

William R. Satz School – CyberCenter Orientation
2011-2012 – Mr. Rothauser 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	○ Reference: REF section	○ Dictionaries
○ Fiction: FIC section	○ Daily Newspaper	○ Encyclopedias
○ Biography: 92 section	○ Current Magazines	
- **InfoCenter – Searching:** <<http://www.holmdelschools.org/schools/satz/cybercenter.shtm>>
- **Teacher’s Websites:** <<http://www.holmdelschools.org/schools/satz/satz.shtm>>
- **Acceptable Use Policy:**
 - You must bring in your signed **A**ccceptable **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. If your teacher is not in class, you should not be using your personal equipment.
 - There is no Wi-Fi access in the cafeteria or the back of Satz. Do not use your personal equipment in the cafeteria. It is too easy for something to be spilled on it.
- **Google Docs:** <<http://docs.holmdelschools.org/>>
 - If you experience any problems with Google Docs, try switching to the Chrome Browser (listed under programs).
- **Checking Your Grades:** <<https://powerschool.holmdelschools.org/public/>>
 - You should NOT be checking your grades during class time, unless you have permission from your teacher!
- **Email:** <<https://mail.holmdelschools.org>>
 - Your email address is: username@holmdelschools.org
(**example:** jrothauser@holmdelschools.org)
 - You should NOT be checking your grades during class time, unless you have permission from your teacher!
 - It is a closed system. You can **only** send and receive email to other people within the Holmdel System.
 - You can **NOT** send or receive email to outside accounts, such as Gmail, Yahoo, etc.
 - 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.
 - Sign in at the desk whenever you come in **without** your classroom teacher.
 - Extra help days will be **Mondays and Thursdays**.
 - Food, drinks, gum, and hats are **NOT** permitted.
- **Computer Lab Usage:**
 - All CyberCenter rules apply.
 - **Place all books, bags, etc. on library tables.**
 - You should be working on school-related projects only.
 - If you use a USB flash drive, make sure it has your name on it!
 - You are allowed to bring in head phones, if your teacher permits it.
 - Do not change any computer settings. (Including background patterns).
 - Make sure you log off when you are done.
 - Push in your chairs, before you leave.
 - If you need help, make sure you ask for it (don't just leave your computer).
 - Don't forget to take all of your belongings with you!
- **Lunch Time Computer Use:**
 - All library and CyberCenter rules apply.
 - You **MUST** obtain a pass from the cafeteria. One of the lunch aides will give it to you.
 - You **MUST** sign in at the desk.
 - Only appropriate computer games are permitted!
 - Disruptive or uncooperative students will lose lunch time privileges. (3 strike rule).
- **Make-Up Quizzes or Test:**
 - You **MUST** check in with Mr. Rothausser or Mrs. Mika. Tell us that you are here to take a test or quiz.
 - You **MUST** bring the quiz or test and all necessary materials.
 - Mr. Rothausser or Mrs. Mika will show you where to sit.
- **Medical Excuses:**
 - Show your doctor's note to your PE Teacher.
 - Bring your note to the Health Office (nurse).
 - Make sure you sign into the correct book at the desk.
 - You must have school work to complete.
 - Computer games are NOT permitted.
- **Important Links:**
 - **Email:** <https://mail.holmdelschools.org>
 - **Google Docs:** <http://docs.holmdelschools.org/>
 - **Website:** <http://www.holmdelschools.org/schools/satz/satz.shtm>
 - **Grades:** <https://powerschool.holmdelschools.org/public/>
- **Please see us if you have any questions or don't understand something.**