



Orientation Scheduling	Classroom Computers First Week of School	A.U.P / Internet Policies
<p>Feel free to give me a call (x.17), send an e-mail, etc. to schedule a short orientation for any of the following:</p> <p>iMac</p> <ul style="list-style-type: none"> • MacBook portable cart • Grade Quick • OpenOffice (like MS Office) • <u>any other issue...</u> <p><u>Note:</u> Several faculty members can help you with Grade Quick or give suggestions.</p>	<p>Please DO NOT remove the computer from your classroom! Each computer has an individual Internet Protocol address. If you remove the computer it will cause a lot of problems within the network. Thanks!</p> <p>Faculty will not need lesson plans for Computer Integration the first week of school! Joanne will supply the first week's computer lesson. Yea!</p>	<p>Please remember to complete and turn in your <i>Acceptable Use</i> (A.U.P.) and <i>Internet Policies</i>. Please put in Adelaide's or Joanne's mailbox by August 24. You should find these policies in the 'back-to-school' folder from Adelaide.</p>
Equipment Check-out Policy		W.H.R.O. / C.I.I
<p>The <i>Equipment Check-out Policy</i> and <i>Sign-out Log</i> will be instituted for the 2007-2008 school year. You should receive the Policy sheet in your 'back-to-school' folder from Adelaide. Please sign and return to Adelaide's mailbox by August 24.</p> <p>To help keep track of our school inventory, each time you check out an item (below) for classroom use, self use or field trips, you must fill out a sign-out slip (located in Media Center) so that we know where the item is and who had it last.</p> <ul style="list-style-type: none"> • digital camera • LCD projector • MacBook • etc 		<p>Once again, we have membership with WHRO and CII. Last year, 5 staff members took classes (free or at cost) through this membership. To sign up for the <i>CII Updates Newsletter</i>, view <i>Membership</i> and <i>Professional Development</i> information and the <i>Calendar of Events</i>; go to: http://www.whro.org/home/education/cii/ .</p> <p>Look for the Staff e-mails, regarding classes being offered and the <i>PBS Teachers Newsletter</i> (full of WHRO program times and integrated curriculum websites).</p>
Photo I.D. Badge	Technology Integration	New Media Equipment
<p>We are using a new software design for I.D. badges. Everyone will need a new badge. Please come by the Media Center to have your photo taken. If you prefer to re-use last year's photo, please leave your badge in Joanne's mailbox so that it can be updated.</p>	<p>The <i>Monthly Instructional Technology Websites</i> flier spotlights websites that focus on curriculum integration and computer skills. The flier will also include technology reminders and hands-on <i>Teacher Tips</i>. Hopefully the flier will prove beneficial to your lesson planning. Ideas and suggestions are always welcome!</p>	<p>The Media Center computers are up and running! Please feel free to stop by and 'play' on an iMac computer or MacBook.</p> <p>A new LCD projector and digital camera class pack is on order and will arrive soon. An e-mail will go out as soon as they arrive and are inventoried.</p>