

Teacher Do's and Don'ts

Do keep your password secure.

1. Common places students know to look for teachers' passwords are under the mouse, under the keyboard, in a folder next to computer, under the chair, on the bulletin board above the computer, etc.
2. Keep password under lock and key- some place only you have access to.

Don't let students use a computer with your login.

1. Students should only use computers logged in as a student.
2. The student log in gives them access to everything they need.
3. Teacher logins give teachers access to "teacher only" areas on our network such as the h drive.

Do lock your computer or log off before you leave the classroom.

1. To lock your computer:
 - a. Hold down Ctrl + Alt+ Delete
 - b. Click Lock Computer
 - c. When you come back to your computer, you will need to press Ctrl + Alt + Delete again.
 - d. This time you'll put your username and password in to resume working.
2. To logoff your computer:
 - a. Go to Start--Shut Down
 - b. Click the down arrow and choose log off.

Do read the GACS Acceptable Use Policy.

1. Your computer and all other technology given you to use is the property of the school.
2. You must use all technology for school purposes and in agreement with the policy.
3. Never set file sharing or allow anyone other than the Tech dept. to set file sharing on your GACS computer.
4. Pay special attention to the Internet and Email sections.
5. You are responsible for supervising your students as they use the GACS network.
6. Be sure to set a climate where students know you require them to follow the GACS Acceptable Use Policy.