

Administrator and Staff Network Access

July, 2022

TO: Faculty and Staff

FROM: David Stover, Superintendent
Kevin Thompson, District Technology Coordinator

RE: Coosa County School System Network

Network:

In order to access your network resources, you need to log in each time you boot your computer. The log in screen consists of your user name (normally your first initial and last name), initial password (coosacounty1), and the domain name coosaboe. **Your log in and password information should be kept confidential and never shared.** All students in grades K through 12 have individual logins. If any student does not have a login, or it is not working correctly, please have a teacher submit a technology support request form and we will set them up an account.

Internet:

Internet access is provided for faculty, staff, and students for educational use only and should be used appropriately for curriculum and instruction. Please review the Acceptable Use Policy for appropriate Internet use that is included in the *Coosa County Schools Student Code of Conduct*. Filtering software is in place, however; this does not guarantee one hundred percent protection against access to inappropriate sites. Therefore, **students should never be allowed to access the Internet without teacher supervision** and all occasions of inappropriate use should be reported as described in the *Student Code of Conduct*.

E-Mail:

Your e-mail address is your user name @coosaschools.org. For example, Mr. Thompson's e-mail address is kthompson@coosaschools.org. **Please check your e-mail each day and keep in mind that it is *not for personal use*.** Delete old e-mails on a regular basis and remember you must go into the deleted items folder to completely remove them. E-mails are archived according to federal rules stating schools, businesses, and other organizations are required to keep tabs on all e-mail, instant messages, and other digital communications produced by their employees. **Any information produced and distributed over the district's network is the property of the school system.**

AVL:

Don't forget that we have system wide access to the **Alabama Virtual Library (AVL)**. The *Alabama Virtual Library* provides all students and teachers with online access to essential library and information resources. It is primarily a group of online databases that have magazine, journal, and newspaper articles for research. To visit the AVL go to <http://www.avl.lib.al.us> and click on Campus and Library.

Finally, please remember that the computers in the schools belong to the School System and should be treated as such. Personal software or Internet downloads should never be installed on school computers or changes made in the displays or operating systems. Software that is purchased by the Coosa County School System and approved by the Superintendent or Technology Coordinator is the only software that should be installed and only by authorized technology staff. Computers should remain in assigned rooms and should not be moved. Personal computing devices are not permitted to access the Coosa Schools network at any time. Any attempt to do so is a violation of the Acceptable Use Policy. There is a wireless guest account set up for personal use. Please contact the technology department for instructions on how to get connected.

If you are unable to log on to the network, access Microsoft Outlook, or have other technical difficulties, please contact the school secretary or, if possible, submit a technology support request form with a complete description of the

problem. Keep in mind that we have limited technical support and that your problems will be addressed as quickly as possible. **Only the technology staff employed by the Coosa County School System should address computer or network issues. Please keep a back-up of needed documents/files. We will not be responsible for lost data.**