

Welcome to the CyberCenter!

W. R. Satz School
2011-2012

*Mr. Rothausen
and Mrs. Mika*



Signing Out Books:

- Use the electronic card catalog, to search for books.
- Please see Mrs. Mika or me when you are ready to check out books.
- Up to (2) books at a time may be checked out for up to (2) weeks.
- **If books and materials are not returned on time, your computer and email account will be disabled!**



Touring the Library:

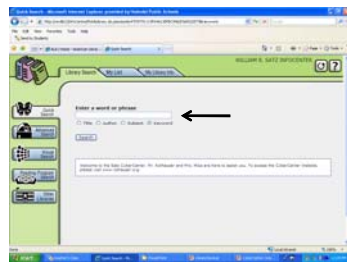
- **Non-Fiction:** 000-900s
- **Fiction:** FIC section
- **Biography:** 92 section
- **Reference:** REF section
- Daily Newspaper
- Current Magazines
- Dictionaries/Encyclopedias



InfoCenter - Searching



Library Search



Teacher's Websites:



Teacher's Websites:



Acceptable Use Policy:



- You must bring in your signed **A**cceptable **U**se **P**olicy in order to use any of the school's technology.
- Make sure you read it and understand it.
- Ask if you have questions.
- You are responsible for the rules. Not knowing the rule is NOT an excuse.



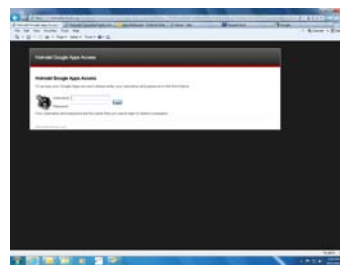
Personal Equipment:



- You must have a signed permission slip (Different than the AUP form).
- You are responsible for securing your own equipment. Make sure it is securely **LOCKED** in your locker when you are not using it.
- Always check with your teacher before using your device.
- There is no wi-fi access in the cafeteria. Do not use your personal equipment in the cafeteria. It is too easy for something to be spilled on it.



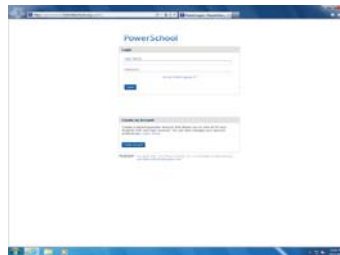
Google Docs:



Checking Your Grades:



Checking Your Grades:



Checking Your Grades:

- You should NOT be checking grades during class time, unless you have permission from your teacher!



Email:

- Your email address is:
username@holmdelschools.org



Email:

- You should NOT be checking email during class time, unless you have permission from your teacher!



Email:

- It is a closed system. You can **only** send and receive email to other people within the Holmdel System.



Email:

- You can **NOT** send or receive email to outside accounts, such as Gmail, Yahoo, etc.



Email:

- You are responsible for checking your email account frequently.
- **Most teachers use that as their only form of communications!**



CyberCenter Rules:



- We are open from 8:00 am until 2:44 pm.



CyberCenter Rules:



- Sign in at the desk whenever you come in **without** your classroom teacher.



CyberCenter Rules:



- Extra help days will be **Mondays and Thursdays.**



CyberCenter Rules:

- Food, drinks, gum, and hats are **NOT** permitted.



Computer Lab Usage:

- All CyberCenter rules apply.



Computer Lab Usage:

- **Place all books, bags, etc. on library tables.**



Computer Lab Usage:

- You should be working on school-related projects only.



Computer Lab Usage:

- If you use a USB flash drive, make sure it has your name on it!



Computer Lab Usage:

- You are allowed to bring in headphones, if your teacher permits it.



Computer Lab Usage:

- Do not change any computer settings. (Including background patterns).



Computer Lab Usage:

- Make sure you log off when you are done.



Computer Lab Usage:

- Push in your chairs, before you leave.



Computer Lab Usage:



- If you need help, make sure you ask for it (don't just leave your computer).



Computer Lab Usage:



- Don't forget to take all of your belongings with you!



Lunch Time Computer Use:

- All library and CyberCenter rules apply.



Lunch Time Computer Use:

- You **MUST** obtain a pass from the cafeteria. One of the lunch aides will give it to you.



Lunch Time Computer Use:

- You **MUST** sign in at the desk.



Lunch Time Computer Use:

- Only appropriate computer games are permitted!



Lunch Time Computer Use:

- Disruptive or uncooperative students will lose lunch time privileges. (3 strike rule).



Make-Up Quizzes or Test:

- You **MUST** check in with Mr. Rothauser or Mrs. Mika. Tell us that you are here to take a test or quiz.



Make-Up Quizzes or Test:

- You **MUST** bring the quiz or test and all necessary materials.



Make-Up Quizzes or Test:

- Mr. Rothauser or Mrs. Mika will show you where to sit.



Medical Excuses:

- Show your doctor's note to your PE Teacher.



Medical Excuses:

- Bring your note to the Health Office (nurse).



Medical Excuses:

- Make sure you sign into the correct book at the desk.



Medical Excuses:

- You must have school work to complete.



Medical Excuses:

- Computer games are NOT permitted.



What Are We Going To Do Today?

- Log in to the Holmdel Network
- Reset password (if necessary)
- GradeBook Portal
- Library Book Search
- Teachers's Websites
- Email
- Google Docs



Questions?

