

New Employee Technology Orientation

Updated August 2025

Agenda

1. [Quick Survey](#)
2. [EdTech Landscape](#) (Main Presentation)
 - a. Available Technology
 - i. [Newline PD Resources](#)
 - ii. [ParentSquare PD Resources](#)
 - iii. District-Approved/Recommended Tools:
 1. District Resource Portal: <http://www.hpsnet.org>
 2. [Tech Tools Presentation](#)
 3. [List of Approved Apps/Websites](#) | [Request Form](#)
 - b. [Digital Citizenship](#)
 - i. [Common Sense Media Resources](#)
 - ii. [Sample Lesson: We the Digital Citizens \(Pledge\)](#)
 - c. Data Privacy and Security Fundamentals
 - i. Important District Policies:
 1. [3282 - Use of Social Networking Sites](#)
 - a. [Social Media Use Request Form](#)
 2. [3283 - Electronic Communications Between Staff and Students](#)
 - a. [Presentation](#)
 - b. [Teacher-Student Relationships: When Are You Too Close?](#)
 3. [3321 - Acceptable Use of Technology Resources](#)
 4. [3322 - Use of Personal Cellular Telephones/Other Communication Devices](#)
 5. [5516: Use of Electronic Communication and Recording Devices](#)
 6. **NEW:** [5705 - Use of Artificial Intelligence Programs in Learning](#)
 - a. [Presentation](#)
 - d. Password Reset Tool: <http://reset.hpsnet.org> (Must enroll first)
 - e. [Common Systems and Contacts](#)



<https://bit.ly/hps-nto>

- f. [Standard Operating Procedures](#)
 - g. Reporting Technology Issues/Requesting Support
 - i. **IncidentIQ:** <https://hackensackschools.incidentiq.com>
 - ii. Classroom/Office Printers: Contact Toshiba Business Solutions using sticker/tag on printer for toner or support.
 - iii. Copiers: Contact TGIOA (provide machine ID number on sticker)
 - iv. Escalations: Ext 1798 or tech@hackensackschools.org
 - h. [Reporting Absences using Absence Management \(formerly Aesop\)](#)
 - i. <https://app.frontlineeducation.com/> (or call **877-983-2244**)
 - ii. Absences that require substitutes must be entered **prior to 6:30 AM**
 - iii. Accounts are created by HR. Please reach out to Ashley Banks if you do not have your credentials by the first week of school.
 - i. **Non-Teaching Staff Only:** District Emergency Call
3. SchoolFi (Future)
Used for tracking professional development offered in the District.

Questions?

Email Adrian Cepero at acepero@hackensackschools.org

Newline PD Resources:

- **Newline University:** [At your own pace Newline LMS training](#)
- **Teacher Training Resources:**
 - <https://newline-interactive.com/usa/teacher-training-resources/>
 - Includes teacher-recommended apps, helpful tutorials, and other information compiled by our trainers from teachers.
- **YouTube tutorials**
 - [Q Series for Education](#)
- **Online Knowledgebase**
 - <https://newlineinteractive.freshdesk.com/support/solutions>
 - Our help database full of technical information and How-To articles
- **Support Contact**
 - <https://newline-interactive.com/usa/contact-technical-support/>
 - In case anyone has a specific need they can't find elsewhere
 - **Tech Support Phone Number (based in TX): 1-833-469-9520**

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- Tech Support Email: support@newline-interactive.com

ParentSquare PD Resources:

- [Teacher 101](#)

Google Workspace PD Resources:

[Google Workspace](#) (K-12)

- [Classroom](#)
- [Google Sites](#) | [Tutorial](#)
- [Google Keep](#) | [Tutorial](#)
- [Meet](#) | [Tutorial](#)
- [Overview of Student Email/Google Accounts \(Grades K-12\)](#)

Other Links and Resources:

- [ISTE NETS-S \(Standards for Students\)](#)
- [Alice Keeler](#)
- [Kathy Schrock's Guide to Everything](#)