

Hardware Procurement



All procurement of hardware and software must be approved by the Technology Services Department. This includes purchases by the school, PTO, grants, donations and programs such as Donors Choose. This requirement is detailed in BOE policy 5-20. It is very important that everyone follows this policy so that Technology Services can protect students, teachers, staff and the integrity of our network. Over the past several years Technology Services, with the support of Central Services, have been striving to standardize our equipment and software used within the district. Standardization allows us to better protect all parties and facilitate the use of technology in our schools.

Hardware

Anytime a school is wishing to purchase hardware for their building the first step is to ALWAYS have your school's designee contact Regina Coble for a quote. After a quote is requested two pathways are available.

#1. The quote is received and the order is placed through e-procurement. From there on no further approval is required.

#2. The quote is received and the designee wishes to purchase hardware through AS400 or any other avenue. An email requesting the hardware with specific purchasing information is emailed to Tony Burrus and cc'd to Regina Coble asking for approval. If approved, the email approval must be attached to the order for auditing purposes.

Hardware procured without prior approval will not be allowed on the network; approval documentation will be requested by engineers. If proper documentation is not supplied no further action will occur.

Donations, Grants, PTO purchases, Online Programs (i.e. Donors Choose)

- An email should be sent to Tony Burrus and cc: Regina Coble asking for approval prior to applying.

IT TIP OF THE MONTH

It's essential that UCPS employees shut down their computers at least once a week to ensure that devices receive necessary updates to provide employees with an optimal end-user experience

Software

New software requests must be sent to software.requests@ucps.k12.nc.us for evaluation. If approved for compatibility on our network the designee must contact Regina Coble for a quote. Once a quote is received two pathways are available.

#1. The quote is received and the order is placed through e-procurement. From there on no further approval is required.

#2. The quote is received and the designee wishes to purchase software through AS400 or any other avenue. An email requesting the software with specific purchasing information is emailed to Tony Burrus and cc'd to Regina Coble asking for approval to purchase. If approved, the email approval must be attached to the order for auditing purposes.

Software procured without prior approval will not be allowed on the network – Approval documentation will be requested by engineers as well as licensing information.

Donations, Grants, PTO purchases, Online Programs (i.e. Donors Choose)

- An email should be sent to Tony Burrus and cc: Regina Coble asking for approval prior to applying.

Please visit the [Chrome U Site](#) for tutorials, a list of approved Google apps for student accounts and more.

After School PD Sessions

Additional technology training has been created for teachers at the elementary and secondary levels. Elementary's first after school session will be offered on two separate days for those interested in attending:

October 21st @ Sandy Ridge 2:30-4:00

October 23rd @ East 2:30-4:00

October 23rd @ Sardis 3:15-4:45

Secondary's next after school session will be held on October 2nd in the PDC (Rooms 206-207) beginning at 4:15. If you missed secondary's previous September session, no problem! Please feel free to join us this month.



Phishing Emails

Many employees received an email with the subject line: Re-Validate To Secure Your Account. This was a SPAM message. This type of Phishing attack relies on users inputting their login data. Once the login data is acquired, the UCPS inbox is used to SPAM other inboxes by blasting out hundreds of emails. If you clicked on the link and filled out the information, please change your password immediately.

Here are some ways to help identify a UCPS message:

- Any requests or information updates sent from the Technology Department will be funneled through our Communications Department and will be sent to all employees
- The message will always come from an email address ending in "ucps.k12.nc.us"
- UCPS helpdesk solution will always end with "ucps.k12.nc.us"
- UCPS will never redirect via email to a website that does not end in "ucps.k12.nc.us"
- UCPS will never ask for you to input your domain name and password for verification purposes

If you have questions about SPAM messages, please contact Technology Services.

Spotlight Educational Strategy

Each month we will spotlight educational strategies that effectively integrate technology into instruction. Educators prepare students to be career and college ready. As referenced in the ELA Common Core State Standards, it is essential that students have strong language skills including those in reading and writing. It is the responsibility of all educators to contribute in creating literate graduates in the 21st century. One way teachers can accomplish this is through the strategy of Peer Editing.

This strategy of reflecting and improving has transitioned throughout the years from the traditional paper and pencil edits to a more efficient approach through the use of technology. In UCPS our students have access to the Google Apps for Education suite that provides them a platform in which they can collaborate and improve their writing through the use of *commenting* and *suggesting* features.

Many students and teachers are familiar with the commenting features in a Google Doc which allows you to highlight text and type comments in the margin. Comments in the margins are useful in providing feedback to the owner of the document who can then incorporate these remarks into their writing.

The new *suggesting* feature, located in the toolbar, is similar to the commenting feature. It allows a reviewer to add suggestions, which can be approved by the author, directly into the text itself without having to manually input these changes. If you are interested in learning more about this feature and need assistance, see your school's ITF.

Student Devices

As the school year progresses students across UCPS at the secondary level will continue entering classrooms with their Chromebook in hand. Currently and over the past several weeks Desktop Support Engineers, with the help of other designees, have been issuing devices to students. Each school was given the opportunity to customize their Chromebook rollout to best meet the needs of the students and parents affiliated with their school.

Parents and students were required to sign an agreement accepting responsibility for the use and care of their Chromebook. Students are excited to have their devices for the school year. One student from Parkwood Middle School commented on receiving her device, "The Chromebook is a big help to me when I am studying for tests and quizzes." Her fellow classmate also commented, "I like how Google Drive allows me to work on group projects easily and collaborate with other team members."



Sardis Elementary School students using Netbooks.



Sun Valley Middle School students working on Chromebooks.



Newsletter

Technology Services

TECHNOLOGY SERVICES

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IT Matters Archive

The IT Matters Monthly newsletter is archived online. Those newsletters can be accessed by scanning the QR code or by clicking the hyperlink.



[IT Matters Archive](#)

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