

MONTHLY INSTRUCTIONAL TECHNOLOGY ADVICE

June Focus: End-of-the-Year Round Up



Very Important:

PLEASE, PLEASE, PLEASE do not remove (or switch) the computer that is in your classroom. This causes much headache within the school network system. If you are switching classroom assignments let me know.

Storing Your Classroom Computer:

- Unplug the computer from the wall, but please leave the plugs in the computer tower/monitor/printer so that they do not get misplaced or lost.
- Unplug the Ethernet cable (blue or gray, looks like a phone jack) from the back of the computer.
- Cover the computer equipment (tower, monitor, mouse, keyboard, printer, surge protector, etc.) with a plastic garbage bag to keep out dust, paint, wax. Label the bag with your name in case summer maintenance/cleaning requires your computer to be moved or your room to be emptied.

Computer Maintenance Form:

Please fill out this form (in your mailbox) if any work needs to be completed over the summer on your classroom computer. Back-to-school is too hectic of a time and costly to start filling work orders.

Summer Password Suggestions for Your Home Computer:

By now, most everyone knows that you should never use your name, birth date, address, or something else as obvious, as part of your password.

- Passwords should be at least seven or eight characters in length, the longer the better.
- Choose random characters, use upper and lower case letters, numbers and if possible punctuation or symbol marks. (ex: p0pcoRN, g*m3boy)
- Avoid the “password helper trap” sections on a website. For your mother's maiden name, make up one you can remember. Use a favorite vacation spot for your place of birth. Use a famous TV pet name. (David Liberatore, Dir. Of Engineering, AppRiver)
- Change your passwords regularly.

Classroom Web Page:

Want to get a 'jump-start' on your class page for the 2008-2009 school year? E-mail your ideas, images, documents, etc. to my school e-mail account and it will be done over the summer. Some new year ideas: *welcome to my class, supply list, book/novel list, favorite Internet links, etc.*