



2021-22
Back to School
“Technology at
Casady” Orientation

last update: 2 August 2021

[**helpdesk@casady.org**](mailto:helpdesk@casady.org)

Technology Orientation Outline



1. helpdesk@casady.org
2. Technology Team Overview
3. Casady Technology Overview
4. MyCasady Technology Resources
5. Responsible Use Policy
6. Google Drive / Shared Drives / Knowledgebase
7. Passwords & Digital Safety
8. Instructional Support (support.casady.org)
9. Casady Self Service
10. Printing
11. Phones and VoiceMail
12. helpdesk@casady.org
13. Q & A

1. Help Desk



helpdesk@casady.org

“One Email to Rule
Them All”

One Email to Rule Them All

2. Technology Team Overview



helpdesk@casady.org

3. Casady Technology Overview



1. Help Desk



Asking for New Technology Resources

- helpdesk@casady.org
- Your Division Director

4. MyCasady Technology Resources



www.casady.org

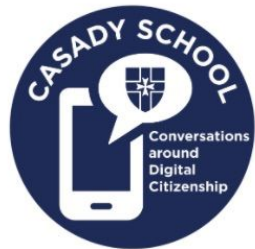


MyCasady Teacher Tutorials



Technology Resources

Technology Resources



Digital Citizenship Resources



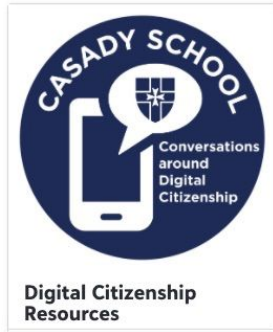
freshdesk



5. Responsible Use Policy (RUP)



digcit.us



Casady School's Responsible Use Policy (RUP)



I Honor: I cultivate my own faith tradition and honor the tradition of others.

As a **Digital Citizen** at Casady, this means I respect the intellectual property, digital privacy, and security of myself and others.

Therefore I am careful to...

- Never share my own or another person's login information and passwords.
- Never log into another user's account or alter another person's files
- Protect my private information online.
- Ask for and receive permission before I...
 - read another person's private communications or files.
 - take pictures, make videos, post, or forward someone else's personal information.
 - use any kind of technology in a teacher's classroom.

New RUP version for 2021

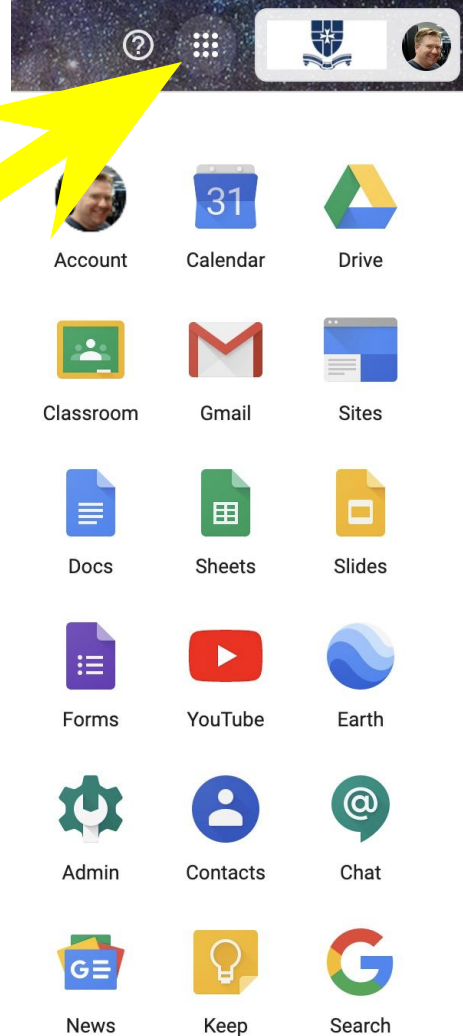
6. Google Drive / Knowledgebase



Meet “the waffle”



You can drag and drop to customize the order of Google (non-SSO) apps



6. Google Shared Drives



Technology
Resources

Technology Resources



Faculty/Staff
Knowledgebase

Lower Division, Middle Division, Primary
Division, Upper Division

Helpful Technology Links

Shared Drives (Shared Google Drives)

1. [Casady Knowledgebase](#)
2. Divisional Share Drives: [UD Public](#) - [MD Public](#) - [LD Public](#) - [PD Public](#)
3. [Curriculum Share Drive](#)

7. Passwords & Digital Safety

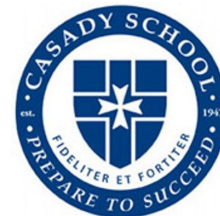


Social Engineering Attacks:

1. Use a **unique, long & complex password** on EVERY website / app *
2. Use a **Password Manager** to maintain your sanity (lastpass.com or [1password](https://1password.com))
3. Turn on **2-step verification** (multi-factor authentication - MFA) **on EVERY website** you can
4. Be **wary** before **clicking links** in emails

* Including MyCasady & Google

Use GMail's "Report Phishing"



Reporting Phishing Emails, be a good netizen

Mark Graham
to me

09:07 (0 minutes ago)

Capsule CRM

Graham Mark

Store message

Click here to [Reply](#) or [Forward](#)

32% full
Using 9.74 GB of your 30 GB

Programme Policies
Powered by Google™

Last account activity: 59 minutes ago
[Details](#)

8. Instructional Support



Casady Remote Learning Support

support.casady.org

Technology Support



Updated June 2021 ["New Laptop Without Tears" Tutorials](#), helping you [prepare to change laptops](#) and [configure your new MacOS laptop](#)!

[PREPARING - Part 1](#)

(33 min, 42 sec)

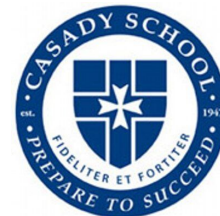


[Configuring - Part 2](#)

(41 min, 15 sec)



9. Casady Self Service



Calendar

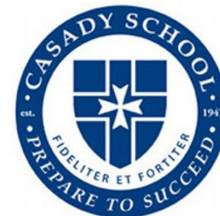


Casady Self Service



Chess

10. Printing



11. Phones and Voicemail



Search Drive

New

Priority

My Drive

Shared drives

Shared with me

Recent

Knowledgebase > Phone Stuff

Name ↑

Archived Phone Lists

Old Phone and Paging System

Casady Jive Phone Extensions 18 April 2019.pdf

Jive Phone and Phone System Support



by LogMeIn



drive.google.com/drive/folders/1mkWl1S8SQhJ83nHr8lEsTZ6eGw9TPWNV

12. "One Email to Rule Them All"



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13. Q & A





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