

# **MEDIA AND TECHNOLOGY TALK**

by Sharon Kubica



December 21, 2005

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## **ELEMENTARY MEDIA HOLIDAY PROGRAM**

Dian Leckrone and Sharon Kubica have been busy sharing a holiday program with each elementary class. Students did a number of activities including: having a Christmas story read to them, viewing a Christmas story from the on-demand video system (United Streaming), using the Smart Board for Christmas games, puzzles, or to list traditions they share with their family at Christmas. We appreciated the opportunity to share this gift with the elementary students of Charlotte Schools.

## **ELEMENTARY MEDIA/TECH COACHES**

Mary Baker and Sharon Kubica have been working in the elementary buildings to support teachers as they integrate technology in lessons and activities. Teachers have been very appreciative of this service and have created some exciting opportunities for kids. This work has allowed sharing of ideas and lessons across the district for common units identified through the district's curriculum mapping initiative and the Grade Level Content Expectations (GLCEs).

## **FAMILY ACCESS TO SKYWARD**

Parents with a Family Access login continue to increase each week. At this time, 1760 students have parents that use this service to check on food service accounts, attendance, grades, and contact information. Parents continue to express their appreciation for this service.

## **HELP CONSERVE ENERGY!**

Everyone is reminded to turn off all equipment in classrooms, offices, and work areas over the Christmas Break. This includes: computers, monitors, VCR/DVD players, printers, and Phonic Ear units. Please do not leave your Phonic Ear transmitter charging during the break since it may ruin the batteries.

## **BEHIND THE SCENES**

During the Christmas Break, tech staff will be applying patches and updates to district servers in order to maintain and improve their performance. This work will continue to keep our network uptime at a very high level and allow various programs to function properly. Most of this work will be done on December 22 and will require servers to be briefly taken out of service throughout the day. If you plan to work over the holiday, and encounter difficulties, the tech office will be staffed. Please contact Ida for assistance at ext: 5753 or Sharon at ext: 5751 or send them an e-mail.

## **PROTECT YOUR NETWORK ACCESS!**

Your individual network login and password gives you access to information, programs, and files that are specific to you. You must protect your access rights by keeping your password confidential. Posting your password near your computer station, under your mouse pad, or in your lesson plan book puts your access rights in jeopardy. It is recommended that you change that password regularly. If you feel that your network password has been compromised, please contact Ida at ext: 5753 to have it changed.

## **SPAM AND ZIP FILES**

The SPAM battle continues with our e-mail filter keeping a large number of SPAM from ever reaching your individual mail boxes. The amount of SPAM sent to an individual e-mail account depends on how public a person's e-mail address has become. Your exposure to SPAM increases every time you subscribe to a service or program available on the Internet. Tech staff can help you use a feature in GroupWise to continue to filter e-mail that does reach your mailbox.

It is never recommended that you open a ZIP file attached to e-mail since this is a common way that SPAMMERS try to infect your computer with a virus. If you receive a ZIP file attachment, it is recommended you delete it.

## **STREAMING MUSIC AND MP3 FILES**

The District Technology Office reminds staff that streaming music files (instead of using a radio) or downloading MP3 music files is restricted by guidelines developed by the District Technology Committee. Both of these activities put stress on our network traffic, inhibit or slows down necessary educational access to the network, and usually violates copyright law. Copyright law allows the use of approximately 10 – 30 seconds of copyrighted music for educational purposes. Using more than what is allowed requires permission from the person or organization that created the music. A recent scan of user files on the servers located nearly 300 files that fell into this category and were removed. If you have any questions about appropriate use of music files (MP3 files) for educational purposes, please see your building media or tech staff.

## **DTC MEETING OVERVIEW**

The District Technology Committee met on December 8 and discussed the following items:

- The draft of the 2006 – 2009 District Long-Range Tech Plan which will be posted on the district web page in January for review and comments.
- Our 8<sup>th</sup> grade Technology Literacy Assessment plan that will need to be completed with results reported to the Michigan Department of Education in June, 2006.
- The use of BlackBoard by teachers who wish to create a web presence and communicate with parents and/or students in their class.
- The exclusive use of Charlottenet/GroupWise e-mail accounts while at school.
- Graphic organizers (Kidspiration/Inspiration), their features, benefits, use, and possible implementation in the middle and high schools. (Kidspiration is already available in each elementary building in the computer labs.)
- Michigan LearnPort for professional development training and record keeping.
- Providing server space for high school students to save files.
- Open Source products and possible uses in Charlotte Schools.

Contact a member of the DTC committee if you have any questions. Full minutes will be published in the Teacher\_Place in the near future.

**The Media and Technology staff  
wish you and your family  
a loving, fun-filled,  
and relaxing  
Holiday.**

