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www.hackensackschools.org

New Employee Technology Orientation

Updated August 2025

Agenda

- 1. Quick Survey
- 2. <u>EdTech Landscape</u> (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. <u>Digital Citizenship</u>
 - 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.
- 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
 - o <u>Q Series for Education</u>
- 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

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

ParentSquare PD Resources:

• Teacher 101

Google Workspace PD Resources:

Google Workspace (K-12)

- a. <u>Classroom</u>
- b. Google Sites | Tutorial
- c. Google Keep | Tutorial
- d. Meet | Tutorial
- e. 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