



PSD17J Computer User Guidelines & Information

The Philomath School District Network is available for your use. The intent is to provide you with tools that will help you do your job more easily. Listed below are some points about what is available to you and how to obtain technical help when you need it.

1. Each staff user has a network account that provides disk space storage of 50MB. This drive is available when you log into the network and is labeled with your login name and is mapped as the "H" drive.
 - a. Your login name is made up of the 1st four characters of your last name and the 1st four characters of your first name; e.g. Kenton Smith login name is smitkent. If the name is less than four characters, only the first two or three letters are used; e.g. C. A. Rath login name is rathca.
 - b. All user names and passwords are in lower case. Passwords must be 8 or more characters in length. It is suggested that you make your network and email passwords the same to reduce the number of passwords you need to remember.
 - c. Your network disk space is only accessible to you. It is strongly recommended that you keep your data in your network space and not on the local machine. This ensures that the data is available to you anywhere in the district and, most importantly, the data is backed up to tape every night for retrieval in the event of file corruption or computer failure.
 - d. Every user can login to the network from any computer in the district. You may need to change the "context" to users.k12 in order to login. Students have a different context (phsstu.k12 and pmsstu.k12).
 - e. You can also print from any computer although it will be to a printer located within the building that contains the computer.
2. Each user also an email account.
 - a. Email is accessed through your Internet Browser. The URL address is *webmail.Philomath.k12.or.us*. Note – no www is used. The same URL is used whether in the district or from home.
 - b. Your email login name is your name; e.g. Kenton smith. Your email address will be your first and last name separated by an underscore; e.g. *kenton_smith* followed by the district domain name: *@Philomath.k12.or.us*.
 - c. This account has limited storage space, 50MB. This means you will need to clean out your mailbox regularly of messages that you have read and no longer have value. When you exceed your space limit, you will no longer be able to send messages until you reduce your "stuff" below the threshold.



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3. Each group within the district has shared space (the “S” drive) that enables file and data sharing among the group; e.g. PES Staff, PMS Admin, etc. There is also a District-Level shared drive (the “G” drive) that is available for all staff members. Since this is available to all users, don’t place files here that you don’t want all to see or modify. You will find Forms and other common items in this location.
4. Anti-Virus software is in place and updated almost daily because of the number of viruses that are invading the Internet. It is mandatory that the anti-virus software is in use at all times. Do not disable unless directed to do so by technical services. The biggest source of viruses is through e-mail. To protect your self and the system, do not open message if you don’t know specifically who they are from or you are expecting a message from someone. Virus is best stopped by user diligence.
5. Internet Filtering software is mandated by the Federal Child Internet Protection Act (CIPA) and is in place in the district. Should you have a problem with a blocked site, you can resolve the issue with the building media person and, if needed, technical services.
6. The PSD17J web site; www.philomath.k12.or.us, is a tool for all to use. We are running an application that enables each teacher or staff member to have his or her own web page. It is primarily used as a communications tool with parents concerning assignments, projects, etc. For information about this application and its use, contact our Web Master, Lori Sleeman, in the District Office.
7. If you have problems or issues with technology related items; e.g. computers, peripherals, telephones, etc., contact technical services or your building media person for assistance. That is our whole purpose, helping you make the tools that are available to make your day-to-day tasks easier or more efficient.
 - a. For technical services support contact:
 - i. Email: techhelp@philomath.k12.or.us; see *Technical Services Help Desk E-Mail Access Instructions* for details in this Web Page
 - ii. Telephone: 541-609-1027 or 541-929-4624
 - b. We will answer your request the same day and resolve it as quickly as we can – often the same day.