Information Technology for *Learning*

Dear New Employee,

Welcome to the Greater Victoria School District. This document is intended to help you learn more about the technology you will be using daily as an employee of our district. Some of the information below is only useful to certain employee groups, whereas other sections have more general relevance. Please note the brackets in the headings, as they will direct you to the information you need.

District Account (All)

What is it?

Each new staff member is given a district account upon being hired; below we have outlined where this account is used. The username is the first initial and last name of the employee (ex. Albert Brown becomes abrown)—in the case of duplicate usernames additional letter(s) from the users name are added. You will be given a temporary password by HRS, which will need to be changed upon first logon. It is a very simple process if you login for the first time on a district managed Windows computer, however you can also change the password from anywhere by following this link: https://www.sd61.bc.ca/staff-support-portal/change-district-password/

Why do I need it?

Your account gives you access to the following:

- District Managed Windows Computers
- Staff Email
- eServices Portal (for managing your attendance, payroll, job postings, etc.)
- Your *H: Drive* (a location for your files and user profile on the district server).
- The GVSD HelpDesk for requesting technical support.
- MyEdBC, FreshGrade, CSL Tool (Teachers only)

All of these services (except FreshGrade) can be found on the district staff support page at: https://www.sd61.bc.ca/staff-support-portal/

HelpDesk (All)

What is it?

HelpDesk is the first point of contact between employees and the Information Technology for Learning (ITL) Department. You can reach us at 250-475-4188, or by submitting a web helpdesk ticket to: https://webhelpdesk.sd61.bc.ca.

One *Learning* Community — Greater VICTORIA School District

Why do I need it?

HelpDesk, and the ITL department can help you solve work related technology issues including (but not limited to):

- Classroom projector systems (more information below)
- Access to district email and other accounts, including district Google accounts.
- MyEd BC (Teachers and TOCs only)
- WiFi access (on personal and district owned devices)
- Repair of, and technical support for, district owned technology equipment (computers, phones, projectors, printers, etc.)

Privacy (All)
What is it?

In legal terms, Privacy refers to an individual's personal information and how it is collected, used and stored by public institutions. The B.C. *Freedom of Information and Protection of Privacy Act* (FIPPA) prohibits public institutions in our province from storing a citizen's personal information on data servers located outside of Canada. All employees who work with these services should be aware of the law.

How does this affect me?

Several of the web-based learning tools we offer to students, including Google's Application Suite—aka GSuite, or Google Apps for Education (GAFE)—require explicit consent from parents and/or students, in keeping with FIPPA's guidelines. Use of GSuite apps is optional, and although the majority of our students have access to these tools, some do not. Accommodations must be made available for these students, and educators are tasked with providing them. Please contact Josh Barks, District Vice-Principal of Information Technology for Learning at: jbarks@sd61.bc.ca if you have any further questions. You can also consult our Technology for Learning (T4L) team's Privacy webpage for more information about Privacy: https://techforlearning.sd61.bc.ca/privacy/overview/.

NOTE: Use of GSuite and FreshGrade both require informed consent in Greater Victoria School District. For GSuite use specifically, parents must provide consent annually for their child to from Grades K-8. From Grades 9-12 students can consent on their own.

GSuite Apps (Teachers and School Support Staff)
What is it?

All staff are eligible for a district managed Google account—sometimes called an *sd61learn* account (because the suffix is: **@sd61learn.ca**) or a GAFE account. The account only remains active as long as you are an employee of the district. These accounts limit student exposure to advertising and other outside communications. As a protective measure students in Grades K-8 are not able to send or receive communication outside the district. Our district accounts are different from regular Google accounts in

Greater VICTORIA School District

that they have unlimited file storage, and have settings managed by our ITL department. They provide an easy way for staff and students to collaborate, communicate and share digital media with each other.

How do I use it?

After you have reviewed the privacy considerations and requested an account at https://www.sd61.bc.ca/staff-support-portal/staff-gafe-account/, please head to the *Technology for Learning* website: https://techforlearning.sd61.bc.ca/. It has resources for GSuite Apps, Chromebooks, and other software you will use in the classroom and in offices throughout the district.

District Managed Devices (Teachers)

What are they?

The district provides Windows 7/10 desktop workstations, Windows 10 laptops, Chromebooks and iPads for staff and student use. All schools have printers, however some require a PIN (which you can typically get from the office). Almost all classrooms have a mounted projector setup for teacher use, also known as TEC (Technology Enhanced Classroom) packages. Each classroom should also have a phone, and at least one Windows computer available for teachers (if there is not one present please contact helpdesk).

How do I use them?

Digital devices for students are supplied to schools at a 4:1 ratio. Individual schools manage access to devices differently, however generally speaking students in Elementary Grades (K-3) will have access to iPads, and possibly Windows desktops. Students from Grades 4-12 will have access to Chromebooks as well as iPads and Windows desktops. Basic information about using devices can be found on the T4L website: https://techforlearning.sd61.bc.ca/

Projectors with sound, either a TEC Package or SMART Board, are available in the majority of the district's classrooms. A complete guide to using TEC packages can be found at: https://goo.gl/7ekvbH.

MyEducationBC (Teachers)

What is it?

MyEducationBC, known as MyEd, is the Ministry of Education's student record management system. TOCs will use MyEd to record student attendance and, under some circumstances, post a student's final grades.

How do I use it?

All new TOCs must complete the MyEd Training. Videos and a training manual, as well as the online quiz are available at: https://myed.sd61.bc.ca/teacher-on-call-training/

We wish you success in your new role,

The Information Technology for Learning Department
Contact the ITL Helpdesk at: (250) 475-4188, or https://webhelpdesk.sd61.bc.ca