Broward Estates Elementary Magnet School
Science, Mathematics & Technology

Parent/Student Digital Learning Guide

The School Board of Broward County, Florida
Digital Learning Environment Study
2004-2005

csds
CUSTOMER STAFF DEVELOPMENT SERVICES

Curriculum and Instruction/Student Support
Dr. Jeanine Gendron, Director
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A Message from the Principal

Dear Broward Estates Parents and Students,

It is my pleasure to announce that Broward Estates Elementary School has been selected as one of the four schools in Broward County to implement the Digital Learning Environment Study (DLES). One of the goals of this project is to provide the third through fifth grade students with an Apple iBook laptop computer. Another goal is to provide kindergarten through second grade students with the LeapPad learning system. These goals are known as the "One to One Initiative".

No Child Left Behind (NCLB) states that by 2006 every 8th grade student will be "technologically literate." The DLES One-to-One initiative will help our students meet this technology goal and assist them to achieve at their highest potential in all of their classes.

In addition, Broward Estates is a school-wide magnet for the integration of science, mathematics and technology across all curricula. All teachers have attended training where they learned strategies for the integration of technology and have applied these strategies in a classroom setting. We will be providing extensive training for parents to work with their child and these technological devices. We look forward to seeing you at these events.

These are exciting opportunities for our Broward Estates students and their families. This Parent/Student Digital Learning Guide has been provided to assist you with questions regarding the use of their laptop. It also provides useful resources that can be used to help support your student to reach their educational goals.

Sincerely,

Ms. Deedara Hicks, Principal

Broward Estates Elementary School
Parent/Student Digital Learning Guide

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This guide was produced with input from subject area specialists in the Curriculum department under the direction of Dr. Earlean Smiley, Deputy Superintendent, Curriculum and Instruction/Student Support.

LAPTOP BASICS – Grades 3 - 5

1.1 Caring for your iBook

The iBook is well built and it is a great tool for the school, but it is not a toy!
Remember, your laptop is a computer, and like any piece of electronic equipment, it needs to be treated with care. There are many things you should do to make your laptop last longer and it will offer you a trouble-free and rewarding experience.

It is portable, and you can take it everywhere – almost
One of the best features of your laptop is the fact that it is portable. When transporting your laptop, there are a few simple things you need to do to protect it:
- Always carry your laptop with both hands.
- Close the laptop carefully – from the center of the screen - don't slam it shut!
- Never move the laptop when you can hear the hard drive spinning.
- Do not carry your laptop with the Power Adapter connected.
- Never leave your laptop unattended.
- Do not remove any ID labels or place any stickers or markings on the laptops. The laptop should look as just as it did when you received it.
- Do not eat or drink when you are using your laptop. The worst enemy of your laptop is liquid.
- Make sure to store and use the laptop in a dust and dirt free area. Dust can cause contamination that will result in malfunction or damage.
- Do not subject your laptop to extreme heat or extreme cold.
- If you get up from your desk be sure to close the lid of the laptop to prevent it from accidentally falling off the desktop.

Powering and Connecting Your Laptop
- Use only the Apple Power Adapter that came with your laptop. Other adapters will damage your laptop.
- Never force a connector into a port. If you are having problems connecting an external device, ask for help.
- Use your laptop on a flat, hard, stable surface.
- Disconnect any attached devices and close the lid of your laptop before carrying it from one location to another.
- Before leaving your last class, disconnect from the school server before closing the lid and shutting down the computer.
- Plug-in your laptop into the cart so that your battery is fully charged for the next day.

Remember, it is fun to use but it is a computer
- Do not to leave pencils or pens on your keyboard when closing your laptop.
- Do not use your laptop as a folder to store papers.
- Do not insert things, especially metal things, into openings of your laptop.
- Be patient! Sometimes computers need to take a few seconds to think - so don't start pounding on the keys if a response is not immediate.

- Hard drives do not like to be bounced around and screens will break if pressure is applied to them.
- Be sure that the power cord is tucked away so that classmates will not trip over it and break the charger tip.
- Be sure to unplug your laptop if there is an electrical storm.

To Eject a Disc from the Slot-Loading Combo Drive:
- Quit all applications that are using files on the disc.
- Press the media eject key (F12), at the upper-right corner of the keyboard.
- Remove the disc when it pops out of the CD slot and put it in a CD jacket or case.
- You can also eject a disc by dragging its icon to the Trash.
- Never put a mini-CD in the CD Rom drive as you will be unable to eject it.

Care and Cleaning
- Do not pick at, pull off, or manipulate the computer keys.
- Do not color or change the position of the keys.
- The keys may pop off if mishandled. Save the key and report this to your teacher.
- Wipe surfaces lightly with a clean, lint free soft cloth.
- To keep the screen clean, do not touch it with your fingers.
- If your laptop screen needs cleaning, report this to your teacher.
- Do not use water or cleaning solutions to clean the screen, keyboard or any other surfaces of your laptop.
- Never attempt to repair anything yourself. Report any problems and/or need for cleaning or repair to your teacher.

Cables
- Be sure to grasp the plug, not the cord, and pull it straight out when disconnecting.
- If your battery isn't charging, do not wiggle the power cord back and forth. Try removing it and inserting it again. If it still doesn't work, report this to your homeroom (1st period) teacher.

Theft and breakage
- Protect your laptop from theft. Never leave it unattended or where it could be a temptation to thieves.
- **The iBook is yours to use while enrolled as a student. This privilege comes with the responsibility of caring for it and protecting it from loss or damage. You may only use your assigned laptop.**

1.2 Getting to Know Your iBook

The Start Up Process

Your iBook is sitting in front of you. What do you do to get it up and running? First, let's open it. Push the long silver button on the front *(figure 1- a)* to release the latch and open carefully. The iBook is hinged on the back. *(figure 1- b)* Adjust the screen to the best viewing angle.

Now, turn it on. The power switch is located on the upper right of the keyboard. *(figure 2)* Press it. You'll hear the Apple "chime" which indicates the computer is starting up. It may take as long as a minute before you see the next screen, so don't get impatient. If the iBook was already turned on when you pushed the button, it will come up in a few seconds without the chime. You'll see several different screens as the iBook starts up.

b

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

a

Ports on the iBook

The left side of the iBook contains all the ports you'll need to connect digital cameras, camcorders, printers, video projectors, science probes, etc. The ports include a modem port, an Ethernet port, a FireWire port, two USB ports, a video port, and an audio port. Let's look at each one.

Modem Port

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

The port of the far left is a modem port *(figure 3)* that can be connected to a telephone line. The iBook has a 56K modem built in. The modem port would more likely be used at home with your own Internet provider.

Network Connection

figure 4

The port second from the left is an Ethernet network connection. *(figure 4)* Since your iBook has a wireless card, this port will not be used at school.
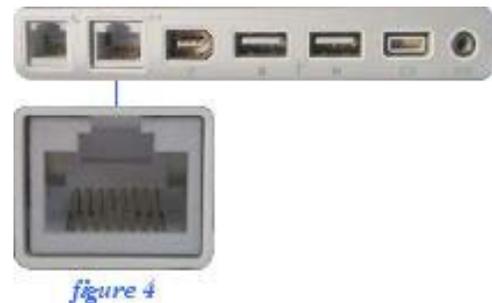
FireWire Port

The port third from the left is a FireWire port. *(figure 5)* This is an extremely fast connection that is used with digital video cameras, some CD-ROM burners, and the Apple iPod, for example. FireWire is "hot swappable," which means the computer does not have to shut down to remove a FireWire device.

figure 5

To "un-mount" a FireWire device, drag the device icon to the "Eject" icon *(figure 6)* on the Dock, which is what the Trash Can icon turns into when you begin dragging the mounted device.

figure 6

USB Ports

From the left, the fourth and fifth ports are USB ports. *(figure 7)* Printers, microphones, and digital cameras connect to the iBook through these ports. USB is also "hot swappable." Use the directions above to "un-mount" a USB device.

figure 7

Video Port

The sixth port from the left is a video port. *(figure 8)* Two adapters, called 'dongles' are used to connect video devices, such as a video projector, to this port.

figure 8

A 4-inch long VGA Display Adapter cable called a "video dongle", *(figure 9)* allows a video projector to be connected to an iBook. The ability to project what is on the computer is very useful in class demonstrations and for displaying student projects.
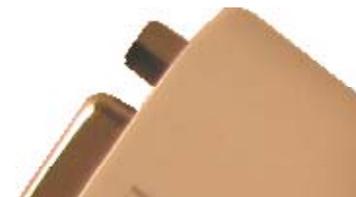
figure 9

Another dongle *(figure 10)* allows RCA video and S video cables to connect to a television or VCR. Again this is very useful for class demonstrations and for displaying student projects as well as video recording of them.

figure 10

Audio Port

The final port is an Audio port *(figure 11)* that is used to plug in headphones or for exporting audio to a device with RCA audio cables.

figure 11

Resetting the iBook

If your computer does not respond and you want to restart it, push the power button (*shown at right)* and hold it down for five seconds. You'll then have to release and push the power button again. Anything not saved will be lost if you restart in this manner.

Track Pad

If you have used a mouse in the past, you may need some time to adjust to the Trackpad. To move the pointer, move your finger along the track pad *(figure 12 – a)*, but be sure that you are only touching it with one finger, as multiple points of contact result in erratic pointer behavior. To select an item, click the button below the track pad. *(figure 12 - b)* To open an item, using the button below the Trackpad, double-click on the icon for the item you wish to open.

figure 12

Battery

A fully charged iBook battery can provide a few hours of use, dependent upon application usage, network activity, and other system settings.

You can check the battery's condition by closing the iBook cover, turning the device over, and pushing the button *(figure 11)* above the four green LEDs that indicate the condition of the battery. More green lights indicate more battery charge. One green light indicates the battery needs charging soon. It takes between 2 and 3 hours to fully charge a battery.

When the power adapter is plugged in, the battery is recharged whether the computer is off, on, or asleep. However, the battery charges more quickly if the computer is off or asleep.

figure 11

The charging port *(figure 14)* is on the right side toward the back. Plug in the power adapter, being careful to plug it straight in and firmly seat it in.

When you plug in the power adapter, the ring around the plug will turn amber or green, indicating the charging condition. **Amber means it is charging and green indicates the battery is fully charged.** The green and amber lights will appear if the charger is completely plugged in (note that if the plug is partially plugged in, the light will also be green).

figure 14

Increasing the battery life of your computer

Here you have some tips for battery conservation:
Disconnect USB or FireWire devices when not in use.
- Remove CD and DVD discs when they are not in use.
- Reduce screen brightness using the brightness controls on the computer's keyboard.

Slot Loaded Combo Drive

With iBook's slot-loading Combo Drives you can watch
DVDs, play music CDs, and burn your own data CDs and
music CDs *(figure 15)*

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

To eject a CD, drag the CD icon to the Trash icon on the
Dock. (it will change to "Eject") *(seen to the right)*

figure 15

Sleeping and Shutting Down

When you put your iBook to sleep by closing the cover, it uses very little power and you can leave it
turned on for several days without running down the battery very much.
However, it is recommended that you shut the computer down at the end of the school day, so the
computer is not on when you go home. This will help to protect the hard drive.

To shut the computer down, go to the blue apple in the menu bar
and select "Shut Down"
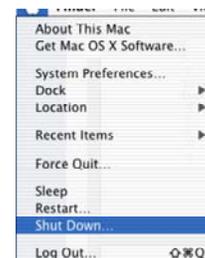
Another way to shut down is to press the Power key
once and either select Shut Down from dialog box or press
the return key.

When you shut down your iBook, all applications quit. If a computer is asleep, applications can be
running with documents open.

1.3 File Management

You will need to create a system for saving and managing your files. Just as you organize your written assignments in class folders or a notebook, you will need a systematic way of organizing your digital documents. Below are some guidelines for storing your work:
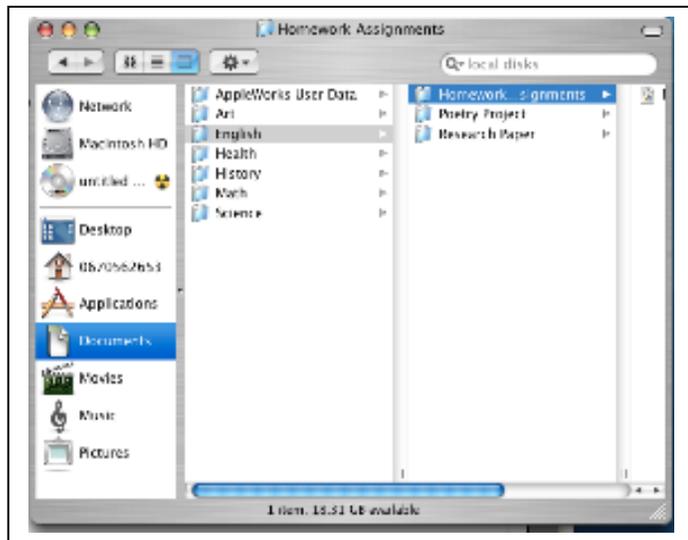
- Keep work for each class in its own folder.
- Keep like work together.
- Give files and folders descriptive names so can find things easily.

Here's a good example:

> Each class has a folder. Inside each folder are subfolders.
> In the English folder there are 3 other folders – one for homework, one for a poetry project, and one for the research project.

1.4 Backing up Your Data

"Burning" your work (files and folders) to a CD-R is a way to permanently archive your work.

You should burn your work to a CD-R if you will be permanently leaving your school and/or at the end of the school year. Since you will be turning in your computer at the end of the school year, it will be necessary for you to copy and burn any files you want to keep to a CD-R. You may also copy the contents of your server folder to a CD-R. Here's how to do it:
- Insert a blank CD-R into the slot on the right side of your laptop.
- Drag the files or folders to the CD from your hard drive or from the server folder.
- When you have all the work you want on the CD, drag the CD to the Trash Can.
- The trash can will turn into a burn symbol and burn the CD with the files you dragged onto it.
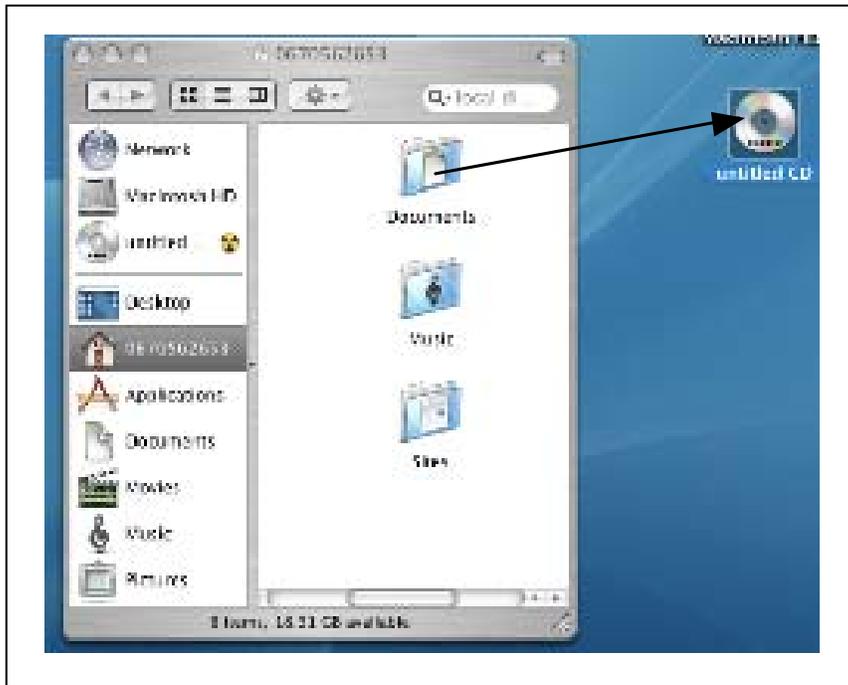
REMEMBER, once a CD-R is burned, you can't add anything to it. To add or change it, you have to burn a new CD.

Note:
You may temporarily store files on your desktop – the files you will need right away, but they should be moved to folders as soon as possible. The more folders and files you have clogging up your desktop, the slower your computer will process information.

1.5   When Your iBook Has a Problem: Technical Support Procedures

You will receive information from your teacher about technical support procedures.
Remember, report all problems to your teacher. Do not take your laptop to an Apple store for repair.
Your school has a specific manner in which repairs will be made.

LeapPad BASICS – Grades K-2

Touch the GO button with the attached pen to "activate" each page

Place cartridge in slot to activate book

Stop button

Volume control

Touch only the words you want to hear

Headphone jack for quiet study
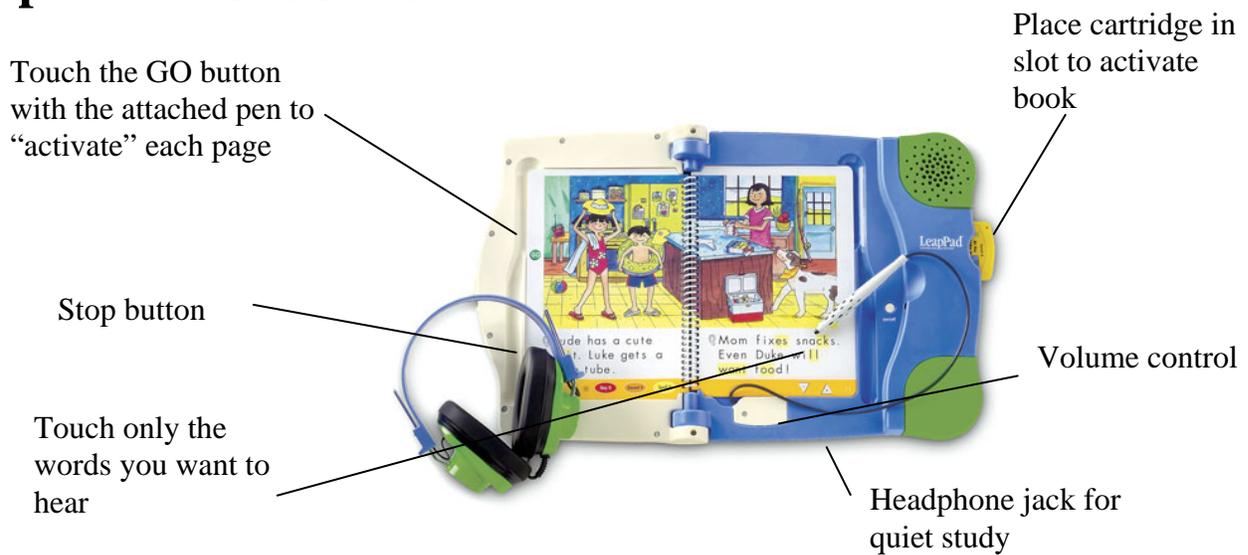
1.1   Starting up your LeapPad

1) Place a LeapPad book onto the tray.
2) Insert the cartridge into the slot on the right-hand edge of the unit.
3) Press the ON/OFF button.
4) Touch the attached pen to the GO circle to "activate" that page!

Remember, you must touch GO each time you start a new page.

NearTouch® Pen
Always use the NearTouch pen attached to the LeapPad unit with LeapPad books. Using a regular pen with the unit will not activate the pages.

Headphones
For quiet listening, every LeapPad unit ships with Califone® headphones. To use the included headphones, simply insert the mini-connector into the headphone jack located on the lower right edge of the unit. If you have your own headphones or speakers with a 1/8" connector, you may insert these into the jack and use with the LeapPad system.

Warning: Headphone wires can be dangerous to small children. Headphones should only be used under adult supervision.

Power
To conserver power, press the ON/OFF button when you are done using the LeapPad unit. Please note: The system will turn off automatically if it hasn't been used for a few minutes.

1.2 Caring for your LeapPad

Caring for Your LeapPad Learning System:
. Keep away from food and beverages.
. To clean the unit, use a slightly damp cloth and mild soap. Air dry only. . Never submerge in water.
. Remove batteries for prolonged storage.
. Avoid extreme temperatures.
. Never carry your LeapPad system by the pen or its attached cord.

Caring for Your LeapPad Books:
. Never use water on LeapPad books or cartridges.
. Avoid bending, fraying, or biting LeapPad books.
. Do not use any cleaning solutions on the books.
. Do not use spray cleaners on the pages of the book. The spray may ruin the paper and may affect the
  LeapPad system.

AC Adapter
The LeapPad learning system has an adapter socket on the upper edge of the unit. A power adapter
(l20V AC->6V DC 500 mA +-) comes with the system. If you wish to use the adapter, follow these
steps:
. Make sure the LeapPad unit is turned off.
. Plug the adapter jack into the DC 6V socket on the side of the LeapPad unit.
. Securely plug the adapter into the wall outlet.

Warning: Use of a non-120V AC->6V DC 500 mA +- power adapter may damage yO! LeapPad unit. As
with any electrical device, an A/C adapter should only be used under adult supervision.

Batteries
As the batteries run low on power, the LeapPad learning system's speech may become garbled or may
appear to repeat itself. Switch to the included AC adapter or replace the batteries at this time.

- Use 4 AA alkaline batteries
- Open the battery door (located underneath base) with a screwdriver.
- Install batteries as shown in the polarity diagram (+1-) inside the battery compartment
- Replace battery door securely.

Battery Safety:
. Batteries are small objects. Replacement of batteries must be done by adults.
. Note the polarity (+/-) diagram in the battery compartment.
. Promptly remove dead batteries from the product. Dispose of used batteries properly. Do NOT
  incinerate used batteries.
. Do NOT dispose of batteries in fire, as batteries may explode or leak.
. Do NOT mix old and new batteries or types of batteries (i.e. alkaline/standard).
. Do NOT use rechargeable batteries.
. Do NOT recharge non-rechargeable batteries.
. Do NOT short-circuit the supply terminals.

1.3   Trouble Shooting

If you think your LeapPad ® is not functioning properly, try these suggestions.

Symptom:	Try This:
Product does not turn on or does not respond	• Touch the pen to "GO" • Remove and reinsert the cartridge • Check the battery installation • Install new batteries • Clean the battery contacts with rubbing alcohol • Check the power adapter and power supply
Unit makes strange sounds or operates erratically	• Install new batteries • Check the power adapter and power supply • Adjust the book and cartridge
LeapPad does not recognize the cartridge.	Turn the LeapPad off and then back on again. Make sure the cartridge is facing the right direction and is inserted securely.
Unit makes improper response	• Touch "GO" on the current page • Make sure the book is open and flat on the LeapPad surface • Check the batteries • Check the power adapter and power supply
Unit turns off unexpectedly.	Turn the LeapPad off and reinsert cartridge.

All LeapPad books are created to develop skills and knowledge that reflect state and national educational standards. Engaging audio, text, and activities motivate students to interact and learn.

1.4   When Your LeapPad Has a Problem: Technical Support Procedures

If the troubleshooting does not solve your problem let your teacher know.
Our school has a specific manner in which repairs will be made.

Internet and Software Resources

2.1   FCAT Explorer   Grades 3-5

FCAT Explorer is a free resource designed to help students learn and practice reading and math skills measured by the Florida Comprehensive Assessment Test (FCAT). Practice exercises not only cover reading and math but also and include passage and question topics from several areas of the Sunshine State Standards and curriculum, such as Social Studies, Science, and the Fine Arts.

Directions for using FCAT Explorer:

1.   Log onto FCAT Explorer by typing this address in the blank, white address box:
        http://www.fcatexplorer.com/

2.   Go to the student sign-in page by clicking on "student."

3.   Type your student sign-in name carefully in the sign-in name box. Your sign-in name is usually your last name and first initial. Your teacher will provide you with the exact information:
        Example - John Brown's sign-in name would be BrownJ

        My sign-in user name is: _____ .

4.   Type in your password. This is usually the first 4 letters of your last name, the two digits of your birth month and the two digits of the date you were born.
        For example - If John Brown was born on June 3, 1987, his password would be Brow0603. (The date must be written with four digits.)

        My password is: _____ .

5.   Select reading or math practice.

The FCAT Explorer web site has a link for The Parent and Family Guide. This guide is designed to support parents, guardians, and mentors in their efforts to help students strengthen the critical skills that are outlined in the Sunshine State Standards and tested on the FCAT. The Parent and Family Guide are also available in Spanish, and a Haitian-Creole version will be available soon.

2.2 Atomic Learning – All Grades and Parents

Atomic Learning is an online tutorial service providing short videos on how to use technology resources effectively - from AppleWorks to Web Browsing. It can be accessed any time, day or night, is provided free to all students, parents, and teachers in Broward County Public Schools. The Atomic Learning Mascot is *AL* and he can help with many of your homework needs!

To start using Atomic Learning go to the special Broward Atomic Learning website by typing this web address in the blank, white address box:
http://broward.atomiclearning.com

You will need a user name and password to use Atomic Learning.

The student username convention is a 6-digit number based on the school location and the student grade level abbreviation.

For example, the location number for Broward Estates Elementary School is **0501** Put this number together with a two digit grade level, such as **03** for third grade and you have a user name **050103**. See the chart below for the abbreviation for every grade level: All Parents are **00**, so Broward Estates parents may log onto Atomic Learning as **050100.** Note: All usernames and passwords must be entered in lower case.

Grade Level Abbreviation		Grade Level Abbreviation		Grade Level Abbreviation	
PreK	pk	5th grade	05	11th Grade	11
Kindergarten	kg	6th Grade	06	12th Grade`	12
1st Grade	01	7th Grade	07	Adult Students	30
2nd Grade	02	8th Grade	08	Parents & other stakeholders	00
3rd Grade	03	9th Grade	09		
4th Grade	04	10th Grade	10		

My Atomic Learning User Name is: _____

My parents' Atomic Learning User Name is: _____

The Atomic Learning password for parents and students is: **al**

2.3 Easy Tech   Grades K-5

EasyTech is an online curriculum that allows you to learn and practice technology skills at the same time you learn and practice core academic skills such as Language Arts and Science.
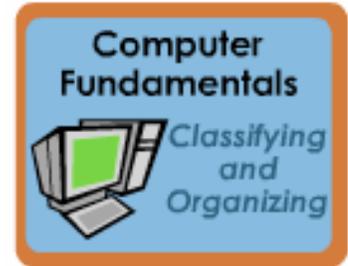Easy tech lessons are self-paced, interactive, and fun!

Your teacher will have assigned you an Easy Tech User Name and Password.
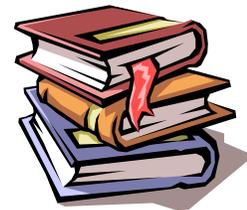
My EasyTech User Name: _____

My EasyTech Password: _____

Sign on to EasyTech at this web address: http://www.learning.com

2.4 Textbook Resources Grades K- 5

At Broward Estates Elementary we use the Harcourt textbook series for Reading, Language Arts, Mathematics. Social Studies, and Science.

A wealth of resources supporting the Harcourt series is available at the Harcourt website listed below. This site provides students and parents with access to resources supporting online skill practice activities, interactive games, and a glossary. Students and parents can access these resources from an Internet connected computer at home or from the laptop at school. A student version of the Harcourt Math textbook is available at http://eharcourtschool.com
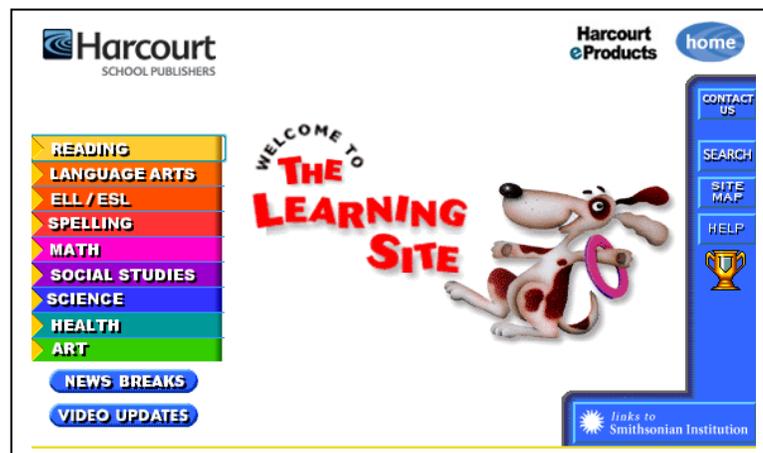
Reading, Language Arts, Mathematics, Social Studies and Science
Resources on The Learning Site: http://www.harcourtschool.com/index.html

Reading, Language Arts, Mathematics, Social Studies and Science

The Learning Site : http://www.harcourtschool.com/index.html

READING AND LANGUAGE ARTS GRADES K - 5, Adopted 2000-2009
Harcourt TROPHIES, 2003 Edition
Reading: My Password: _____ School Name Broward Estates
    Note: Teacher will supply Password
Select your state – Florida   Where will you be using this web site? Click Both

MATHEMATICS K – 5,   Adopted 2004-2010
Harcourt Math, 2004 Edition
Mathematics: My Password: _____ School Name Broward Estates
    Note: Teacher will supply Password
Select your state – Florida   Where will you be using this web site? Click Both
Interactive Online Mathematics Textbook available: http://www.eharcourtschool.com
My Username: _____ Password _____
    Note: Teacher will supply Username and Password

SOCIAL STUDIES GRADES K - 5, Adopted 2001 - 2005
Harcourt Social Studies, 2002 Edition
Social Studies: My Password: _____ School Name Broward Estates
    Note: Teacher will supply Password
Select your state – Florida   Where will you be using this web site? Click Both

SCIENCE GRADES K - 5, Adopted 2000-2009
Harcourt Science, 2000 Edition
Science: My Password: _____ School Name Broward Estates
    Note: Teacher will supply Password
Select your state – Florida   Where will you be using this web site? Click Both

2.5   Other Websites for Research and Homework Help

Broward County Public Schools provides a district-wide licensing for an online reference library that includes encyclopedias and other reference databases. When students access these resources at school, they will not need a password. However, students or parents may access these resources from a computer at home, at the public library, or any computer connected to the Internet. To access these resources outside of school, you will need a User Name and Password. You will receive this information from your teacher or from your school Media Specialist.

School Reference Libraries

Grolier Encyclopedia Online
This group of resources includes the following:
- The Encyclopedia Americana Online
- Grolier Multimedia Encyclopedia Online
- The New Book of Knowledge
- Lands and Peoples
- Popular Science

The web address is: http://go.grolier.com/

My user name: _____ My password: _____

The Gale Group
This group of resources provides access to author biographies, full-text articles from literary journals, and information on authors and their works.
- Student Resource Center Bronze
- Literature Resource Center
- Infotrac Student

The web address is: http://infotrac.galegroup.com/itk12/browardcpsit

My user name: _____ My password: _____

Proquest
Within Proquest, you will find millions of articles originally published in magazines, newspapers, and journals.

The web address is: http://proquest.umi.com/login   (at school)
                        http://proquest.umi.com/pqdweb (at home)

My user name: _____ My password: _____

SIRS
SIRS Researcher Online is a general reference database with thousands of full-text articles exploring social, scientific, health, historic, economic, business, political, and global issues.

The web address is: http://sks.sirs.com/

My user name: _____ My password: _____

SAVVY Cat

This is a public access catalog for all books and audiovisual materials in Broward County Schools. Entire collections within each of the 227 schools and centers are included in one large catalog database.

The web address is: http://savvycat.broward.k12.fl.us/

My user name: _____ My password: _____

Internet Resources

There are thousands of other resources available on the Internet to help you with research papers, homework and class assignments. Although some of these websites may have subscriptions you can purchase, they all have some port of their resource available for free. Here are some of thjose resources that your teacher recommends:

Online Dictionary
This resource includes
- Word definitions
- Thesaurus
- Word of the Day
- Daily word puzzles and more

The web address is: http://dictionary.reference.com/

Online World Atlas
This resource has maps and information about other countries.

The web address is: http://www.worldatlas.com/

Online Newspapers
Thousands of newspapers from around the world are available in many different languages.

The web address is: http://www.onlinenewspapers.com/index.htm

Museums of the World
This resource includes:
- Online museums
- Interactive and virtual exhibits
- Educational links and more

The web address is: http://www.museumstuff.com/

2.6 NetTrekker

Broward County Public Schools has purchased an academic search engine called netTrekker which is especially for students at the DLES schools. NetTrekker provides fast and easy access to more than 180,000 high quality, pre-screened, and educationally relevant K-12 online resources. NetTrekker tools include an Interactive People and Events Timeline, a Famous Person search, Current Events, Theme search, reference tools, and other resources.

To start searching using netTrekker, go to this web address: http://www.nettrekker.com

Your teacher will provide you with a User Name and Password.

My netTrekker User Name: _____

My netTrekker Password: _____

2.7 Internet Browsers and Search Engines

When you need to search for information beyond the online encyclopedias and other resources provided by your school, you can search the World Wide Web using an Internet Browser and a Search Engine.

Internet Browsers
Internet browsers are software that enable your computer to connect to the Internet. Commonly used browsers are Internet Explorer, Netscape, and Safari.

Search Engines
The Internet contains vast amounts of information and to find information you will use a search engine. Two search engines especially designed for K – 5 students are listed below.

> **K- 5 student search engines**:
> o Yahooholigans   http://yahooligans.yahoo.com/ Type in keyword or check the directory for links on many topics and subject areas.
>
> o A.J. Kids   http://ajkids.com/   You can type in a question or search by keyword.
> Then click

Google is the most common search engine for older students and adults; however, no one search engine can access all the information on the Internet. To determine which search engine to use for specific topics use the *Internet Search Tool Quick Reference Guide*. This Guide can be viewed at this web address: http://www.itrc.ucf.edu/conferences/pres/srchtool.html

You can also download a copy to keep on your computer at:

http://www.itrc.ucf.edu/iqr/

Searching Techniques
Search engines usually search by a key word(s). The search engine looks for the key word(s) on web pages and displays the results.

Advanced Searching Techniques
Each search engine has a set of rules you can use for advanced searching. Some of these rules are *Boolean* search strategies and others allow you to search for *phrases*.

Boolean searches use mathematical thinking to narrow search results. For example, if you search for the word "dolphin" you will find information about sea mammals and also information about the *Miami Dolphins* football team. Using the Boolean techniques of adding words such as 'not' and 'and', you can narrow your search to find the specific information you need. For example, if you want to find information about sea mammals and not football, you might use the key words "dolphin + animal") or "dolphin not Miami." Your teachers will help you learn effective searching strategies. If you want to learn more about advanced searching, the following site may help:
http:webquest.sdsu.edu/searching/fournets.htm

2.8 Ethical Computing

The Code of Ethics for Computer Network and Online Telecommunications User adopted by the School Board of Broward County, Florida for 2004/2005 states:

1. All users are expected to read and understand the following privileges, rights, and responsibilities when using property or facilities (WAN, LAN, networks, Internet, Intranet, etc.) of Broward County Public Schools.
    a. Use of computer network and online telecommunications is a privilege and must support teaching, learning, and research.
    b. Students, faculty, and staff in Broward County public schools will have access to network resources. Class assignments will have priority over other uses. Unlimited and open-ended use of telecommunications services or networks in terms of access time will be determined by each individual school principal, or department administrator, or designee.
    c. Authorized users shall be ultimately responsible for all activity under their account and password. Accounts shall be used only by the authorized user for the purposes specified.
    d. Use of an identity or password other than the user's own is prohibited.
    e. All network users shall adhere to the rules of copyright regarding software, information, and the attribution of authorship. Re-posting communications of a personal nature without the author's permission or bulletin board messages without proper attribution is prohibited.
    f. Any use of telecommunication services or networks for illegal, inappropriate, obscene, or pornographic purposes shall be prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended

use of the district's mission, goals, policies, or procedures. Obscenity and/or pornography shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle, and as defined by School Board policy.

g. Use of or engaging in offensive or inflammatory speech, profanity, or obscene language is not permitted at any time.
h. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are not permitted.
i. Users shall not intentionally spread computer viruses, vandalize the data, infiltrate systems, damage hardware or software, or in any way degrade or disrupt the use of the network.
j. Any attempts to degrade or disrupt system performance may be viewed as criminal activity in accordance with applicable state and federal law.
k. Files generated by district employees using School Board of Broward County property or facilities are the property of the School Board of Broward County and may be accessed by appropriate authorized system personnel.

2. Students and/or employees using School Board equipment or property, on-site or off-site, must conform to the requirements of this policy.

3. Users who knowingly violate any of the Acceptable Use Provisions or Code of Ethics for Computer Network and Online Telecommunications Users will receive disciplinary action   and/or may even be denied future access.

Some very Important Don'ts

- Do not copy software CD's and share with others. This is software piracy.
- Do not share your music tracks with others. File sharing of music violates copyright law.
- Do not copy articles, papers, and projects from the Internet and turn them in as your own. This is plagiarism. Many web sites have a section called "Terms" or "terms of use" that outlines the policy on the way downloaded information may be used.
- Always give credit to your primary sources of information and graphics.

# 2.9   Online Student Records Using Virtual Counselor

Virtual Counselor (VC) is a special resource for parents, students, teachers, and administrators in Broward County Public Schools. It truly is a "virtual" guidance counselor and allows you to access student absences, grades, test scores, and other pertinent information needed to help students achieve at their highest potential.

Parents and students will need Internet access and will be asked to sign up for an account the first time they view student information.

Virtual Counselor can be accessed at the School Board of Broward County main website.

The web address is http://www.browardschools.com

www.browardschools.com
BROWARD COUNTY SCHOOLS HOME PAGE
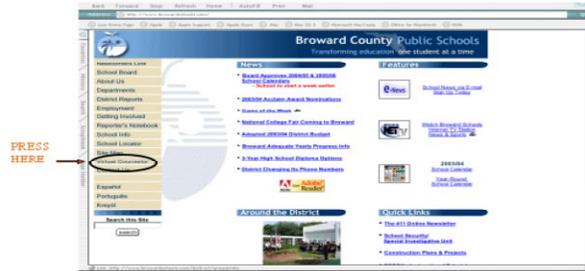
At the Virtual
Counselor home page,
select the button that is for your log-in.
Users will be taken to the appropriate
Login Page.

www.browardschools.com
VIRTUAL COUNSELOR HOME PAGE

In the example at the right, the parent
Login Screen is shown.

www.browardschools.com
PARENT LOGIN SCREEN
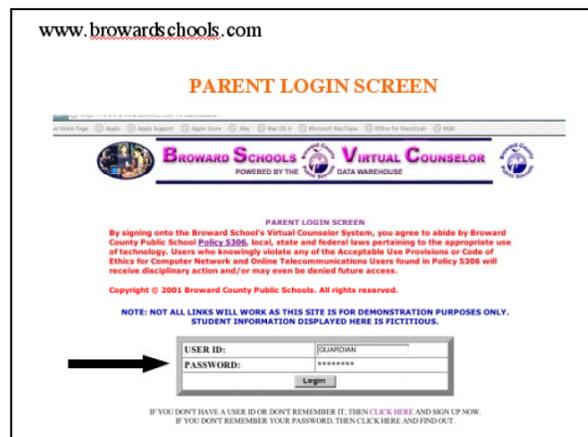
Below the user ID and password box
is the link for new users to create a
user name and password.

If you need to sign up for the service, then click where
indicated. You will be instructed how to create a user id
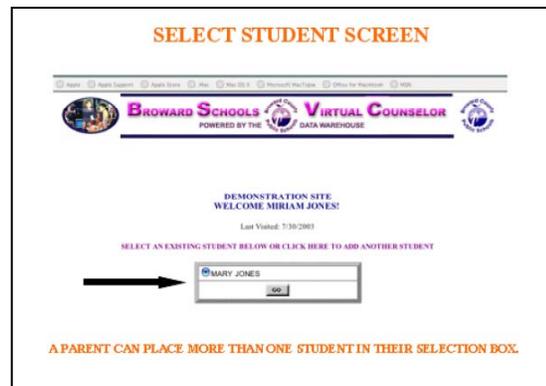and password.

My VC User Name is: _____
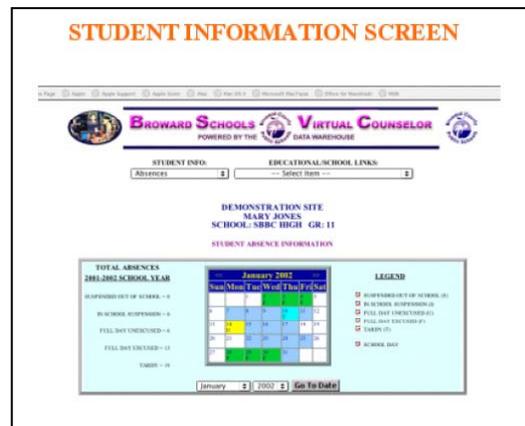
My VC Password is: _____

My parents' VC User Name is: _____
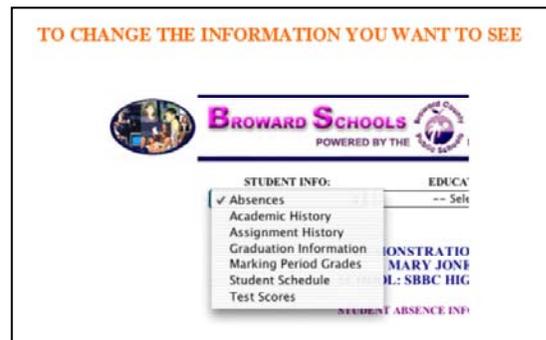
My parents' VC Password is: _____

After logging in, you will see your name.

The student information screen shows a calendar with all full day absences and days tardy.

There is much more information available on Virtual Counselor. Use the pull down menus at the top to change the information you are viewing.

Don't forget to log out when you are finished.

Software Tools

3.1 AppleWorks

Appleworks is a software suite that comes with your iBook. It includes the following applications:
- Word Processing
- Database
- Spreadsheet
- Drawing
- Presentation
- Paint

Apple provides a website for support and instructions on how to use all of the Apple software. The web address is: http://www.apple.com/support/appleworks/

3.2 iLife

iPhoto
This software allows you to save, organize, share, and enjoy digital photos. You can learn more about iPhoto at the following web sites:

General information: http://www.apple.com/ilife/iphoto
Support and Instructions: http://www.apple.com/support/iphoto/

iTunes
This software allows you to use your own CD's to create custom playlists. You will NOT be able to share music or download iTunes on your SBBC laptop. You can learn more about iTunes at the following web sites:

General information: http://www.apple.com/ilife/itunes/
Support and Instructions: http://www.apple.com/support/itunes/

iMovie
This software is an easy to use digital movie making program. You can make iMovies using still images and digital video footage. The following web sites provide information helping you get started making your own ideas using iMovie:

10 Tips for Capturing Great Videos
http://education.apple.com/education/ilife/howto/digitalmovie_tips

Hot Tips for Using iMovie
http://www.apple.com/ilife/imovie/hottips

Support and Instructions
http://www.apple.com/support/imovie/

iDVD
This software is included in the iLife suite. You may use it to play and create DVD's, but your laptop does not have the capability of burning DVDs.

GarageBand
This software allows you compose, mix, record, and engineer your own music using built in music loops and instruments. The following websites have more information to help you get started using GarageBand:

General Information: http://www.apple.com/ilife/garageband/
Support and Instructions: http://www.apple.com/support/garageband/

3.3 Kidspiration
Kidspiration software allows you to create webs, diagrams, concept maps, outlines, Venn Diagrams and other visual diagrams. You can use it to record your ideas while brainstorming, to plan and organize your ideas for an assignment or project. The following website has information to help you get started using Inspiration:

General Information: http://www.inspiration.com/
Support and Instructions: http://www.inspiration.com/techsupport/index.cfm

3.4 Keynote
Keynote is presentation software (like Microsoft PowerPoint). You can use it when you want to present your projects to the class. The following website has information to help you get started using Keynote:

General Information: http://www.apple.com/keynote/
Support and Instructions: http://www.apple.com/support/keynote/