

Staff Media Center /Essential Agreements



-You may take out books anytime, as long as there are no classes. If Ms. Tortora is not in the media center please leave a post-it with the title of the book you took out

-Feel free to browse the labeled book areas in the media center. (Ms. Tortora might not be able to tell you exactly where a specific book is, or if we have it, but she can point you in the direction of where it could be if we have it- we do not have a database.)

-If you are returning a book you can leave it on her desk in the returning bin or place it in Ms. Tortora's mailbox.

-Books must be returned within a month of signing out.

-If you are logging on the computers during PLC meetings or any meetings please remember to log out.

Staff Technology Essential Agreements

-Remember all technology concerns computer/printer/wifi /iPad issues go to Mr. Singh. Staff is responsible for inputting their own tickets.

-When putting in a ticket about your iPad or laptop make sure you write the asset tag number on the back. (Technology may be able to assist virtually)

-If the technician responds to your ticket (because you did not put enough information)you have 48 hours to write them back or the ticket will be closed. You can always re open it.

-Please do not reach out to Jason Noone directly with any Technology issues, put in a ticket. If you do not get a response within a week- ask Ms. Tortora to follow up.

-Ms. Tortora is available for Tech Support (programs) during the Tech concerns/help blocks. She will not be available times that she has a class. (You can email her and she will get back to you within 24 hours.)

-Write down your passwords somewhere safe.

-Post your pictures on Class DOJO from school events. Record on the photo consent document if you have any students that are not able to be photographed.