

VALLEY STREAM UNION FREE SCHOOL DISTRICT THIRTY

Clear Stream Avenue School

Forest Road School

Shaw Avenue School

Ryan Meloni
Director of Technology

Tel: (516) 612-7621
E-mail: rmeloni@vs30.org

Date: Tuesday, September 21, 2010

To: Computer Aides
From: Ryan Meloni

Subject: Student Log in Procedures

Please be aware that all students in grades 2-6 **MUST** login to the district computers with their specific username and password. This new procedure supports the district's technology integration goals and will be implemented by the computer lab aide stationed in each lab.

In an effort to best support the classroom teacher, the student's adoption of this procedure and to reach the district's instructional goals, the following process is being implemented. Please use the student list sent to you by Paula DiLorenzo when identifying a student username for password reset.

Next, on one side of an index card, write the student's first and last name along with the student's username and password (if you know it, or reset the password) . On the other side, please write the teacher name and grade level.

Each student must get an index card. If for some reason you find a student does not have a card please bring it to the attention of Mrs. DiLorenzo. Once the students have all received their cards please collect them and give them to their teacher for safe keeping.

The students should bring this card with them every time they come to the lab. This index card will help the students keep track of their Login ID.

This procedure will best support the teachers and students. I will be asking the grade 2-6 teachers how this process is working and will be talking to each of you to get your feedback on the status of this implementation.

CC: Building Administrators