Facilities and Technology
The Covenant School
2025-2026

- Facilities Team
  - Ophelia – Contracted Day Porter
  - Raz – Contracted Day Porter
    - Restrooms, Lunch, Set-Up, Clean-up, Work Orders
  - Mike Cano – Facilities Technician, Work Orders
  - Mason Smith – Facilities Director, Brightly Requests

Helpdesk

- Helpdesk –(see staff bookmarks) **covenantdallas.freshdesk.com/support/login**
  - Select login with Google
  - Submit Facilities and Technology – help tickets
  - No room reservation and set-up requests

- Brightly
  - Event Requests and Room Set-ups

- Immediate Assistance –
  - Dial "0" for Debbie Paul, Office Manager

JANITORIAL SERVICES

- Cleaning Contractor: DTK
  - Schedule: Five nights a week, Monday through Friday
- Services:
  - Floor vacuumed or swept and mopped
  - Restrooms cleaned and restocked
  - Trash emptied
  - Dust open surfaces
- Recycle
  - Products (paper and cardboard – no plastic)
  - Locations (you empty from room to recycle bin)
- Report
  - Issues
  - Carpet Stains

CLOSING YOUR CLASSROOM

- Blinds closed
- Electric items off
- Thermostat set at 75 (summer), 68 winter
- Turn lights off
- Lock door
- Lock gates

TECHNOLOGY

- ## Technology Staff
  - Technology Director: Mike Jobes - IT / Infrastructure
 - Technology Assistant: Dan Stewart – Audio / Video

- ## Computer / Laptop
  - All full time faculty and staff will be issued a Windows based lap
  - Windows Updates

- ## Wi-Fi
  - Knights: School owned devices
  - Knights.BYOD: Personal devices - Hebrews13@21
  - Guest: Visitors to Covenant - 1Peter4:9-0825

- ## Passwords
  - Passwords should be changed regularly, forced changes twice a year
  - Passwords can be changed anytime by pressing Ctrl-Alt-Delete and selecting "Change a password"
  - Password can only be changed from your school issued laptop / while on campus
  - 2 factor passwords requirement for Google and Gmail.
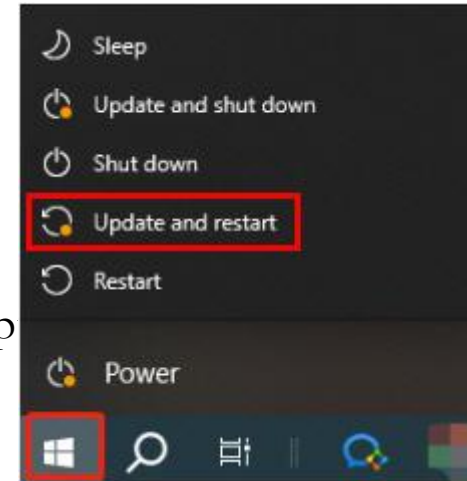
TECHNOLOGY

- Email and Applications
  - Covenant Email / GMail
  - Google Suite / Microsoft Office
- Data Storage
  - Google Drive
  - Google Shared Drives
  - Fileserver
    - H: Your personal "Home" drive – Sync'ed with your Documents Folder and is available offline
    - K: A shared data drive "Knights"
    - Some departments have a departmental drive F: = Fine Arts, etc.
- Printers
  - Ton's of shared departmental printers
  - Personal Printers – Not Supported

- # Sign in to Chrome
  - Bookmarks, saved passwords, other profile settings are synced across all of your devices
  - <mark>Access to the Covenant Homepage and Staff Bookmarks</mark>
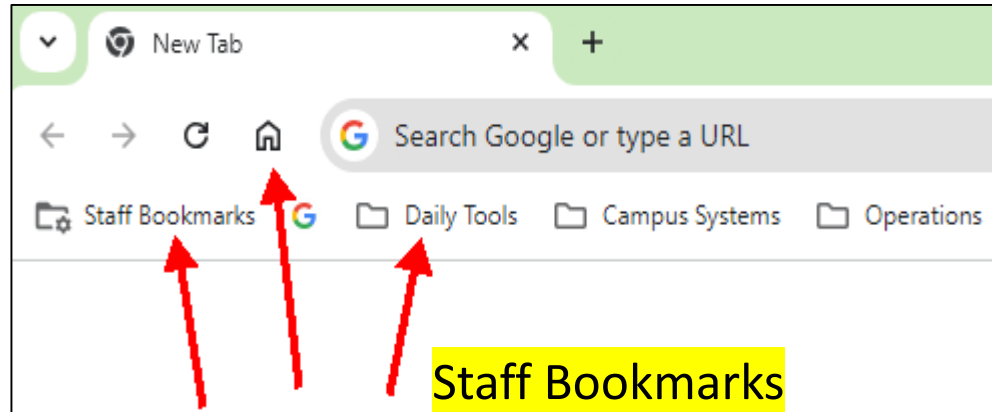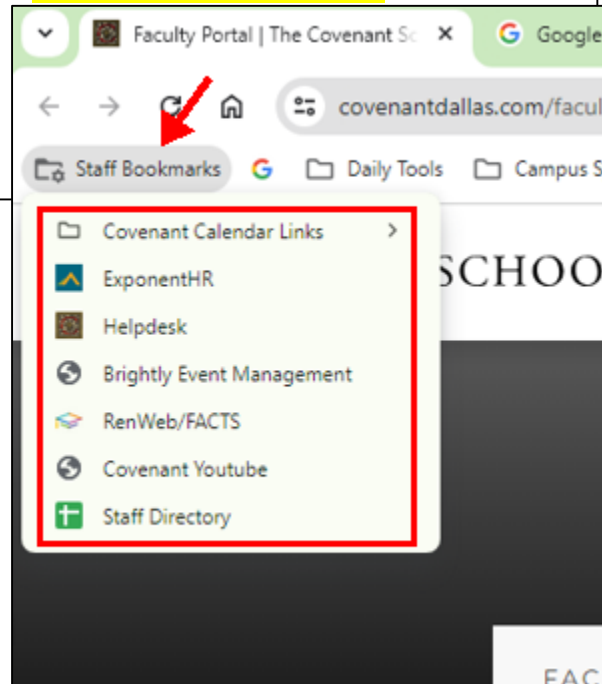
TECHNOLOGY

Faculty & Staff Homepage
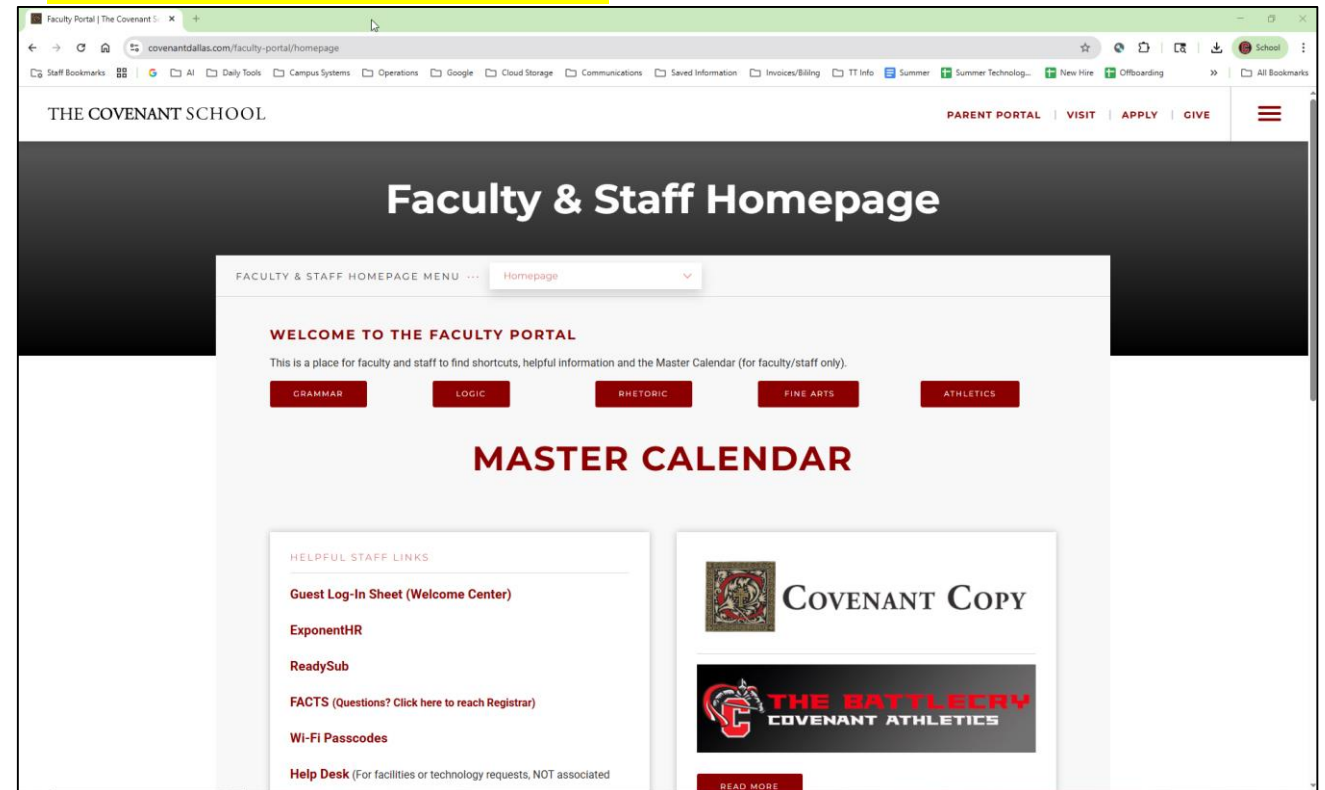
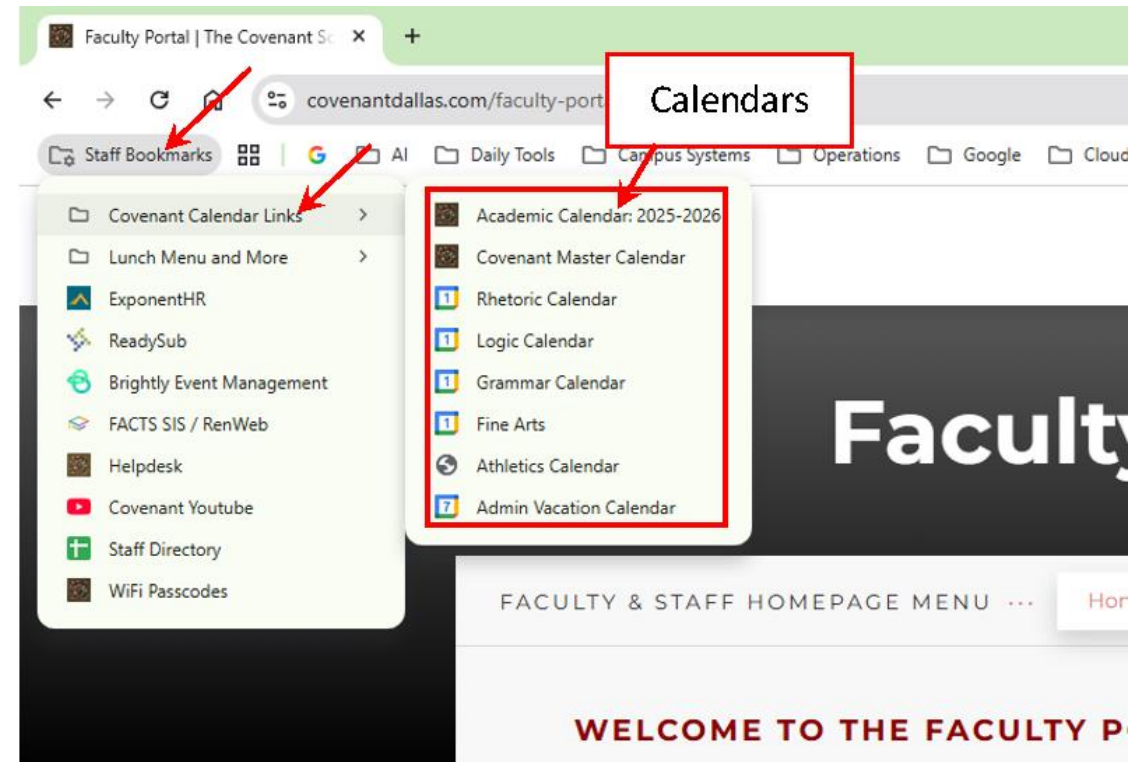Staff Bookmarks

TECHNOLOGY

- ## Calendars
  - Staff Bookmarks/Covenant Home Page
  - Divisional Calendars, etc.

- ## Classroom
  - Projector and document camera
  - Wireless Screen Casting   ⊞ + K
  - Speakers and audio system
  - Mouse, keyboard and monitor provided, on request

- ## Audio / Video
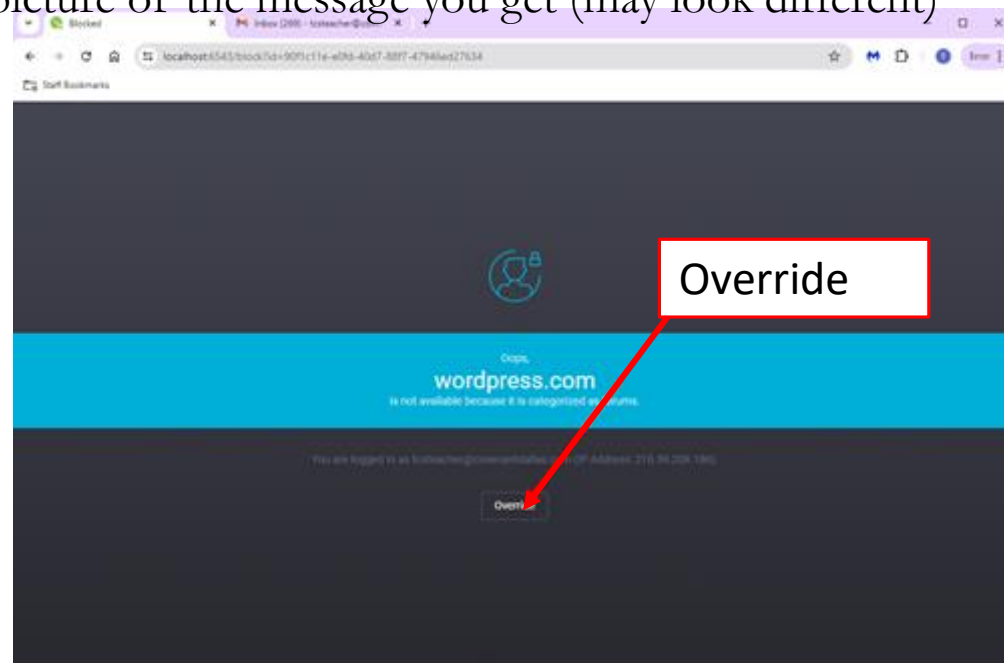 - Common Spaces: The Commons, The Attic, Covenant Hall, Press Box
  - Request Use - Brightly

- Cyber Security
  - Antivirus / Antimalware - Malwarebytes (enterprises)
  - Browser guard - Malwarebytes Browser Guard (Chrome extension)
  - Lightspeed Relay - Web filter / YouTube Filter
  - Override
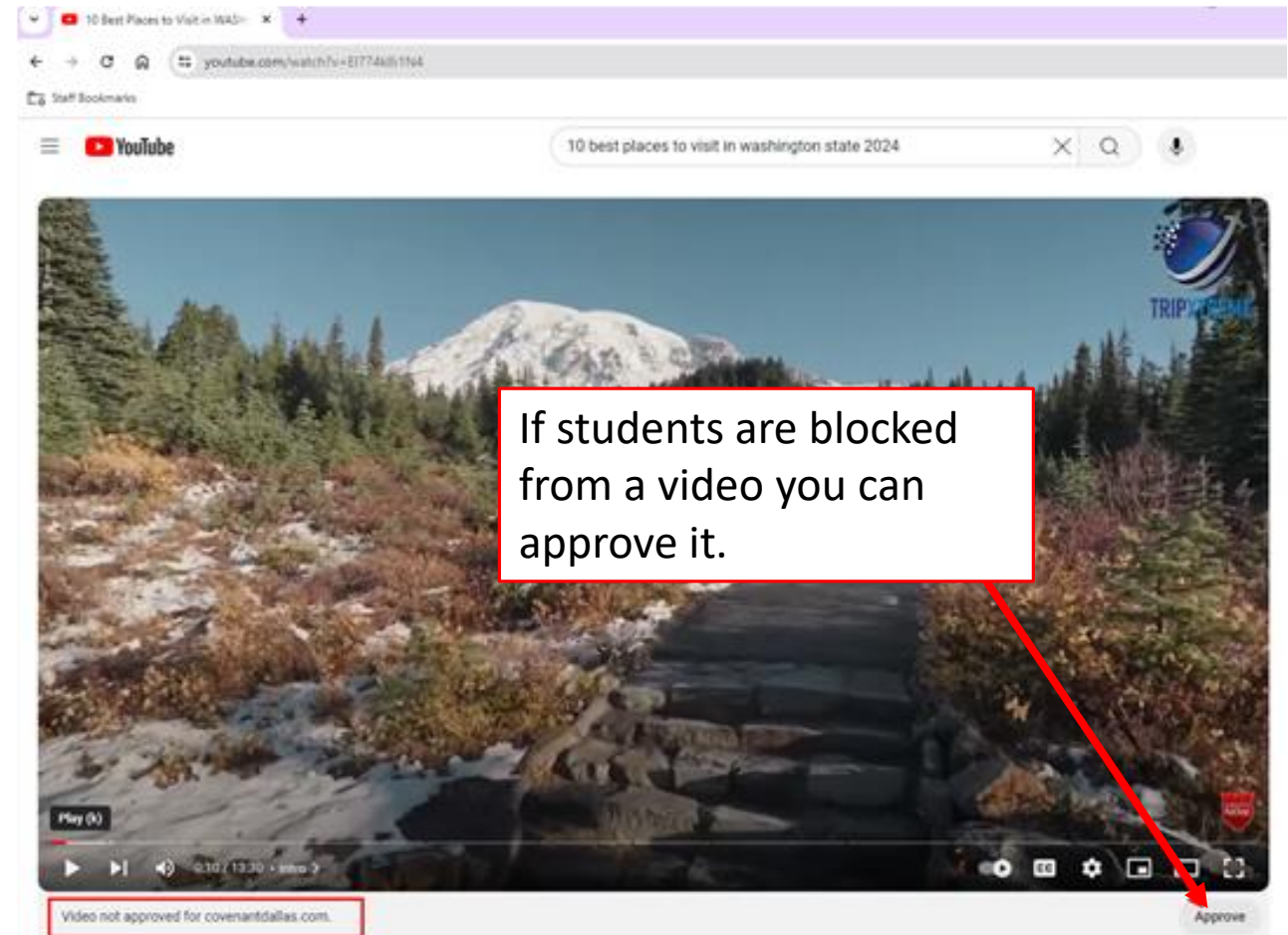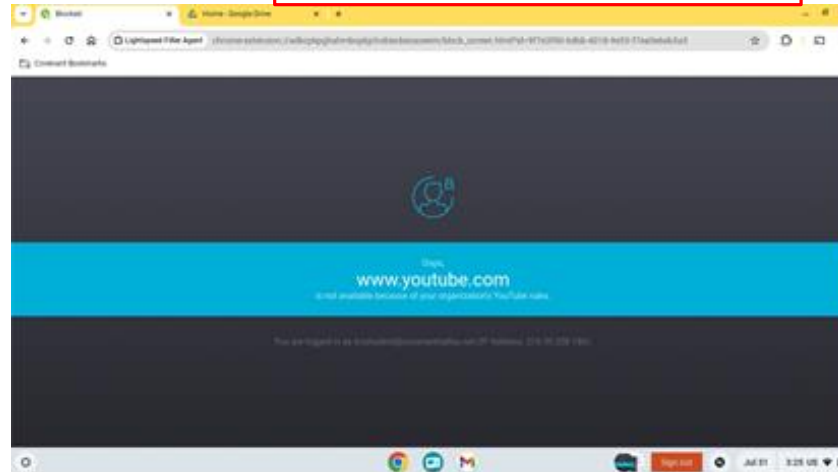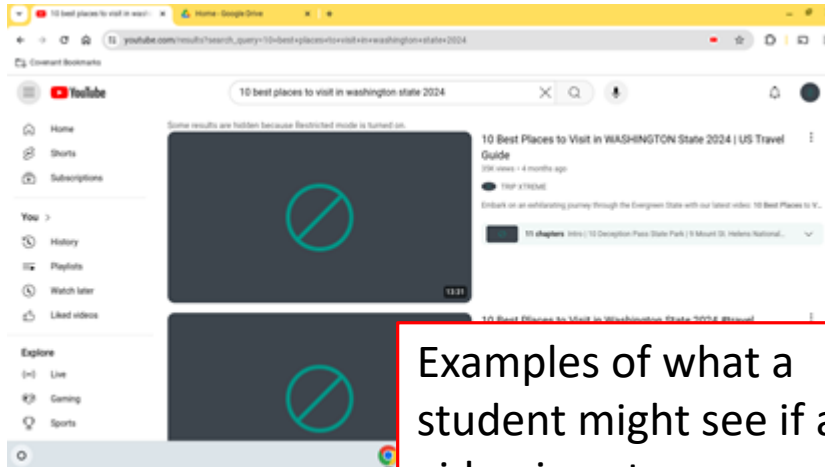 - Send me a picture of the message you get (may look different)

Override

Web Filter

Technology

YouTube Filter

Examples of what a student might see if a video is not approved
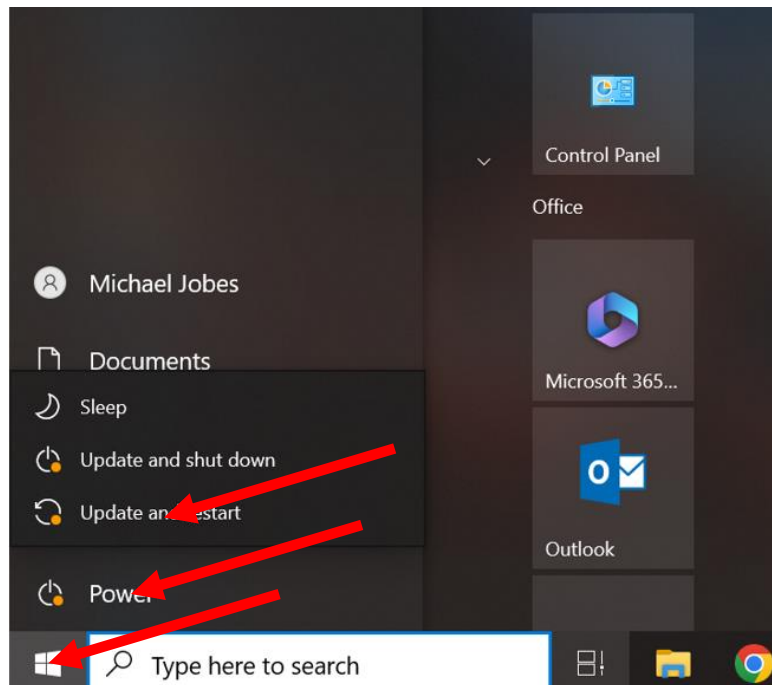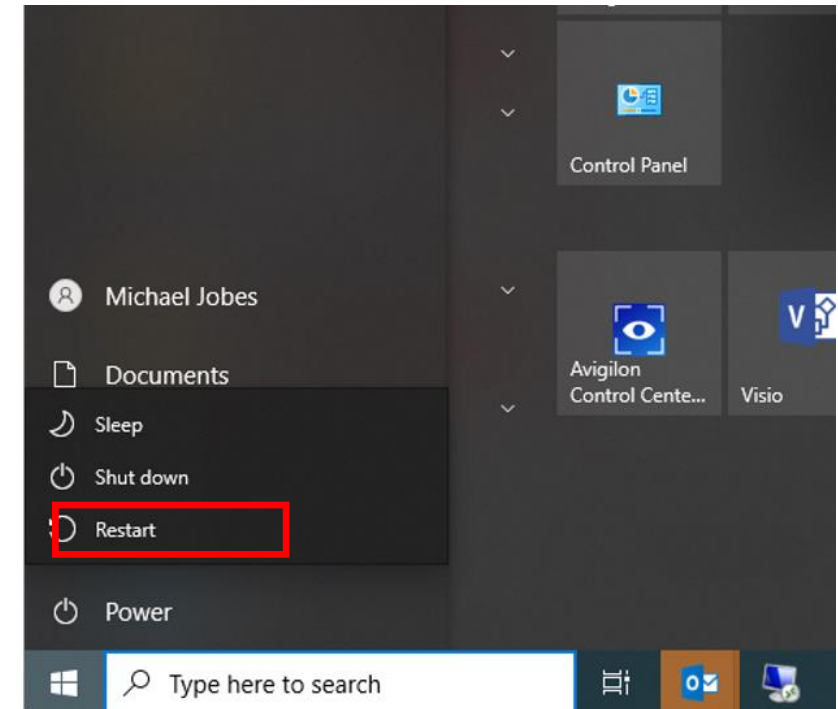
If students are blocked from a video you can approve it.

Updates / Restart

When you see the orange dot Windows has some updates that need to be applied

From time to time it is important to restart to laptop... Especially if it seems to be running slow

Technology

Front Gate / Access Control

Toll Tag

- Register Toll Tag(s) in ExponentHR
- Teachers and Staff 24x7 access
- Students and Parents 24x7 (front gate)
- Faculty and staff can use access fob at front gate 24x7
- 24x7 Fob Access to Logic Hall, Rhetoric Hall, Commons and Carson Leslie Center

Front Gate / Access Control

Toll Tag

QUESTIONS

One last helpdesk mention

https://covenantdallas.freshdesk.com/support/login