

Help / Support



Please Email

Help_Desk@wayland.k12.ma.us

Include the following details:

Subject: Building, Room, Problem

Example

Subject: HS, L1, Projector

Include in Email message:

- ◆ PC, MAC, Printer, etc.
- ◆ Detailed description of the problem
- ◆ Red Tag ID Number

Call the Help Desk for **time sensitive issues** and questions needing an immediate response.

Telephone Support
7:00 AM — 3:30 PM

NEW! **508.652.7216**

Remember to RESTART your computer and check connections before emailing or calling for help!

Many times a simple restart will correct the problem ;o)

Technology Staff

Information Technology Specialists

Joseph Anselmi, Computer Technician

Albie Cincotti, Network Administrator

Susan Ginsberg, MAC System Admin

Susan Pressman, HS Computer Support

Eva Santos, Data Analyst

Augusto Saviatto, PC System Admin

Instructional Technology Specialists

Mary Barber
Wayland High School

Bethann Monahan
Wayland Middle School

Beth Ann Crozier (K-3)
Happy Hollow Elementary School
Loker Elementary School

Rita Partridge (4-5)
Claypit Hill Elementary School
Happy Hollow Elementary School

Nancy Colbert (K-3)
Claypit Hill Elementary School

Google Apps & Email

Access from any Wayland Website or:

www.google.com/a/wayland.k12.ma.us/



Wayland *RISES*

Rich

Instruction for

Student

Engagement &

Success

HELP DESK

Help_Desk@wayland.k12.ma.us

508.652.7216

www.wayland.k12.ma.us

Departments: Technology Office



Leisha Simon, Technology Director

leisha_simon@wayland.k12.ma.us

508.358.3714

508.358.5981

Software Purchases

We encourage you to select web-based programs that students can use at home and at school. Also, Open Source software applications, such as Open Office, are great alternatives for staff and student use. If applications are not web-based, then selecting software that can be installed on a network server is preferable.

Before purchasing software, you should consult with the Instructional Technology Specialist in your school. The Curriculum and Technology Departments are collaborating to standardize software licensing and purchases that support K-12 curriculum initiatives. Software purchases may be financed through the curriculum budgets, school technology budgets, and/or the district wide technology budget.

Professional Development

We encourage all staff to use online resources for learning. Visit the Technology Department website for information.

Atomic Learning can be used to learn how to use software applications. Login using your 'Wayland email' and a password of 'atomic'.

atomiclearning.com

Live as if you were to die tomorrow.

Learn as if you were to live forever.

~ Ghandi

Hardware Purchases

Before selecting hardware, please consult with the Instructional Technology Specialist in your school or with the Director of Technology and Accountability. This ensures that the hardware purchased will be compatible with the hardware, software, and networks in place, while meeting the desired needs and specifications of the intended user.

Once the decision of what to order has been made, the computers and printers will then be ordered centrally through the Office of the Director of Technology and Accountability. This helps to coordinate purchasing and to order in the most economical way.

New hardware will also shipped to that office for inventory, and pre-installation purposes. Each new machine is inspected, prepared for installation, and has all pertinent information (model, serial number, purchase date, vendor, purchase order number, etc) recorded into the central hardware inventory database. This information is necessary for warranty, repair, and inventory tracking, as well as for required reporting to the MA Department of Elementary and Secondary Education (*ESE*).

Acceptable Use Policies Monitoring Student Use

Faculty and staff are required to be familiar with staff and student acceptable use policies so they can supervise students using the computers and the Internet on the Wayland Public Schools network.

Internet Guidelines

Any material posted on the Internet should reflect the high educational standards of Wayland Public Schools. All published pages, pictures, audio and corresponding links must be related to the District's educational goals and objectives or related to school-sponsored activities.

Student Pictures

- ◆ Pictures of students can only be posted if parents have given their approval and the standard release form for website, videotaping and newspaper photographs has been signed by a parent and returned to the appropriate school.
- ◆ Do not post names of students associated with student work or pictures, except with parental permission. **Never** post a student's full name (First and Last) on a website.

NEVER post full names, home/school addresses, telephone numbers or email addresses of students.

Web Design

Google Sites can be used to design a classroom website to communicate with parents and students. Click on **Sites** to get started. Use Help and Atomic Learning to learn more about how to create Google websites or ask your school's Technology Specialist for help.