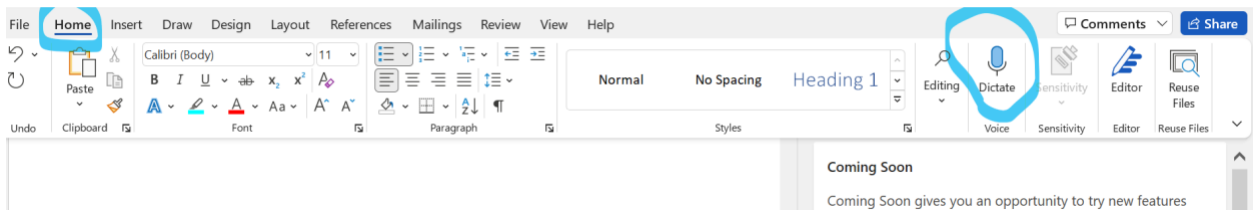


Within Microsoft Word

Reading text out loud



Dictating to the computer



Word prediction

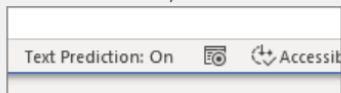
Editor text predictions in Word

Editor anticipates your next words and suggests words or phrases as you type. To accept the suggested text, press the Tab or Right-arrow key on your keyboard, and keep typing.

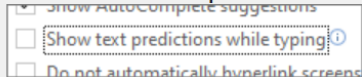
To ignore a suggestion, just keep typing or press Esc, and the suggestion will disappear.

Turn off text predictions

1. On the status bar, choose **Text Predictions: On**.



2. Switch off **Show text predictions while typing**.



Telephones

For safety reasons, telephones are not to be moved from their location for **any reason**. The phones are programmed into our 911 emergency service. Every staff member is assigned a voicemail. A list of voicemails is published in the telephone corporate directory located on each telephone and in your Outlook address book.

- All student use of phones should be supervised.
- Your voicemail is **NOT** your classroom telephone number
- To dial out of district press 2 first; Ex. 2-1-860-XXX-XXXX

Checking your voicemail: (From anywhere in the world)

1. Dial "860-439-7800"; Dial "7800" if in the district instead
2. Once connected, press "*,;" you will be prompted to "enter your ID" (**Your ID number is your voicemail extension number**).
3. Press "#."
4. Enter your password and follow the prompts. (The default password is "12345")
5. To hear new messages, press "1".

Setup/change your voicemail greeting:

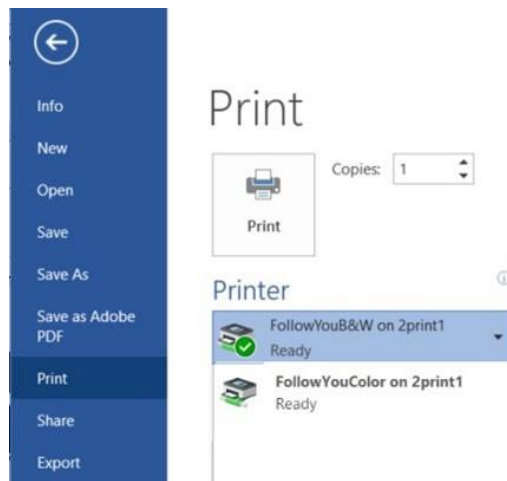
1. Dial "860-439-7800"; Dial "7800" if in the district instead
2. Once connected, press "*,;" you will be prompted to "enter your ID." Enter your password. (The default password is "12345") For setup option press "4".
3. For Greetings press "1" and continue following the prompts.
4. When you hear "To keep the recorded name. " press "#"

Printers / Copiers

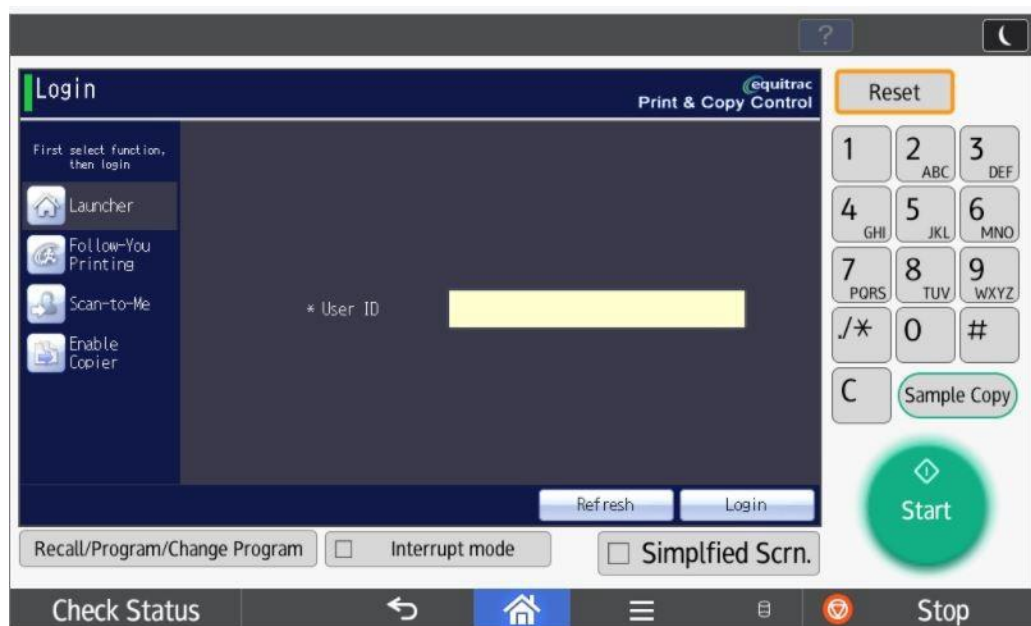
Ricoh MFPs are in all buildings. You need a PIN to use them. All computers have access to all printers in the district. Verify that you have selected the "Follow You" printer for either B&W or Color from the program you wish to print from. If you have difficulties creating a PIN, please submit a helpdesk ticket.

Printing

STEP 1: From your computer, select print from your application, and be sure to choose which type of "FollowYou" printer you need (B&W or Color).

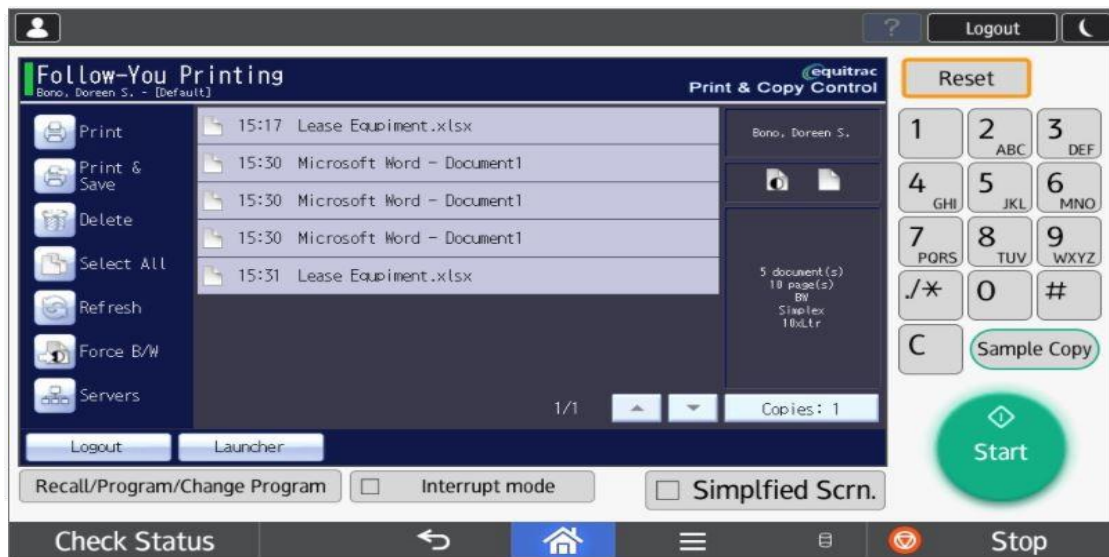


STEP 2: On any printer or copier you will see the screen below. (If the screen is black, simply tap the screen to have it come out of sleep mode.) Enter your pin using the keypad on the right side of the screen and click the “Start” button below the keypad.



STEP 3: Select the “**Follow-You Printing**” button.

After selecting “Follow You Printing,” the Job List displays all queued print jobs associated with your login credentials. Touch any individual listing to select the document you want to print, and touch again to unselect. You can select multiple documents. Press Print to send all selected documents to the printer. Press Delete to remove a selected document from the queue. Press Logout to end your session on the MFP.

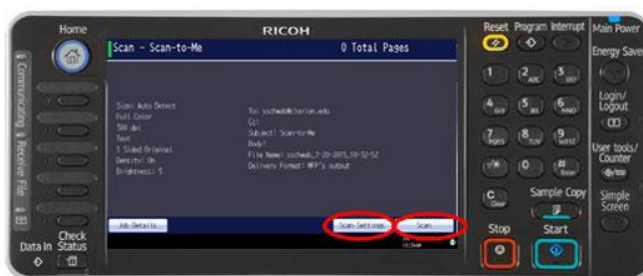


Note: You can send multiple print or copy jobs so they will be waiting in the print queue once you have logged in with your pin on the printer or copier. The queue will hold your jobs for 24 hours and then delete them if they have not been printed.

Scanning:

Selecting the **“Scan-to-Me”** button will scan and send the document to your network email account.

After selecting the **“Scan-To-Me”** button, load your document to be scanned and hit the scan button. If you need to change the scan settings click on the **“Scan Settings”** button, make the modification needed and click the **“Done”** button.



Copying:

Select the “Enable Copier” button if you wish to copy a document.



Click the “Logout” button when you are finished.

Chromebook / iPad Carts

Some schools have a combination of Chromebook devices and/or iPad carts, which are managed by the Technology Department. Elementary Schools use iPads for grades K-2, and Chromebooks for grades 3-5. Secondary Schools use Chromebooks. We **STRONGLY ENCOURAGE** classroom teachers to clean these devices themselves or have older students clean them after use. You are **REQUIRED** to clean iPad screens before all major breaks in the school calendar. (This can be done with wipes or paper towels and a small amount of cleaning solution.) Make sure no students or staff eat or drink near these devices.

District Software

User guides for these programs are in the All-Staff Team>General channel>Technology folder>Training Resources.

- Microsoft Office 365 (Word, Excel, PowerPoint, Teams, Forms, etc.)
- PowerSchool / PowerTeacher
- School Messenger
- Microsoft Windows 10
- Mac OS and iOS
- Internet Browsers – Chrome, Edge
- ST Math/ST Math Fluency
- enVisionMath
- Lexia Core Reading
- Reading Plus
- Clever
- Seesaw

- Ellevation
- GoGuardian
- Naviance

Wireless Network

Devices supplied by and/or managed by New London Public Schools should automatically join the NLPS WI-Fi.

Each school has open Wi-Fi with name of NLPS-Guest - No password is required.

PowerSchool / PowerTeacher

For all support and questions concerning PowerTeacher and PowerSchool, send a direct email to: pshelpdesk@newlondon.org

Students receive their PowerSchool password on their student schedule. If a student forgets their password, their teacher needs to email the PowerSchool Help Desk at pshelpdesk@newlondon.org to reset the student's password.

PowerTeacher Pro

You find the portal by going to www.newlondon.org in the For Staff section OR

You can also access the PowerTeacher Portal using the link below.

Link- <https://psnewlondon.powerschool.com/teachers/pw.html>

- Usernames are last name and first initial
- Passwords default to **2021nlps**
- Passwords need to be reset at first login and need to be a minimum of 8 characters

PowerSchool SIS

Change Your Password

⚠ Your password has been reset by the administrator. Please create a new password.

New password must:
•Be at least 8 characters long

Current Password

New Password

Re-Enter New Password

Enter

PowerTeacher Attendance

1. Once logged in, click the **Chair** icon next to the desired class/section name. 
2. The *Record Meeting Attendance* page appears with the selected class roster displayed.
3. Select the Attendance Code you wish to set in the "Current Attendance Code" Drop down list. Leaving it empty will mark the student present.
4. Click in the empty box next to the student(s) for whom you need to set this particular attendance code. The code will appear in the box for that student. Repeat the process for the remaining students who must have this particular code set.
5. When done, click **Submit** to save changes.

Note: Even if all students are **Present**, teachers must click the **Chair** icon to open the *Record Meeting Attendance* page, and then click **Submit**.

If you are having any issues taking attendance, please contact us immediately at

PSHELPDESK@newlondon.org and we will work to resolve it asap.

Need Help?

The Tech Department uses a ticketing system to track your technology requests. Requests for Facilities can also be submitted through this ticket system. To access it, perform the following steps:

1. Go to <https://helpdesk.newlondon.org> from any web browser. Or click the red icon on your computer desktop called "Helpdesk"
2. Sign in with your email address and password
3. Fill out a support request describing in as much detail what you need help with. Please be sure to fill out all fields and be accurate when choosing your categories as specific techs are assigned to each task based on the issue presented.

NLPS Video Portal

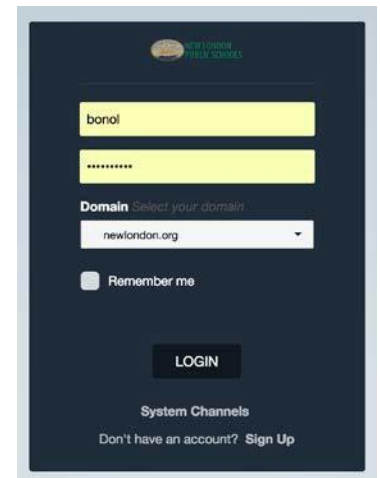
The Discover Video DEVOS System is a complete video streaming and delivery platform that provides live and Video-On-Demand, Digital Signage, Priority Alert, and much more. It can be accessed from any web browser at <http://devos.newlondon.org/>, or from the www.newlondon.org website under the "For Staff" menu.

Teachers can upload their own videos to organized Channels, or link media from YouTube. Another key feature of this video portal is the "Training" channel. On this channel you will see various video tutorials on the software and hardware used in the district. This channel is continually updated so visit often.

If you are interested in learning more about this system and utilizing it, please put in a helpdesk ticket and one of the technology team members will train you.

How to Login:

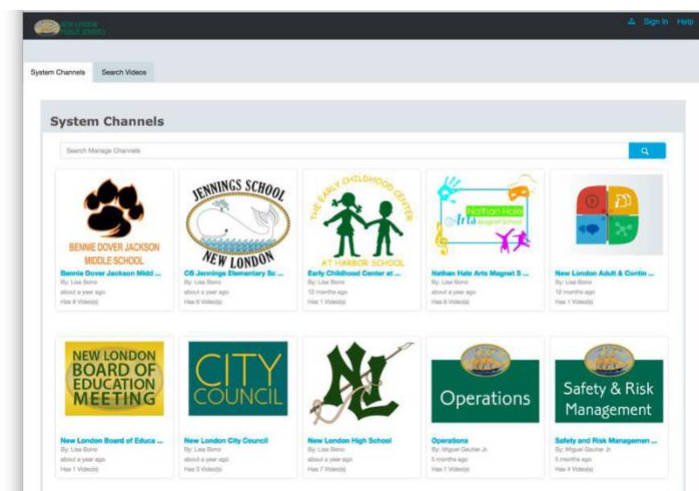
- 1 Go to <http://devos.newlondon.org>. Click the sign in link in the top right corner.
- 2 Type in your New London username (**without** @newlondon.org) and the password you use to login to your computer every morning.
- 3 Select the **Domain** as newlondon.org instead of the default none.
- 4 Click LOGIN.



The screenshot shows the login interface for the New London Devos system. At the top, there is a logo for 'NEW LONDON DEVOS' and a 'Sign In' link. Below the logo, there are two input fields: one for the username (containing 'bonoi') and one for the password (masked with asterisks). A 'Domain' dropdown menu is set to 'newlondon.org'. There is a 'Remember me' checkbox and a 'LOGIN' button. At the bottom, there is a link for 'System Channels' and a 'Sign Up' link for users who don't have an account.

Most admin portal features need to be enabled, so please submit a Helpdesk support ticket if you would like to upload content and not just view.

Once logged into the portal you will see a page that shows a “Channel” for every school and some Central Office departments. There are several resources for staff under the Technology, Operations, and Safety & Risk Management channels.



Appendices

Common Core Elementary Technology Skills Scope and Sequence

Common Core Elementary Technology Skills Scope and Sequence									
Digital Literacy Categories	Alignment to CCSS/ SBAC Skills	Skills	K	1	2	3	4	5	
Basic Operations	SBAC test taking skills	Turn on Computer and login	I	R	M	M	M	M	
	SBAC test taking skills	Use pointing devices such as a mouse to manipulate shapes, icons, click on urls, radio buttons, check boxes; use scroll bar	I	R	M	M	M	M	
	SBAC test taking skills	Use desktop icons, windows and menus to open applications and documents.	I	R	M	M	M	M	
	SBAC test taking skills	File Management- Saving documents	O	I	R	M	M	M	
	SBAC test taking skills	Explain and use age-appropriate online tools and resources (e.g. tutorial, assessment, web browser)		I	R	M	M	M	
	W	Keyboarding: Uses proper posture and ergonomics Locate and use letter and numbers keys with left and right hand placement. Locate and use correct finger, hand for space bar, return/enter and shift key. Gain proficiency and speed in touch typing	I	R	M	M	M	M	
Word Processing	W	Use a word processing application to write, edit, print and save simple assignments	I	R	M	M	M	M	
	W	Use menu/tool bar functions (e.g. font/size/style/, linespacing, margins) to format, edit and print a document		I	R	M	M	M	
	W	Highlight text, copy and paste text		O	I	R	M	M	
	W	Copy and paste images within the document and from outside sources Insert and size a graphic in a document		I	R	M	M	M	
	L	Proofread and edit writing using appropriate resources (e.g. dictionary, spell checker, grammar, and thesaurus)		O	I	R	M	M	
I-Introduce R-Reinforce M-Mastery (Ability to teach) O-Optional for grade									
Digital Literacy Categories	Alignment to CCSS/ SBAC Skills	Skills	K	1	2	3	4	5	
Spread Sheets Tables/ charts and graphs	MD. SBAC Testing Skills	Demonstrate an understanding of the spreadsheet as a tool to record, organize and graph information				I	R	M	
	SBAC testing skills	Identify and explain terms and concepts related to spreadsheets (i.e-cell, column, row, values, labels, chart graph)			O	I	R	M	
	MD. SBAC Testing Skills	Enter/edit data in spreadsheets and perform calculations using formulas			O	I	R	M	
	MD. SBAC Testing Skills	Use mathematical symbols e.g. + add, - minus, *multiply, divide, exponents				I	R	M	
	RI	Use spreadsheets and other applications to make predictions, solve problems and draw conclusions				I	R	M	
Multimedia and Presentation Tools	W	Create, edit and format text on a slide		I	R	M	M	M	
	W	Create a series of slides and organize them to present research or convey an idea			I	R	M	M	
	W, SL	Copy and paste or import graphics; change their size and position on a slide			O	I	R	M	
	W, SL	Use painting and drawing tools/ applications to create and edit work			I	R	M	M	

	W, RL SBAC Testing skills	Watch online videos and use play, pause, rewind and vforward buttons while taking notes	I	R	M	M	M	M
I-Introduce R-Reinforce M-Mastery (Ability to teach) O-Optional for grade								
Digital Literacy Categories	Alignment to CCSS/ SBAC Skills	Skills	K	1	2	3	4	5
Acceptable Use, Copyright and Plagiarism	Digital Citizenship	Explain and demonstrate compliance with classroom, school rules (acceptable use Policy) regarding responsible use of computers	I	R	M	M	M	M
	Digital Citizenship	Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use	I	R	M	M	M	M
	Digital Citizenship	Explain Fair Use Guidelines for the use of copyrighted materials, (e.g. text, images, music, video in student projects) and giving credit to media creators		I	R	M	M	M
	Digital Citizenship	Identify and explain the strategies for the safe and efficient use of computers (e.g. passwords, virus protection software, spam filters, popup blockers)		I	R	M	M	M
	Digital Citizenship	Demonstrate safe email practices, recognition of the potentially public exposure of email and appropriate email etiquette.				I	R	M
	Digital Citizenship	Identify cyberbullying and describe strategies to deal, with such a situation	I	R	R	M	M	M
	Digital Citizenship	Recognize and describe the potential risks and dangers associated with various forms of online communications		I	R	M	M	M
I-Introduce R-Reinforce M-Mastery (Ability to teach) O-Optional for grade								
Digital Literacy Categories	Alignment to CCSS/ SBAC Skills	Skills	K	1	2	3	4	5
Research and Gathering Information	RI	Use age appropriate technologies to locate, collect, organize content from media collection for specific purposes, citing sources			I	R	M	M
	RI	Perform basic searches on databases, (e.g. library, card catalog, encyclopedia) to locate information	I	R	M	M	M	M
	RI	Evaluate teacher-selected or self-selected Internet resources in terms of their usefulness for research	I	R	M	M	M	M
	RL	Use content specific technology tools (e.g. environmental probes, sensors, and measuring devices, simulations) to gather and analyze data.			O	I	R	M
	W	Work collaboratively online with other students under teacher supervision			O	I	R	M
	W	Use a variety of age-appropriate technologies (e.g. drawing program, presentation software) to communicate and exchange ideas		I	R	M	M	M

Communication and Collaboration	W, SL, SL	Create projects that use text and various forms of graphics, audio, and video, (with proper citations) to communicate ideas			I	R	M	M
	W SL	Use teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations			O	I	R	M
	W, SL	Use district approved Web 2.0 tools for communication and collaboration			I	R	M	M
			I-Introduce R-Reinforce M-Mastery (Ability to teach) O-Optional for grade					

Common Core Secondary Technology Skills Scope and Sequence

Common Core Secondary Technology Skills Scope and Sequence											
Digital Literacy Categories	Alignment to CCSS/ SBAC Skills	Skills	6	7	8	9	10	11	12		
Basic Operations	Technology Operations and Concepts	Identify successful troubleshooting strategies for minor hardware and software issues/problems (e.g., "frozen screen")	I	R	M	M	M	M	M		
	Technology Operations and Concepts	Independently operate peripheral equipment (e.g., scanner, digital camera, camcorder), if available.	I	R	M	M	M	M	M		
	Technology Operations and Concepts	Compress and expand large files	I	R	M	M	M	M	M		
	Technology Operations and Concepts	Identify and use a variety of storage media (e.g., CDs, DVDs, flash drives, school servers, and online storage medium for a specific purpose	I	R	M	M	M	M	M		
	W	Demonstrate automatically in keyboarding skills by increasing accuracy and speed. For students with disabilities, demonstrate alternate input techniques as appropriate.	R	M	M	M	M	M	M		
	Creativity and Innovation	Identify and assess the capabilities and limitations of emerging technologies	I	R	M	M	M	M	M		
Word Processing	W	Demonstrate use of intermediate features in word processing application (e.g., tabs, indents, headers and footers, end notes, bullet and numbering, tables).	I	R	M	M	M	M	M		
	W, SL	Apply advanced formatting and page layout features when appropriate (e.g., columns, templates, and styles) to improve the appearance of documents and materials.	I	R	R	M	M	M	M		
	W	Highlight text, copy and paste text	R	M	M	M	M	M	M		
	W, SL	Use the Comment function in Review for peer editing of documents	I	R	M	M	M	M	M		
	W, SL	Use the Track Changes feature in Review for peer editing of documents		O	I	R	M	M	M		
I-Introduce R-Reinforce M-Mastery (Ability to teach) O-Optional for grade											
Digital Literacy Categories	Alignment to CCSS/ SBAC Skills	Skills	6	7	8	9	10	11	12		
Spreadsheet (Tables, charts and graphs)	F, SMP, RI	Use spreadsheets to calculate, graph, organize, and present data in a variety of real-world settings and choose the most appropriate type to represent given data	I	R	M	M	M	M	M		
	F, SMP, RI	Enter formulas and functions; use the auto-fill feature in a spreadsheet application	I	R	M	M	M	M	M		
	F, EE, SMP, RI	Use functions of a spreadsheet application (e.g., sort, filter, find)	I	R	M	M	M	M	M		
	EE, SMP	Use various number formats (e.g., scientific notations, percentages, exponents) as appropriate.	I	R	M	M	M	M	M		
	F, SMP, RI	Use advanced formatting features of a spreadsheet application (e.g., reposition columns and rows, add and name worksheets).	I	R	M	M	M	M	M		

	SMP , RI	Differentiate between formulas with absolute and relative cell references			I	R	M	M	M	
	SMP , RI	Use multiple sheets within a workbook, and create links among worksheets to solve problems		O	I	R	M	M	M	
	SMP 5, RI	Import and export data between spreadsheets and other applications.		O	I	R	M	M	M	
Mathematical Applications	G, SMP	Draw two and three dimensional geometric shapes using a variety of technology tools	I	R	M	M	M	M	M	
	EE, SMP	Use and interpret scientific notations using a variety of technology applications			I	R	M	M	M	
	EE, A, F, SP, SMP , W, SL	Explain and demonstrate how specialized technology tools can be used for problem solving, decision making, and creativity in all subject areas (e.g., simulation software, environmental probes, computer aided design, geographic information systems, dynamic geometric software, graphing calculators).	I	R	M	M	M	M	M	
I-Introduce R-Reinforce M-Mastery (Ability to teach) O- Optional for grade										
Digital Literacy Categories	Alignment to CCSS/ SBAC Skills	Skills	6	7	8	9	10	11	12	
Multimedia and Presentation Tools	SMP, SL	Create presentations for a variety of audiences and purposes with use of appropriate transitions and animations to add interest.	R	M	M	M	M	M	M	
	SMP, W	Use a variety of technology tools (e.g., dictionary, thesaurus, grammar checker, calculator/graphing calculator) to maximize the accuracy of work	R	M	M	M	M	M	M	
	SL	Make strategic use of digital media to enhance understanding	R	M	M	M	M	M	M	
	W, SL	Use painting and drawing tools/ applications to create and edit work	R	M	M	M	M	M	M	
	RL, RI, SBAC testing Skills	Use note-taking skills while viewing online videos and using the play, pause, rewind and stop buttons.	R	M	M	M	M	M	M	
	SMP , SL	Independently use appropriate technology tools (e.g., graphic organizer, audio, visual) to define problems and propose hypotheses.	I	R	M	M	M	M	M	
	Digital Citizenship	Comply with the district's Acceptable Use Policy related to ethical use, cyberbullying, privacy, plagiarism, spam, viruses, hacking, and file sharing	R	M	M	M	M	M	M	

Acceptable Use, Copyright and Plagiarism	Digital Citizenship	Explain Fair Use guidelines for using copyrighted materials and possible consequences (e.g., images, music, video, text) in school projects.	R	M	M	M	M	M	M		
	Digital Citizenship	Analyze and explain how media and technology can be used to distort, exaggerate, and misrepresent information.	I	R	M	M	M	M	M		
	Digital Citizenship	Give examples of hardware and applications that enable people with disabilities to use technology.	I	R	M	M	M	M	M		
	Digital Citizenship	Explain the potential risks associated with the use of networked digital environments (e.g., internet, mobile phones, wireless, LANs) and sharing personal information.	R	M	M	M	M	M	M		
I-Introduce R-Reinforce M-Mastery (Ability to teach) O- Optional for grade											
Digital Literacy Categories	Alignment to CCSS/ SBAC Skills	Skills	6	7	8	9	10	11	12		
Research (Gathering information and using information)	RI	Identify probable types and locations of Web sites by examining their domain names (e.g., edu, com, org, gov, au)	I	R	M	M	M	M	M		
	RI	Use effective search strategies for locating and retrieving electronic information (e.g., using syntax and Boolean logic operators).	R	M	M	M	M	M	M		
	RI	Use search engines and online directories. Explain the differences among various search engines and how they rank results	I	R	M	M	M	M	M		
	RI	Use appropriate academic language in online learning environments (e.g., post, thread, intranet, discussion forum, drop box, account, and password).	I	R	M	M	M	M	M		
	RI,SMP	Explain how technology can support communication and collaboration, personal and professional productivity, and lifelong learning	I	R	M	M	M	M	M		
	RI	Independently use appropriate technology tools (e.g., graphic organizer, audio, visual) to define problems and propose hypotheses.	I	R	M	M	M	M	M		
	RI	Write correct in-text citations and reference lists for text and images gathered from electronic sources.	I	R	M	M	M	M	M		

	RI,SMP	Use Web browsing to access information (e.g., enter a URL, access links, create bookmarks/favorites, print Web pages)..	I	R	M	M	M	M	
	RI,SMP	Use and modify databases and spreadsheets to analyze data and propose solutions	I	R	M	M	M	M	
	RI,SMP	Discuss and apply critical literacy skills to evaluate the authenticity of content and source materials along with recognizing bias	I	R	M	M	M	M	
	RI,SMP	Develop and use guidelines to evaluate the content, organization, design, use of citations, and presentation of technologically enhanced projects	I	R	M	M	M	M	
I-Introduce R-Reinforce M-Mastery (Ability to teach) O- Optional for grade									
Digital Literacy Categories	Alignment to CCSS/ SBAC Skills	Skills	6	7	8	9	10	11	12
Communication and Collaboration	W, SL, SMP, RI	Use a variety of media to present information for specific purposes (e.g., reports, research papers, presentations, newsletters, Web sites, podcasts, blogs), citing sources.	R	M	M	M	M	M	M
	W, SL, SMP, RI	Demonstrate how the use of various techniques and effect (e.g., editing, music, color, rhetorical devices) can be used to convey meaning in media.	I	R	M	M	M	M	M
	RI, SMP, SL	Use a variety of district approved Web 2.0 tools (e.g., email discussion groups, blogs, etc.) to collaborate and communicate with peers, experts, and other audiences using appropriate academic language.	R	M	M	M	M	M	M
	W, SL	Use teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations	R	M	M	M	M	M	M
	RI,SMP	Plan and implement a collaborative project with students in other classrooms and schools using telecommunications tools (e.g., e-mail, discussion forums, groupware, interactive Web sites, videoconferencing).	I	R	M	M	M	M	M
I-Introduce R-Reinforce M-Mastery (Ability to teach) O- Optional for grade									

Cell Phone Request Form



NEW LONDON PUBLIC SCHOOLS CELL PHONE REQUEST AND JUSTIFICATION OF BUSINESS USAGE FORM

Name: _____

Department: _____ Title: _____

Funding Source: _____

Budget Program Number: _____ Account Number: _____

Does your job function require that you be available to the school district at all times for work-related emergencies? Yes ☐ No ☐

Does your job function necessitate that you speak with people at times when you are away from the office or outside the normal contractual work schedule? Yes ☐ No ☐

Please describe the specific reasoning behind the request for a district-issued cell phone. Please include specific examples of how and why a district-issued cell phone is needed to successfully execute your position within New London Public Schools.

By signing below, the employee and direct supervisory certify the business need and that they have read, understood, and intend to comply with all New London Public School's policies, including but not limited to the NLPS Technology Usage Policy, and will abide by any requirements set forth by the *Freedom of Information Act* and any requests that may or may not be made to the district.

Employee Signature

Date

Supervisory Signature

Date

Asst. Superintendent of Magnet and Operations Signature

Date

TO BE COMPLETED BY THE TECHNOLOGY DEPARTMENT:

One-Time Equipment Charge: \$ _____ Monthly Charge: \$ _____

Cell Phone Number Assigned: _____ Effective Date: _____

Policy 4118.4 Employee Use of the District's Computer Systems and Electronic Communication.

Policy 4118.4

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Personnel**

POLICY REGARDING EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides computers, a computer network, including Internet access and an e-mail system, and other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including, but not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, personal cassette players, CD players, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices) (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education related purposes.

In accordance with applicable laws and the Administrative Regulations associated with this Policy, the system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through

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regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

Legal References:

Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

ADOPTED: October 24, 2019

Policy 6141.321 Student Use of the District's Computer Systems and Internet Safety

Policy 6141.321

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Series 6000

Instruction

POLICY REGARDING STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides computers, a computer network, including Internet access and an e-mail system, as well as other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing etc. (including, but not limited to, laptops, Kindles, radios, I-Pads or other tablet computers), referred to collectively as "the computer systems", in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education related purposes. The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during computer use by minor students.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

Legal References:

Conn. Gen. Stat. § 10-221

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 18 U.S.C. §§ 2510 through 2520

Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254(h)

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Instruction

No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47
U.S.C. § 254(h)(5)(B)(iii)

ADOPTED: December 19, 2018