AHS New Teacher Technology Orientation

(Note to **newly arriving mid-year staff**, this document attempts to have all/most of the tech info you'll need as a first-year AHS staff member. So be sure to give it a decent browse and do the things now that feel the most important. Also, be sure to contact Jeff, Francis, or your Department Head if you have any questions.)

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New Teacher Orientation Plan:

Work Session - as new staff, you'll need to do the many things gathered into the Activity List located below. You do need to do all, or nearly all, items stuff on the list, at least at some point. So try to get as much done as you can during this session. We are here to help if you have any questions.

Discussion - some big ideas and themes covered during the new staff orientation are at the bottom of this doc.

Presentation Slides

Shutdown Doc
(I used this doc to communicate to staff during the Spring shutdown. It has many valuable resources, and I'll be using it in the Fall too, but it will need updating for that.)

Work Session / Activity List / Checklist

Here's your Activity List. You need to do or know all, or nearly all of the things on the list. So try to accomplish as much as you can during this session. Please ask for help if you need it. Good luck.

Table of Contents (follow the links for more details)

1. PowerTeacher, PowerSchool, and the PowerTeacher Pro Gradebook

- [Logon](#) links are at the AHS spyponders.com and the district website.

  i. Logon update - most of the PowerSchool accounts have been created (Aug.2020) for new teachers. Login info: the username is the first initial, and last name, i.e., rspiegel. However, some people with a middle initial, such as Matthew Paul Thomas become mpthomas, because there is already a mthomas. The general Password to start is, Letmein123$

- Go to this page on the [PowerTeacher Help Pages](#) to learn how to [take attendance](#), start using the gradebook, and much more. For starters, please take the time to watch the "new gradebook" introductory videos. The 15 minutes spent on the videos now will save you a ton of grief later.

- [Grading Process and Protocols](#)

2. Printers and Copiers

- Printing happens through a centralized system called "RicohPrint" that "prints" to the Ricoh copiers located throughout the building. To use the printing system, you'll need an account and "card," which you can get from Principal's Secretary Carolyn Simmons - csimmons@arlington.k12.ma.us

- Once you get your "card" and load the proper drivers on your computer, you'll be able to "print" to any of the copiers from your device using "Follow You" printing.

  i. [From School Device](#)
     [From Personal Device](#)
     [Old details and Instructions includes scanning](#)
  ii. Chromebooks and Macs should be preset to print. However, Macs may need to be set up.
  iii. If you get stuck with the setup, please enter a [tech help desk ticket](#).
  iv. Personal device printing, also please enter a [tech help desk ticket](#).

3. Communications

Use the links below to sign up for our AHS-Staff email list and social media news feeds, calendars, and the Daily Post, all of which are essential communication tools at AHS.

(Since we use Google accounts, and since your school Google account is new to you, you'll likely get some setup prompts as you start using the various services like calendars. Just follow the prompts. There's more about Google in another section.)

- ○ **Your Basic Accounts - Google and PowerSchool**
    - i.   If, for some reason, you don't have your basic accounts yet, here are two things to do:

        1. You may need to complete the New Staff Account Request Form and sign the AUP agreement.
        2. Reach out to me via email at jsnyder@arlington.k12.ma.us

- ○ **AHS and APS Websites**

    - i.   AHS is at spyponders.com   APS is at http://www.arlington.k12.ma.us/

    - ii.   The AHS Spyponders Staff page is a one-stop spot for staff needs. Be sure to bookmark it or even set it as your homepage.
        https://sites.google.com/arlington.k12.ma.us/arlington-high-school/staff

    - iii. The AHS Student page is the one-stop spot for students. Be sure to encourage your students to bookmark it.
        https://sites.google.com/arlington.k12.ma.us/arlington-high-school/students

- ○ **E-Mail - lists and signatures**

    i. **Lists** - Are you subscribed to the AHS email list and APS Everyone list? If you are getting emails respectively from Dr. Janger and Dr. Holman, then then you're all set. If needed, please request to be added by using the help desk.

    ii. **Signature:** Please add the following text to your email signature.

    If you need this document translated, please call your child's school principal - Si necesita este documento traducido, por favor comuníquese con la escuela de su hijo - Se você precisa este documento traduzido, entre em contato com a escola do ses filho - Si vous avez besoin de traduire ce document, s'il vous plaît contacter l'école de votre enfant - 如果你需要这份文件翻译，请联系您的孩子的学校 - إذا كنت تحتاج /تحتاجين إلى ترجمة هذه الوثيقة إلى اللغة العربية يرجى الاتصال، بمدرسة طفلك/طفلتك

- ○ **Social Media News Feeds**

    i. Check the AHS Calendar and News page to see and subscribe to our various social media feeds.

- ○ **Calendars**

    i. Google calendars are used for scheduling meetings and resources, things like IEP and Admin meetings and things like reserving tech and media resources. So be sure to add the school's important calendars to your account.

    ii. **Add Calendars** by clicking +Google Calendar Icon at the bottom right of any Google calendar screen. Clicking the icon will add the calendar to your own Google Calendar, which is always available within your email.

    iii. **Official School and Bell Schedule**

    At a minimum, add the [AHS](AHS) and District calendars.

    Bell Schedule warning - the Bell Schedule can and does change as the year progresses due to things like snow days, one-off events, and such. It

can be confusing, so be sure to add and track the AHS Bell Schedule.

    iv.   **Notifications** Google calendars get used for so much, be sure to verify that your calendar's notification settings allow you to accept events from others. (instructions) (more on notifications and settings)

- **The AHS Daily Post** is an important communication tool for Arlington High School. Announcements and "Old Halls" are posted and read aloud each morning over the school's intercom. (learn more) (the link) ("Old Halls" that's the lingo for the teachers who are absent on any given day.)

- **Personalized Class and Bell Schedule**

    i.   Create your own Google class calendar by following these instructions - (click here).

- **Generally**

    i.   Be sure to view the AHS Calendar and News page to see all of the ways you can follow AHS news and info.

4. EASY IEP - Special Ed - (instructions for signing up for EASY IEP)

5. Getting Help, the Facilities and Technology Help Desk Accounts

- APS uses two separate help desk systems to organize facilities and technology help requests. Both departments get many requests for help, so if you need assistance, an excellent way to start is to open a help desk ticket.

- **Help desk links** are at the top of the APS or AHS websites.

- **Technology Help Desk - Requesting help**
- Method 1 - send or forward an email to technologyhelpdesk@arlington.k12.ma.us

    i.   Method 2 - Logon and create a ticket that has the advantage of showing the threads and histories of current and past help requests/tickets.

        It's tricky to log in the first time, here's how:

1. You do have to be logged onto your school computer
2. Go to the login screen
3. Click the login link at the top right
4. Look for and use the Google login option.
5. You should get logged in
6. You should be able to open a "new ticket."
7. Here's the [logon link](#)

- **Tech Staff Contacts [for Technology](#),**

- **Facilities Help Desk (aka School Dude) Requesting help**

  i. Emergencies or quick response? reach out to the main or dean's office, or call the custodial phone is 781-227-4491 (water leaks, spills, pest control, locked doors, etc.)
  ii. Non-emergency? Matters not needing immediate attention - moving furniture, event setup, etc., please put a School Dude request in, School Dude Login Website https://login.myschoolbuilding.com.
     1. Your username is usually your email address.
     2. If you forgot your password, use the forgot password link.
     3. If you do not have a SchoolDude username set up already, please email Lauren Healy lhealy@town.arlington.ma.us
  iii. It's always good to loop in Mr. McCarthy re: furniture, moving, etc.

- **Facilities Staff Contacts** (There is no list) (Ask the office for a custodian)

6. Google Classroom and Your Required Web Presence

- You are required to maintain a public web presence that is accessible by parents, guardians, students, and staff.

- Create and post a one-page website or Google Doc accessible via the spyponders.com website. Content:

  i. Class syllabus and class expectations
  ii. Your personal class [digital/BYOD expectations](#) statement
  iii. Information about how students will see assignments and assessments, for example, instructions for [guardian invitations](#) to Google Classroom.

iv. Be aware that [Google Classroom](#) is great for student communication, but parents can't see the inner workings of Google Classroom. So, that's why something public-facing is required.

- A one-page website is easy to make with the New Google Sites - [here's how](#), or a google doc is ok too.
- Teacher "web" page links are on the [AHS website's Contacts and Academics and Department page](#).
- When your link is ready, send it to me, and I'll post it. jsnyder@arlington.k12.ma.us

7. Google Apps and two domains - spyponders.com, arlington.k12.ma.us

- We are a Google Apps for Education school, and we provide Google accounts for all staff and students across two domains. APS Staff has arlington.k12.ma.us accounts, and students have spyponders.com accounts.

- Our two domains are set up for easy sharing among and between staff and students. However, only upper class-persons can share publicly. So, if you work with students on something for public viewing, you'll have to initiate as the owner and allow your students to collaborate as editors.

8. More about Google and Google Apps for Education

- Overview - Google Apps for Education, or GAFE - it's all here. Use this link of my favorite gathered resources.

- Classroom - Google Classroom works excellent. Here's how to [get started](#)

- Groups and Lists - Learn how to Create Email Groups for sending class emails and shares - [the basics](#) (note, using Google Classroom is better)

- Forms and Quizzes - Learn how to use them

- Email - Fight the clutter - email notifications and inbox options.

  i. Manage your notification settings, so you don't get an email for every post.

ii.   Fight the Clutter Use filters and labels and Priority Inbox
http://lifehacker.com/5992588/gmails-priority-inbox-is-awesome-just-give-it-a-chance

9. Student Data Privacy and Allowed APS Apps and Sites

○   There are many online learning tools, but we at APS are only authorized to use some. (Click here for more information.)

10.   Computer Labs, Classroom Carts and the Media Center - how to sign up:

○   We are one-to-one as of Fall 2021

Below is out of date.

○   AHS has about 900 devices available for student use.

○   Several general access labs and class-carts are located in the main lobby and the Media Center. Learn how to schedule these resources through Jeff Snyder at Instructional Technology and Stacy Kitsis and in the Media Center.

○   More labs and carts are available at the Department level. Check with your department head and colleagues about signing up.

11.   AHS Technology web pages, our tech-related resources

○   District Tech Pages APS Website *Home Page* > *Departments* > *Technology*
○   AHS Instructional Tech Page (needs update)
○   AHS Staff Page - a one-stop shop for staff (general)
○   AHS Media Center, on the AHS Staff page
○   AHS Maker Space, on the AHS Staff page

12.   What's new in Tech Fall 2021:

○   (note this is the info that will be going out to all AHS staff once the document is ready) (here's a link to last year's doc.)

13.   Digital Citizenship, BYOD, and RUP

- **Classroom Digital Expectations Policy** - we require that you create (and we publish to parents that you will make) your statement of classroom expectations around technology behavior.

  The following should be helpful as you create your own rules/policy.
  i.   This [list of ideas comes](#) from a building-wide staff workshop on the topic of classroom tech rules. ([click here](#)).
  ii.   Our [BYOD](#) documents describe the AHS philosophy on using electronic devices.
  iii. The BYOD doc also has the parent-facing statement saying that YOU will set your digital expectations document that, in turn, all parents and students sign it at the beginning of each year.
  iv.   Our Responsible Use Policy or RUP is our district-wide expectations statement.
  v.   Taken together, the RUP, BYOD, Student Handbook, Academic Integrity, and AHS Mission statements stand together as the foundation of our expectations around the use of technology.
        Links to the RUP and additional Digital Citizenship resources are on the APS Digital Learning page.
- You can connect a personal BYOD device to the APS network. ([click here](#))
- APS uses the Common Sense Media **Digital Citizenship** curriculum. At AHS, the curriculum is delivered in bits and pieces through our [advisory program](#). Despite this somewhat minimal programming, the bulk of Digital Citizenship training has to come from the classroom teaching staff - you and your daily interactions are what make the difference.

14.   Theory - UDL, TPACK, and SAMR - Models for Technology in the Classroom

- The district is transitioning to using UDL and TPACK as core models for tech in the classroom. AHS has also been using the SAMR Model.
- Here are some links to these models.
  i.   "The letters "SAMR" stands for Substitution, Augmentation, Modification, and Redefinition." [SAMR Model](#)
        https[://www.schoology.com/blog/samr-model-practical-guide-edtech-integration](#)

15. **Teacher Evaluation / TalentEd**

- **[TalentEd](...)** is our teacher evaluation provider. Your annual professional and student goals will go here, as well as your supervisor's observation evaluations. You'll hear more about this from your supervisor later in the year.

16. **Teacher Absences - AESOP/Frontline**

- Use the AESOP / Frontline page for [absences.](...)

17. **Projectors and Viewboards -** [how to connect](...)

18. **Employee Self-Sevice Portal** - paycheck info and such

HR Contact Information

Please use the following directions to review your contact information in the Human Resources files.
Thank you

Can you please help us out and remind your staff to review their phone and emails in ESS. With the winter weather coming it's very important that the information is correct.   The phone and emails listed in ESS is how employees will be contacted regarding school closings.

In ESS phone and emails are listed under PERSONAL INFORMATION

PERSONAL INFORMATION - **GENERAL TAB**
Employees will want to make sure school and personal emails are correct. Changes/edits are done directly on the ESS website.

- Email: Arlington email
- Alternate email: Personal email

PERSONAL INFORMATION - **CONTACT TAB**
Employees will want to make sure the correct phone number is listed.   Changes/edits are done directly on the ESS website.

ESS log-In link is found here and is under log-In on the APS Website

If any staff member needs help with their username/password please have them contact me or Khali Tabor

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Discussion Points:

- Discuss Google Apps For Education, GAFE, Concepts, Resources, Google Classroom

- Mention the UDL, TPACK, and [SAMR](#) Models

- Introduce Tech Resources

    [Labs and Carts](#)

    [Getting Help](#), Tech help-desk and us

    [Our Web Pages](#) - for tech resources

    [Communications](#) - must-do items - Email lists, News Feeds, and Calendars.

- Discuss [Powerteacher Pro](#) - the videos are worth the time.

- Did you get connected to your accounts?

(Note that New Staff Account Requests require an AUP agreement.)

The Digital Citizenship, RUP, and BYOD speech:

Themes:

- Academic and professional purpose and use
- Separate your electronic selves --- work/school separate from home/private
- The smartphone battle, bullying, acceptable use - your policies, and ask for help.
- Inform and communicate - to tech staff - to deans and administrators
- Secure use, Avoid wasteful use
- Protect privacy

Talking Points:

- Google Apps and two domains - we are a Google Apps for Education school, and we provide Google accounts for all staff and students across two domains. The staff has arlintong.k12.ma.us accounts, and students have spyponders.com accounts.

- Our two domains are set up for easy sharing among and between staff and students. However, only upper class-persons can share publicly. So, if you work with students on something for public viewing, you'll have to initiate as the owner and allow students to collaborate as editors.

- Separate home and work communications - for yourself and your students - a message to send and reinforce

- Require your students to use their spyponders.com accounts.

- Require yourself to use your arlington.k12.ma.us accounts. - good modeling

- Let the Deans and Admins know about Improper behaviors and use, plagiarism, bullying, addictive phone use, etc.,

- The Digital Citizen Message (and smartphones, and devices)

  - You're it, you're the front lines

- Model the behavior
- Insist on the behavior that you expect
- Great one-shot videos, ideas, and lessons to use with kids at
  ([Common Sense Media](#), [Their Videos](#))

- Required - Create your own classroom BYOD rules and communicate them.

  - The smartphone battle - set your policies and ask for help.
  - You'll need to create your own statement classroom expectations around tech and BYOD. This document may help you create your own rules. It's a [list of ideas](#) from our staff meeting about classroom rules and use. ([click here](#))
  - Here's a description of the program ([BYOD](#))

  - Here's how to connect a BYOD device, including how to connect your phone. ([click here](#))

Links to RUP Docs - Please read and reinforce - reinforce a lot.

  ○ [Student Responsible Use Policy, RUP,](#)
  ○ [Staff AUP](#), four pages
  ○ [Staff Signature Page](#)
  ○ [AHS BYOD](#) document (This document offers a description of the AHS philosophy on using electronic devices and guidance about which devices students and parents might choose.)