

Technology Newsletter

October, 2004
Volume 1, Issue 2

Martha J. Eagle, Director
Marion Wood, Instructional
Technologist Coordinator

Director's News



So many adjustments, so little time - or so you may feel!! I know the year has had a rocky start for some who are intent on using technology in their curriculum. Between the Internet service and software issues- one never knows what the day may bring!

The Internet service this year is with a NEW company and is not as stable as we would like it. It is like the cable or electric company - when it goes down - you are at their mercy!! I apologize for that but please be patient as we work with this company to host a more stable service.

The STAR and Accelerated Reader programs are on their way at a slow pace thanks to the hard work and endurance of Sarah Horne, Susan Williams, and Nancy Williams. This whole project is new and like all new situations - it takes time to get it all straight! I know it all gets complicated when scheduling a computer lab and the logistics of classes - thank you again for your patience!

I know that APS and AES have felt the positive influence of having an additional computer technician this year which has allowed quicker response time to problems. A day in the life of our computer technicians is endless - many fires, many projects!! Our main goal is to assist you with all situations - however - for us to know the problems - we need the network forms completed! I know that takes time to do but we prioritize our days based on the work orders needed for each facility and we want to be aware of all problems!!

I hope all of you will get involved in at least one of the Technology Thursday workshops this fall - there are many to choose from!! Marion has organized a great schedule.

Contents

Director's News	1
GroupWise Tips	1
Internet Safety	2
Pledge for K - 2	2
Pledge for 3 - 6	2
Pledge for Middle & High	3
Assistive Technology	3
Technology Thursday	4

Upcoming Events

- ◆ Technology Thursday Training Workshops
- ◆ NTTI Training, Roanoke, Nov 5-6
- ◆ Educational Technology Leadership Conference, Roanoke, Dec 1-3

GroupWise Tips

Checklist Folder (client-based)

Use the Checklist folder to create a task list. You can move any items (mail messages, phone messages, reminder notes, tasks, or appointments) to this folder and arrange them in the order you want. Each item is marked with a check box so that you can check items off as you complete them.

If you want another folder to work the way the Checklist folder does, click the folder, click the Display drop-down list on the toolbar, then select Checklist.

The folder will then have a Checklist area at the top of the folder where you can drag items.

To set the priority of an item, drag the task to a new position in the checklist.

To set a due date, open the item, click the Checklist tab, then specify a date.

Checklist items do not display in the Task List of the Calendar.

Tips taken from the "GroupWise 6.5 Windows Client User Guide"

Internet Safety for Parents



Keep your computer in the family room under the supervision of an adult eye.

I will tell a trusted adult if I come across anything that makes me feel confused.

Keep computers in family rooms under the supervision of adult eyes. Tell your children you will check their e-mails on a regular basis. Computer use is a privilege your kids earn by behaving responsibly on the computer. The best way to keep kids safe on the internet is by involving them in their own safety. The following age appropriate pledges

are a good way to let your kids see that you will keep them safe.

The following pledges are reprinted from www.netsmartz.org

Adapted from *Teen Safety on the Information Highway* by Lawrence J. Magid. Copyright © 1994, 1998, and 2003 National Center for Missing & Exploited Children. All rights reserved.

Pledge for K - 2

1. I will turn off my computer monitor right away and tell a trusted adult if anything makes me feel scared, uncomfortable, or confused.
2. I will tell my parents or guardian if anyone online asks me my name, my address, my telephone number, or the name and location of my school.

3. I will tell my parents or guardian if anyone online asks to meet me in person.

4. I will not use rude or mean language on the Internet.

Pledge for 3 - 6

1. I will talk with my parents or guardian so that we can set up rules for going online. The rules will include the time of day I may be online, the length of time I may be online, whom I may communicate with while online, and appropriate areas for me to visit while online. I will not break these rules or access other areas without their permission.

2. I will tell a trusted adult if I come across anything that makes me feel scared, uncomfortable, or confused. I will not download anything from anyone without permission from my parents or guardian.

3. I will never share personal information such as my address, my telephone number, my parents' or guardian's work address/telephone number, or the name and location of my school without my parents' or guardian's permission.

4. I will never respond to any messages that are mean or in any way make me feel uncomfortable. If I do get a message like that, I will tell a trusted adult right away so that he or she can contact the online service. And I will not send those kinds of messages.

5. I will never meet in person with anyone I have first "met" online without checking with my parents or guardian. If my parents or guardian agrees to the meeting, it will be in a public place and my parents or guardian must come along.



Pledge for Middle & High School

1. I will talk with my parents or guardian so that we can set up rules for going online. The rules will include the time of day that I may be online, the length of time I may be online, whom I may communicate with while online, and appropriate areas for me to visit while online. I will not break these rules or access other areas without their permission.
2. I will never download anything from anyone I don't know. In addition to offensive content, spam or junk E-mail may contain viruses that can damage my computer.
3. I will never share personal information such as my full name, my mailing address, my telephone number, the name of my school, or any other information that could help someone determine my actual identity. I will also not reveal any personal information about my friends or family.
4. I will never send a person my picture or anything else without first checking with my parents or guardian.
5. I will tell a trusted adult if I come across any information that makes me feel scared, uncomfortable, or confused.
6. I will never respond to any messages that are rude or offensive in any way. I will show the message to a trusted adult right away so that he or she can decide if it's necessary to contact the online service or other authorities.
7. Since the biggest danger to my safety is getting together with someone I have first "met" online, I won't meet in person with anyone unless my parents or guardian agrees to the meeting, they will go with me to the meeting, and the meeting will be in a public place.
8. The Internet is a large community; therefore, my behavior while on it affects others. I will always treat others the way I would like to be treated. I will respect copyright laws and check on sources. When writing reports I will make sure that the online sources of information are credible, and I will always cite my sources. Piracy is illegal and keeps authors, artists, and others from getting paid for their work. I will never download things such as pictures, games, music, or movies that have not been given to the public for free.



I will never download anything from anyone I don't know.

Assistive Technology

Did you know each school has a LOTTIE kit? The information below is provided courtesy of Onion Mountain Technology, Inc www.onionmountaintech.com/

The LoTTIE (**L**ow **T**ech **T**ools for **I**nclusive **E**ducation) Kit is a collection of **low and mid tech tools** designed for teachers, classroom aides, and support professionals to use with students (**grades K-12**) who have special needs. The LoTTIE Kit fills an important gap in the field of assistive technology evaluation and use.

The kit provides the teacher with a full range of low tech tools in a convenient case for storage and transport.

Designed to help students in reading, writing, math, and organizational skills, the LoTTIE Kit allows teachers to **informally evaluate and try out simple devices** before automatically requiring more sophisticated and expensive technologies. In addition to the 50+ different tools, the LoTTIE Kit also includes a notebook with product descriptions as well as a variety of different ideas and strategies for using these tools with students.





**Appomattox County
School Board**
124 Court Street
Appomattox, VA
24522

Phone:
(434) 352-8251

Fax:
(434) 352-0883

E-mail:
mjeagle@appomattox.k1
2.va.us

**Learning and Succeeding
in a Caring Environment-**

We're on the Web!
www.appomattox.k12.va.us

October Technology Workshops

October 7th Workshops

Advanced Angel, AMS Lab
Basic Computing APS Lab

October 14th Workshops

Digital Cameras/Scanners, ACHS, 301
Basic Videostreaming, AMS Lab 206

October 20th Workshops

Resources for Elem. Social Studies, SBO
SmartBoard, ACHS Library

October 21st Workshops

Basic PowerPoint AES, Room 204

October 28th Workshops

Marco Polo, AMS Lab 206
Kidspiration, APS Lab

November & December Technology Workshops

November 3rd Workshops

ABC's to Action Research, SBO, VCON
Inspiration, AMS Lab 206

November 11th Workshops

Angel, Basics, APS Lab
Kurzweil, TBA

November 14th Workshops

Internet Resources, ACHS Room 301

November 18th Workshops

Quizdom, AMS Room 504
Advanced PowerPoint, AES Lab 204

December 2nd Workshops

PC Basics, AMS Room 206
Basic Word, ACHS Lab 226

December 9th Workshops

WebQuests, AMS Lab 206
GroupWise Basics, ACHS Lab 226

December 2nd Workshops

Special Needs Students in the Regular
classroom, SBO, VCON

School Name
Street Address
Address 2
City, ST ZIP Code



**RECIPIENT NAME
STREET ADDRESS
ADDRESS 2
CITY, ST ZIP CODE**