

HCS Tech. Specs.

HARTLAND CONSOLIDATED SCHOOLS

TECHNOLOGY PERSONNEL

TECH DIRECTOR
SCOTT USHER
(810) 626-2117

NETWORK ADMIN
JEFF MAXWELL
(810) 626-2218

PC TECHNICIAN
DENNIS FRASER
(810) 459-3349

HHS PC TECH
JOHN MUNDAY
(810) 626-2394

DATA PROC.
KAREN WILSON
(810) 626-2116

GRACON TECHS
JOEL MCINTYRE
MARK BUDDEN

Summer Network Change What does it mean to you?

What will be happening?

This summer, the HCS technology staff and the Technology Bond Implementation Team will be working to convert our network from a Novell server solution to a Microsoft server solution. New equipment will be purchased and the Microsoft Server operating system will be installed replacing our older servers and the antiquated Novell operating system.

Along with the change in the operating system will be a change in the district's email solution. As you know, we currently use GroupWise for our email. This summer, we will be migrating the GroupWise data to Microsoft's Exchange Server.

Because the network operating system will be changing and we will no longer use the GroupWise Client, the tech staff will be imaging all desktop and laptop computers. All Novell and GroupWise related software will be removed and the computers will be re-configured to function on a Microsoft Network using Exchange as the mail server. Microsoft Outlook will be installed on all Staff and Faculty computers for access to email.

What does all this mean for the end user? (Teachers and Staff)

The intent of the Bond Implementation Team is to safely and completely migrate all data resting on the existing servers to the new network storage devices. However, to be sure each staff member retains important records and data, the technology staff recommends that all users back up important data and take it home for the summer.

In addition, ALL COMPUTERS IN THE DISTRICT, except for Central Office, Community Education and Transportation, will be imaged this summer. Any important data that is stored on those units should also be taken home. Central Office, Community Education, and Transportation computers will be updated and configured individually.

Some users have asked why we image computers and what that means. We take a computer, load all the software on it we want to, configure it how we want, and basically make a copy of it to the network. Each similar computer can then be quickly "cloned" from that copy sitting on the network. The reason that we image

INSIDE THIS ISSUE:

Summer Network Change	1
Summer Electronic Shutdown	3
Email Retention Policy	3
Training Corner	4
Available Grant	4
Jeff Maxwell Retires	5
New Network Admin Hired	5

Continued on p. 2

computers is to save time. It takes about 30 minutes to image a computer and it will take between 1 and 3 hours to update and reconfigure a computer manually (sitting in front of it and updating each application by hand).

Upon returning from the summer, there will be some major changes on each computer in the district.

1. The login screen will look a little different.
2. Email will no longer be accessible through GroupWise client. Microsoft Outlook will then be used.
3. Login Names will be different. (see below)
4. Email addresses will be different. (don't panic...see below)
5. Login Names and Email Addresses will have DIFFERENT passwords than what you currently use. Sorry, we have no way of migrating the passwords.

Each staff and teacher computer login name will change from the first seven characters of the last name followed by the first character of the first name to the first name followed by the last name with no space between.

For example:

UsherS will become ScottUsher

Each staff and teacher email address will change from the first seven characters of the last name followed by the first character of the first name to the first name followed by the last name @hartlandschools.us.

For example:

UsherS@hartlandschools.us
will become
ScottUsher@hartlandschools.us

The REALLY GREAT NEWS is that everyone will still receive message sent to the old address (UsherS@hartlandschools.us) in your new inbox. However, your old @gwise.hartland.k12.mi.us address will no longer be functional. Therefore, it will be important to alert all contacts still using that address.

Until the GroupWise information is migrated to Exchange, users will still be able to use GroupWise. At some point during the summer,

though, it will no longer be part of our network. At that time, the only way to access email will be through Exchange with your new username and password.

The Technology Staff will be working with building principals to establish training dates for accessing the new system. **PLEASE DO NOT CONTACT THE TECHNOLOGY STAFF AND REQUEST YOUR NEW USERNAME AND PASSWORD** prior to your training date unless there is an URGENT need to have it.

Student usernames will also change using our new network. They will also use their first followed by their last names, but they will include the last two digits of their year of graduation.

For Example

UshSco08 will become ScottUsher08

To help control the ever growing amount of data that is accumulated by users, we will be instituting user quotas for storage and email.

Storage ("H" drive)

K-6 grade users will receive .5 Gb per user
7-12 grade users will receive 1 Gb per user
Teachers/Staff will receive 10 Gb per user

Email

Students will receive a 25 Mb quota
Teachers/Staff will not receive a quota

All users will also be subject to a new password policy.

Staff and Faculty will be required to use a password with at least 8 characters. This password will not expire and the user will be allowed to change it.

Students will be required to use a password of at least 4 characters (to accommodate elementary children) with no expiration and the user will not be allowed to change the password. The older children in the district will have longer passwords.

The Technology Department realizes that end users will be somewhat inconvenienced during this process. We would like to assure each of you that the entire Bond Implementation Team

continued from p. 2

will do everything possible to minimize the impact on the operations of our district. Through all of our conversations with other districts who have made this switch, the overwhelming response is that it is the best decision and one that will be looked upon as positive.

If anyone has questions regarding this process, please do not hesitate to contact Scott Usher by email, phone, or in person.

Summer Electronic Shutdown Guidelines

In an effort to help support the district's goal of energy conservation, the technology department has made some recommendations for each employee responsible for an area of any building. This information will be contained in a memo from Assistant Superintendent, Scott Bacon.

In general, we recommend that all devices be powered down and unplugged from the wall except the computer's tower or desktop, networked copy machines and printers, laptop carts, and fax machines.

The following is a simple checklist that will get you all started:

Power down and unplug:

TVs
VCRs
Sound-Field Amplification Devices (LightSpeeds and Phonic Ears)
Computer MONITOR
Locally attached printer (not networked printers)
Vacant Power Strips
Non-networked copy machines

Power down but remain plugged into electrical:

Computer Towers or desktops
Laptop carts

Items that should remain plugged into electrical and left on: (most will go into energy saver mode)

Network printers and networked copy machines
Fax machines

Sound-field amplification devices such as LightSpeeds and Phonic Ears should be powered down, unplugged and the batteries removed from the body pac or neck mic. These batteries should be stored in a desk drawer until the Fall.

State Law Requires Retention of Email

In September of 2006, House Bulletin 522 was approved making it necessary for school districts to retain certain email records for a minimum of two years. Fortunately, we are in the middle of a change over in our email system and at the beginning of a Bond which enables us to purchase the necessary equipment to comply with this bulletin.

By the Fall of this year, the District will have an administrative guideline in place which will be added to our Staff Acceptable Use Policy and will require each of us to retain all email that deals with children or school policy and procedures for a minimum of two years.

When training is conducted this Fall for the new network operating system and email, each staff member will be informed of the proper procedure for retention of applicable email. The retention of all applicable email will be the responsibility of each end email user in the district.

We have no choice but to comply with this bulletin and have been advised by our attorney that action must be taken.

If anyone is in need of a little light reading over the summer, additional information can be found at www.michigan.gov/recordsmanagement/.

Training Corner

Universal Design for Learning Technology Integrated Lesson Plan Workshops

The Michigan Department of Education in collaboration with the One-to-One Institute and a few ISDs are holding summer workshops to create a database of technology integrated, UDL infused lesson plans aligned with the new Michigan Merit Curriculum Content Expectations.

Teachers of Grades 9-12 in Social Studies, Math, Science, English Language Arts, and Special Education are invited to gather together for one day of Universal Design for Learning and technology integration training and three days of collaboration in their content areas to develop lesson plans that will be available to all Michigan teachers to assist them with the new MMC Content Expectations.

Workshops will be held the following four ISDs:

Wayne County RESA	June 18-20, 2007
Genesee ISD	July 30 - Aug. 2, 2007 (Pioneer Participants only)
Marquette Alger RESA	July 30 - Aug. 2, 2007
Traverse Bay Area ISD	Aug. 7 - 10, 2007

Participation will be limited to 30 participants per site. Lunch and snacks will be provided each day and participants will be paid a stipend of \$125 per day. There will be no mileage or hotel reimbursement available.

Interested educators are encouraged to apply for this opportunity. The application can be found at http://www.michigan.gov/documents/mde/Summer2007App_194515_7.dot.

Complete the application and a paragraph describing your experience using technology in the classroom and e-mail to Barbara Fardell, fardellb@michigan.gov no later than **June 11, 2007**. If you have any questions, please e-mail Barb Fardell or Ron Faulds fauldsr@michigan.gov.

Grant Available

Up to \$25,000 for job skills and education programs

Grant Title: Staples Foundation for Learning Grants

Organization: Staples Foundation for Learning

Eligibility: Nonprofits

Value: Awards of \$5,000-\$25,000

Deadline: August 3, 2007

The mission of Staples Foundation for Learning is to provide funding to programs that support or provide job skills and/or education for all people, with a special emphasis on disadvantaged youth.

Contact: <http://www.staplesfoundation.org/foundapplication.html>

Jeff Maxwell Retiring

For those of you who are unaware, Jeff Maxwell (our Network Administrator) will be retiring June 30, 2007. It was a little over 3 years ago when HCS received a resume in the mail from Jeff for the Network Administrator Position. After a 45 minute phone conversation and two interviews, Jeff was offered and accepted the position at HCS.

When hired, Jeff promised to give us three years of dedication and hard work before he would be able to retire and move to the next major phase in his life. That time is now upon us and while we will miss his presence, we all wish him our best.

When hired, Jeff asked the number one thing that HCS needed to have with our network. He was told increased network stability and health. Presented with many challenges along the way, including an ever decreasing number of 3rd party software vendors who actively support a Novell Network Environment, Jeff delivered on his promise and consistently provided cheerful, professional, and timely services to HCS computer users.

Joanne Franklin at the high school describes Jeff as "a professional, sweet, attentive caring person who is always willing to help." Then she adds that "He is always there for me!" and "I'm going to miss him."

Dennis Fraser, from the Tech Department says "I am really sorry to see Jeff retire because I rely on him for so much. He's everything a co-worker could ask for - approachable, intelligent, fun-

loving, and always eager to assist in focusing on solutions to technology problems. In addition, he is a good friend. Who amongst us can say they have too many good friends? I'm going to miss him more than he could possibly know. I wish him nothing but the best."

Finally, when asked about Jeff, Erin White (Media Teacher at Village) says, "It is difficult for those of us in the Media Department to imagine NAJ (Network After Jeff). Having the last three years to work with him has been a wonderful learning experience for us all. We will miss his witty banter, his kindness, and his expertise, but we all feel a little more capable thanks to the time that we had with him running our network. We hope that he enjoys his well-deserved retirement and that he finally has time to peruse interests that do not involve a constantly ringing telephone or any error messages."

For those of you who may never have had the pleasure of meeting Jeff, you need to know that every time you sat down at a computer over the past three years and were able to do what you needed to with it, there was a man sitting in a little office on the first floor of the high school who was giving his all (during the final three years of his professional career) to ensure that your experience would be seamless.

From everyone at HCS, Jeff, we will miss you and wish you the absolute best in your retirement!

Paul Ketola Hired as New Network Admin

The HCS Technology Department would like to welcome Paul Ketola to the Technology Team as our new Network Administrator. Paul comes to HCS from private industry where he has spent the past 9 years working with network and client computer systems. Paul is a graduate of CMU where he obtained his BS in Computer Science. For the past four years, he has been successfully running a computer consulting business supporting small and medium sized organizations.

After a lengthy phone conversation and two interviews, it became very clear that Paul was the perfect person to lead the charge as we enter the exciting new world of the Microsoft network environment. His vast experience with networks and serv-

ers in the private industry over the past 10 years will only serve to help ease the HCS transition from Novell to Microsoft and ensure an efficient, functional, and user friendly network environment.

While not officially starting until June 11, Paul has already participated in network conversion meetings and has provided valuable input as we continue to move forward with Bond implementation.

If you have the opportunity to meet Paul before leaving for the summer, please be sure to give him a warm HCS welcome and feel confident that he and the entire technology team will be working tirelessly throughout the summer to ensure a reliable and user friendly technology environment for all HCS users.