

TECHNOLOGY INFORMATION

STUDENT EMAIL

Every District 99 student has been given a District 99 email address. The email address should be used for school-related purposes and is subject to the Use of Technology policy outlined in the student handbook.

District 99 uses MS Outlook for email. You may access and use your school email account from home and/or from school. Prior to being able to access it from home, a student must first log into a wired computer (not a laptop) at school. After that has occurred, students can simply go to the school home page, click “students” on the left hand side of the screen, and then click *Outlook Email*. You will then need to enter your log-in and password.

The format for student email log-in is the same as we use for logging into the school network. Log-ins are as follows: First Name Initial, First Three Letters of Last Name, Day of Birth, Last Two Digits of Student ID Number. For example, Jim Smith born on September 5th with an id number of 186189 would have a student email address of: Jsmi0589@csd99.org. New students’ initial passwords are set for **Welcome2school**. Students will be forced to change their passwords at initial log-in. The password that you create must be at least 8 characters in length and use at least three of the four types of characters (capital letters, lower case letters, symbols, and numbers). Returning students who have forgotten their passwords can have them reset in the library and by the IT Department (located within the library).

HOME ACCESS CENTER

District 99 offers students and parents a chance to view grades and attendance on-line in real time. Parents can also subscribe to email alerts from the Home Access Center.

BLACKBOARD

Blackboard is an online interface accessible by the District 99 school community. With Blackboard, teachers can create an online presence to support their classroom instruction and can post to the World Wide Web information about their classes and classroom materials. In addition, teachers can utilize 21st Century tools to provide students with new strategies for communication. The student’s network log-in also serves as the Blackboard log-in.

Parents can view content in Blackboard as a guest. Depending on how the teachers set up their individual Blackboard pages, parents may be able to view very little content, or they may be able to view everything that the student can. Questions about a specific teacher’s Blackboard page should be directed to that teacher.

The Blackboard Mobile application is also available on most Smart phones.

GOOGLE APPLICATIONS

All students have a district-provided Google account. Many apps are available for school-related use. Specifically, Google Drive is widely used as it provides the ability to collaborate using documents, spreadsheets, and presentations.

WIRELESS ACCESS ON THE GUEST NETWORK

District 99 maintains a “guest” network to serve devices that are not owned by the district. Students may use their personal devices for educational purposes where they are used at the direction of or under the supervision of a District 99 staff member. Students will log on to the guest network with the same username and password credentials used to login to our networked equipment and have the same access rights to the Internet.

Internet bandwidth limitations will be in place for the guest network. It will be limited to no more than 25% of our available bandwidth. Additionally, students logged on to the guest network will be “timed out” after 1 hour. Any device that has been inactive for 30 minutes will be logged out. Users may certainly log back on, but this will prevent users from remaining logged on indefinitely.

ACCESSING YOUR H-drive FILES FROM HOME

Every student has a District 99 network storage file. Students have the ability to access files saved on the District 99 network from home. From the school homepage, access the “quick links” pull down tab on the upper right-hand side of the page. Select *Remote Network Access*. You will be required to enter your user name and password.