



POBCSD DISTRICT-WIDE SUMMER of 2014 COMPUTER REFRESH IMPLEMENTATION: WHAT I NEED TO KNOW AS A STAFF MEMBER?

Great technology related news for POBCSD! Over this summer our district will be embarking on a major technology initiative comprised of refreshing district-wide instructional and administrative computer workstations from grades K-12. This means the remaining 1,041 computers that have not been upgraded to date will be replaced and all district-wide computers will receive a major software upgrade with the latest Microsoft Operating System and Microsoft Office Suite. This critical computer hardware/software refresh will greatly enhance computer performance required to meet the progressing 21st century digital centric instructional and administrative needs and digital security of all students and staff members.

With this most welcomed initiative comes a few important changes that, as a district staff member, you will need to familiarize yourself with in order to ensure as seamless an implementation and end-user experience as possible. Although our team has been working hard to proactively anticipate as many possible issues that can arise from a district-wide technology implementation of this magnitude – as with any change related to today’s emerging technologies and its impact on how society understandably adapts to change in general – we will continue to work together to help iron out any unforeseen issues and potential bumps we may encounter along the way.

Ongoing communication with all POBCSD stakeholders will be the key to a successful implementation for our district. The purpose of the following FAQs (Frequently Asked Questions) section of this correspondence is to help set clear expectations as to what this implementation means to all staff related end users of our computer network. It will become a living document posted on our district’s website in addition to providing ongoing training resources so any additional questions or concerns can be addressed as we progress.

Computer Refresh Implementation FAQs:

a) Will my computer network/email password be affected during this implementation?

Yes – all district-wide staff members will automatically receive a “change password” prompt upon login beginning in mid-August. The new secure password requirements that you will need to follow after receiving this prompt are as follows:

All Staff passwords must be at least 8 characters long and meet three of the following four qualifications:

- 1) A lower case letter (a, j, r, etc.)*
- 2) An upper case letter (A, J, R, etc.)*
- 3) A number (3, 7, 1, etc.)*
- 4) A symbol (@, %, &, etc.)*

b) What will happen to my Infinite Campus and SchoolWires password after I change my computer network password?

Upon changing your computer network password your Infinite Campus and SchoolWires password should automatically synchronize with your newly created password. If you have any issues logging into Infinite Campus after changing your network password please send an email directly to glodico@pobschools.org for direct assistance. (Note other applications

such as WINCAP and IEP-Direct, for example, will not be affected by your network password change and you should continue logging into these applications as usual)

c) Which of my elementary classroom computers will be refreshed?

Any computer that meets our district's obsolete criteria inside your classroom will be refreshed with a brand new Dell computer workstation and flat screen monitor. Since your elementary classroom received a brand new Dell computer with a flat screen monitor currently connected to your Classroom Projector/SmartBoard during our last recent refresh, your newest computer will become your Classroom Projector/SmartBoard computer and the computer this replaces (which is not obsolete) will be moved over one spot on your computer table. Any remaining obsolete computers that you currently have inside your classroom will be replaced with a brand new Dell computer and flat screen monitor so your classroom will be completely updated and ready for the beginning of school September 2014.

d) Which of my middle school classroom computers will be refreshed?

All middle school classroom computers will be refreshed with brand new Dell computers and flat screen monitors for the beginning of school September 2014. (Note: All middle school computer labs were refreshed in last year's budget cycle)

e) Will my high school classroom computer be refreshed?

Since most of our high school classrooms received or are in the process of receiving brand new Dell computers during our last recent refresh there is no need to upgrade your computers at this time; however, your current computers will still need to be reimaged with the latest Microsoft Operating System and Office Suite updates that the rest of the district is receiving. In addition, there may be other special areas inside your building that have been identified for a hardware refresh such as special education, computer labs, etc. that will receive new computers as well.

f) I work in one of our administrative offices that is active all summer long - will my computer be refreshed too and how will my downtime be limited?

Yes – all district-wide administrative office computers that haven't been upgraded to date will be refreshed with new Dell computers. We will work with your office directly to schedule the best time for your upgrade to help minimize any potential downtime.

g) What about my current computer software applications – will these applications all be the same in September? What other changes will be made?

Over the past few months our building-based Computer Aides and Technology Team have been performing a desktop inventory of all specialized software applications you currently may be using to ensure everything will be in place when you return to school in September. The only change you will experience, besides having a new and extremely responsive computer, will be the operating system which will no longer be Windows XP and/or 7 but the latest version of Windows and Microsoft Office that some members of our staff may already be familiar with from devices they already own.

h) WHAT ABOUT TRAINING? Where do I go for help when I need it?

Training is a key component of this implementation. To help address changes related to the look and feel of our updated Microsoft software, training will be made available to all staff members as provided by Nassau BOCES in our

implementation contract. In addition, due to our direct collaboration with Microsoft on this project, there will be other resources and onsite training available to all staff members. For ongoing help and support, you would continue to contact your building-based Computer Aide for first line response as well as contacting our Central Office of Technology for additional help desk related services.

i) What happens to the data files I've been storing all these years in Microsoft Office and SmartNotebook, for example? Will they be lost? Is there anything I need to do?

For 99% of our standard district software applications your data files will be fine because they do not reside on your local computer but are located in your personal "home directory drive" that resides on a centralized networked file server located within our district; I say 99% because there are rare cases for Special Education software applications that have complex licensing structures and are not always network friendly which are further explained in the question that follows below. However, always remember it is standard best practice to backup any data file you think may be irreplaceable onto a flash drive and/or other type of storage device.

j) I am a Special Education Teacher with specialized programs like WIAT, etc. that have important data tied to a special software license. Is there anything additional I may need to do to ensure I don't lose any irreplaceable reports or files?

Yes – now is time to make certain your building Computer Aide is aware of this so they can clearly identify which current classroom computer has the specialized software such as WIAT installed on it. This will help ensure this type of specialized software with complex licensing structures is properly transferred to your new computer. **In addition, for irreplaceable files/reports, it is standard best practice and highly recommended that before the end of June you print out and/or save to a flash drive any critical student related reports as a backup** - just in case there are any unforeseen license compatibility issues during the computer data transfer process. Also note, Special Education web-based programs that you currently access with a browser from inside and outside of the district that let you securely store/access your data in the cloud (remote file servers not owned by or located in our district) will not pose an issue related to this implementation.

k) What about my building's computer labs, will they be refreshed too?

Yes – if you are located in an elementary school your computer lab will be refreshed with brand new Dell computer workstations. All middle school computer labs and most high school computer labs were previously refreshed during our prior budget cycle. Please let your building's Computer Aide know if there are any special software applications that you are currently using inside your labs so all is ready for you and your students in September.

l) I am part of a summer curriculum writing project - which computers do I use while work is being done on computers located in my building?

You will be able to use the wireless mobile devices currently located inside your building. Please make any arrangements necessary with your current building mobile device contact to ensure you will have access to these devices. You should also have a flash drive on hand so you can transfer any files you may need from our computer network to the mobile device you may be working on. Also, always remember - it is standard best practice to back up your work to a flash drive at the end of each curriculum writing session so all of your hard work does not get accidentally lost and/or erased by another user who may use the same shared mobile device following your session.