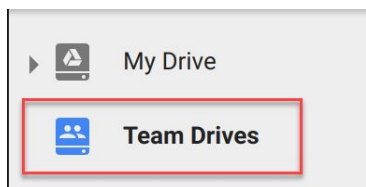




March 2019

Technology Department Newsletter



Team Drives:

Administration has created a Team Drive titled District Reorganization, to give all staff access to documents and files related to the Reorganization. If you are unfamiliar with Team Drives and need more information about it please see the link below.

2-Step Verification

If you haven't set up 2-Step Verification please do it now.

Click here to set it up:

[2-Step Verification](#)

(if you need help, put in a ticket)

"Team Drives is a shared space where teams can easily store, search, and access their files anywhere, from any device. Unlike files in My Drive, files in a Team Drive belong to the team instead of an individual. Even if members leave, the files stay exactly where they are so your team can continue to share information and get work done." - [Get Started with Team Drives](#)

Tech Committee Meeting Dates

All Are Welcome

March 11, 2019

April 8, 2019

IT Reorganization Tasks:

Phones

- Brown school numbers and extensions will be retired.
- Elementary complex main number will be Hillside's old number(752-5328).
- BMS old number will ring to Elementary complex if called.
- Berlin Middle High will use the High School number(752-4122).
- Brown School and Middle School teachers will get new extensions.

Website Unblock Request Link

Here is the URL for the [Unblock Website Request Form](#). Please share this link with your students.

Printers

- All printers/copiers except for Brown's will stay where they are.
- Brown's will move to the new BMS floor - locations to be determined by school.

Student Browsing Reports now available on GoGuardian Teacher.
[Click here for more info.](#)

Smart TV's

- Smart TV's will move with the schools.

Laptops

- All laptops will be reloaded with a solid state hard drive and more memory to increase speed of Windows 10.
- Backup all files from your laptop and your NETWORK DRIVE.
- Printers will be installed based off new location.



Please don't hesitate to [contact us](#) with any questions!

Behind the Scenes

- Upgrades to core switches, district internet connection and WAN
- Reconfigure PowerSchool, HVAC, wireless access, cameras, websites, servers, etc.