Miramar High School
Parent/Student Digital Learning Guide

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

csds
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Broward County Public Schools

A Message from the Principal

Dear Miramar High DLES "Team",

Congratulations students, teachers, staff, and the Miramar High/District Technology Team. Like any successful team, it takes a lot of practice and preparation before you can even think about beginning to play. In June of 2004, we were "talking" about a Digital Learning Community at Miramar High School. This Saturday, October 8, 2004, we begin to empower our students, teachers and parents with over 2,800 laptop computers. The potential to improve "Learning for All" is unlimited.

We will face many challenges as we begin this move into a new era of student learning at Miramar High School. Some of these challenges may be solved simply by students fully charging their laptops before they come to school. There will be "bumps" in the road, but I know this school, these students, and this faculty deserve this opportunity, and we WILL be successful!

Increased access to technology is no guarantee of student achievement. However, I do know that it is absolutely necessary to recognize the role that technology plays now, and will play in our students' future. As a TEAM - students, teachers, staff, parents, and community - we will succeed!

Thank you for making the commitment to this change!

Sincerely,

Dave Gordon
Principal

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Property Pass forms in four languages -- English, Spanish, Haitian Creole, and Portuguese are available at each school.

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The materials in the section on Laptop Basics have been adapted from materials developed by Apple Computers. The materials in he FCAT Explorer section have been adapted from the FCAT Explorer Technical Help section at www.fcat.explorer.com

This guide was produced with input from subject area specialists in the Curriculum and Instruction/Student Support division of Broward County Schools.

Getting to know your iBook

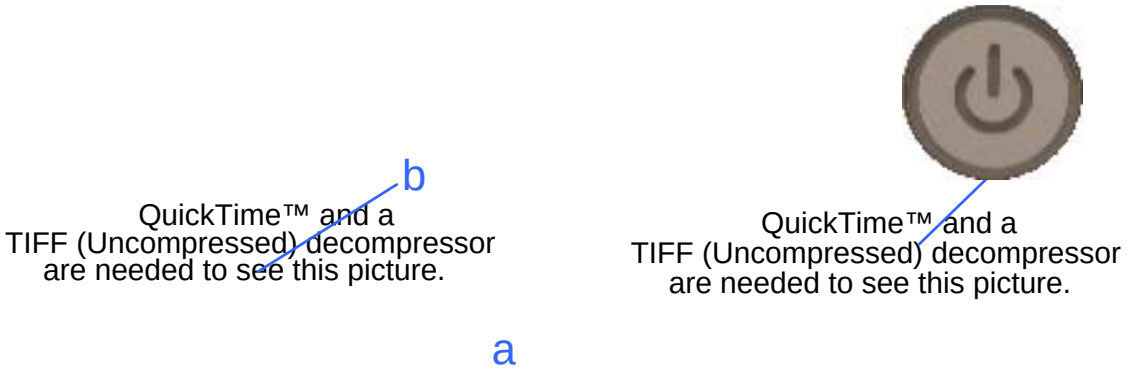
The Start Up Process

Place your iBook 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.



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.

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

Modem Port

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. Follow your school's policy on connecting to the Internet from Home. This policy will be posted on the school web site.

Network Connection

The port second from the left is an Ethernet network connection. ***(figure 4)*** Since your iBook has a wireless card, this port would not normally be used at school. This connection might be used at home if you have a small network or, perhaps, a cable / DSL modem. . Follow your school's policy on connecting to the Internet from Home. This policy will be posted on the school web site.

figure 4

FireWire Port

The third port 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

Although the Trackpad ***(figure 12 - a)*** is used instead of a mouse, a USB mouse can be plugged into either of the USB ports and is configurable through the System Preferences pane.

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, 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

NEVER carry your laptop with the charger plugged in to the charging port as this can damage the power adapter

Increasing the battery life of your computer

Here you have some tips for battery conservation:

- Disconnect bus-powered 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.
- If you have an Airport card installed, but are not using an Airport network, turn the Airport off.

Calibration of the Battery

The iBook's battery has an internal microprocessor that provides an estimate of the amount of energy in the battery during charging and discharging. The battery needs to be recalibrated from time to time to keep the onscreen battery time and percent display accurate. You should perform this procedure when you first use your computer and then every couple of months thereafter.

Follow these steps:

1. Plug the power adapter in and fully charge your iBook's battery until the battery indicator lights turn off and the adapter plug ring goes from amber to green, which indicates that the battery is fully charged.
2. Disconnect the power adapter and use your iBook. When your battery gets low, you will see the first low battery-warning dialog on the screen. Continue to use your iBook until it goes to sleep. At that point the battery has been sufficiently drained for calibration.
3. Finally, connect the power adapter and leave it connected until the battery is fully charged again.

You have to fully charge and then discharge your battery only once to calibrate it. After that, you can connect and disconnect the power adapter when the battery is at any charge level.

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.

figure 15

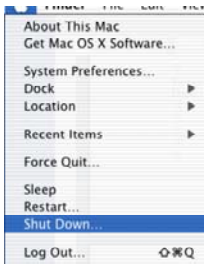
To eject a CD, drag the CD icon to the Trash icon on the Dock. (it will change to "Eject") ***(seen to the right)***

WARNING: Do not load 3 1/2" CDs (mini CDs) into the Slot Loading Drive! Slot-loading CD drives cannot eject the smaller CDs. The laptop must be sent in for repair in order to remove the mini CD!!

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 upper left corner of 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.

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 it is still a computer and like any piece of electronic equipment, it needs to be treated with care. There are several things you can do to make your iBook last longer and offer you a trouble-free and rewarding experience.

1) It is portable and you can take it everywhere – almost.

One of the best features of your iBook is the fact that it is portable. It enables you to take your homework and personal data wherever you go. When transporting your iBook, there are some simple things you can do to protect it.

- Use the sleeve/bag given to you for transportation of the laptop.
- When you put your iBook/sleeve/laptop bag in your backpack, remember it is there. Don't throw the backpack on the floor, use it as a backrest on the bus, cram it in your locker, etc.
- Never leave your iBook unattended.
- When you are involved in extra-curricular activities, make sure you have a secure place to store your laptop.
- **Do not remove any ID labels** or place any stickers or markings on the laptops. The laptop should look as it did when you received it.
- Keep sand and water away from the iBook. As portable as the iBook is, please don't take it to the beach.
- Make sure to store and use the computer in a dust and dirt free area. Dust can cause contamination of the unit that will result in malfunction or damage.
- Do not subject your iBook to extreme heat or extreme cold.
- Leaving it in an unventilated car or in the sun may damage the computer.
- Keep your iBook dry and protect it from rain and snow.
- If your iBook has been in a very cold car for a long while, let it warm up before you use it.
- Do not eat or drink when you are using your iBook. The worst enemy of your laptop is liquid.
- Never move the laptop when you can hear the hard drive spinning.
- Never block the vents on the left side and back of the laptop.
- Never force a connector into a port. If you are having problems connecting and external device, ask for help.
- Use only the Apple Power Adapter that came with your laptop. Other adapters will damage your iBook.
- Do not carry or store your iBook with cables connected.
- Appropriately disconnect any attached devices and close the lid of your iBook before carrying it from one location to another. This ensures all mechanical, moving parts and/or any attached devices are not damaged during transit or upon placing the laptop down again. Moving the iBook with the lid open also makes it more difficult to handle.
- Before leaving your last class and going home, be sure to disconnect from the school server before closing the lid or shutting down the computer.

2) Remember, it is fun to use but it is a computer.

- Close the iBook carefully – from the center of the screen - don't slam it shut!
- Be careful not to leave pencils or pens on your keyboard when closing your iBook.
- Do not use your iBook as a folder to store papers.
- Use the iBook on a flat, hard, stable surface.
- Do not insert things, especially metal things, into openings of your iBook.
- Be Patient! Sometimes computers need to take a few seconds to think - so don't start pounding on the keys if response is not immediate.
- **Plug-in your iBook when you get home from school so that your battery is fully charged for the next day.**
- Hard drives do not like to be bounced around and screens will break if enough pressure is applied to them.
- Make sure the power adapter and your iBook are kept out of the reach of smaller brothers or sisters, unless you are supervising their use of the laptop.
- Be sure that the power cord is tucked away so that family members will not trip over it and break the charger tip.
- Keep the power adapter and all cables away from pets, so that they won't chew on them.
- Be sure to unplug your iBook if there is an electrical storm.

3) Slot-Loading Combo Drive

Follow these instructions to eject a disc from the 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.
- **Do not load 3 1/2" CDs (mini CDs) into the Slot Loading Drive! The laptop must be repaired in order to remove the mini CD**!

4) Care of the Computer Keyboard

- 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. If this should happen, be sure to report this to the Student Help Desk.
- Do not attempt to repair anything yourself.
- If the keyboard needs cleaning, please take it to the Student Help Desk. Do NOT use any liquid to try to clean it you.

5) Cleaning

- 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, take it to the Student Help Desk
- Do not use water or cleaning solutions to clean the screen, keyboard or other surfaces of your iBook.

6) Cables

- Cables should be lined up straight with the connecter when inserting and removing.
- 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, contact the Student Help Desk.
- Be careful not to jerk the iBook around when cables are attached.

7) Theft and breakage

- Theft and breakage could become issues if proper precautions are not taken.
- Be sure to familiarize yourself with the School Board policies before assuming responsibility for an iBook.
- The Apple warranty, as well as school and/or home insurance, will cover most damage that may occur. However, **negligence and malicious damage are not covered**.
- **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. Your iBook is not to be loaned to other students.**

More Information is Available

The following useful files dealing with the care of your laptop and the Operating System X are also accessible on the school server and/or on CD in a folder titled:

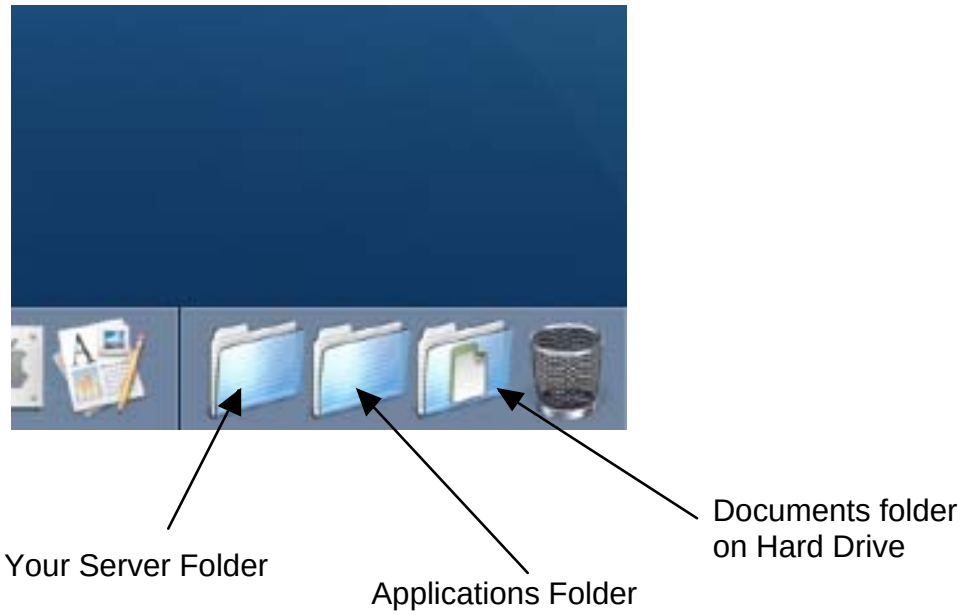
102 & 103 iBook Basics
iBookLaptopBasics103StudentPP.pdf
iBookLaptopBasics103Student.ppt
iBookLaptopBasics103Student.pdf
iBookLaptopBasics103Student.doc
iBookLaptopBasics103.ppt
iBookBasicsLaptopTrainingV2.pdf
iBookBasicsLaptopTrainingV2.doc

For assistance with access, please contact your school's Student Help Desk.

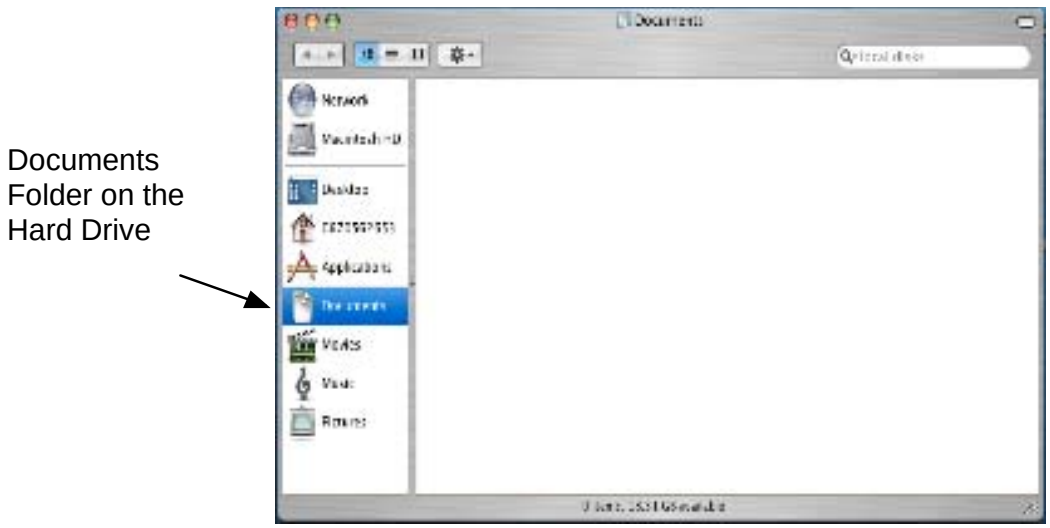
File and Desktop Management

After you sign onto your computer, your desktop is custom-designed for you.

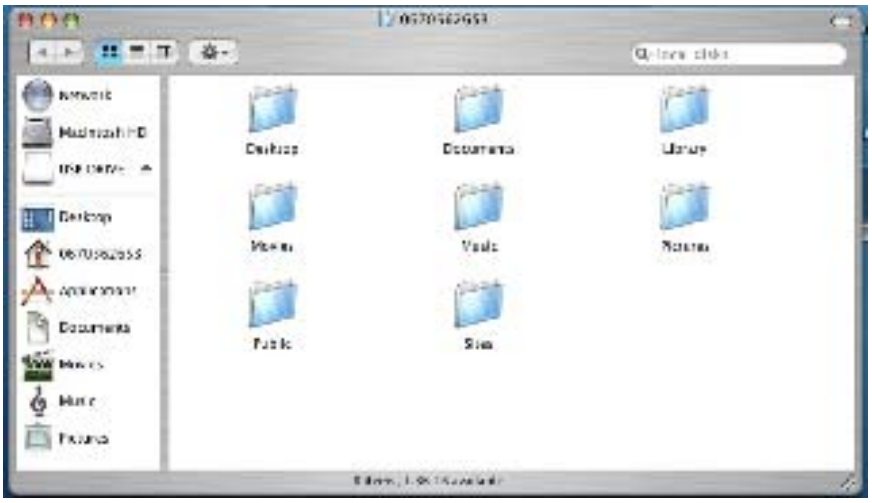
You will notice 3 folders at the bottom. See below.



When you save work, the computer saves your files to the Documents folder on the hard drive.



Server Folder



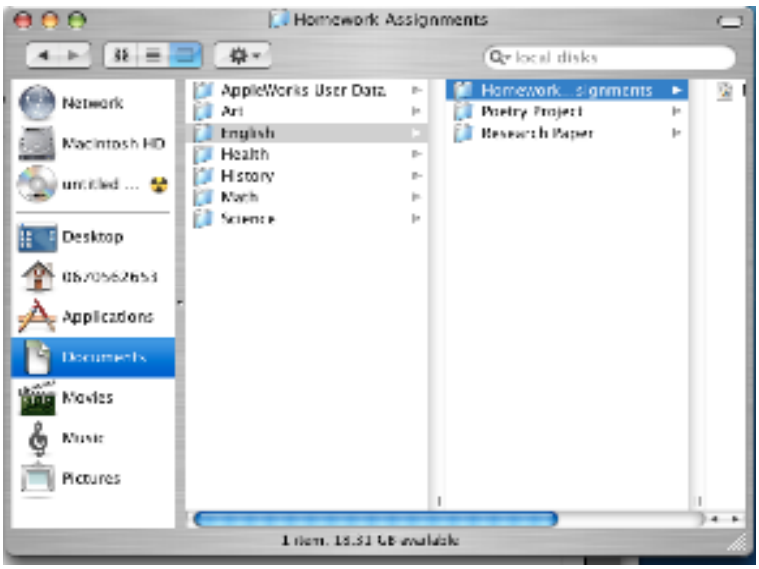
File Management

You will need to create a system for managing your files. Just as you organize your written documents in class folders or in 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 you can find things easily.

Here's a good example:

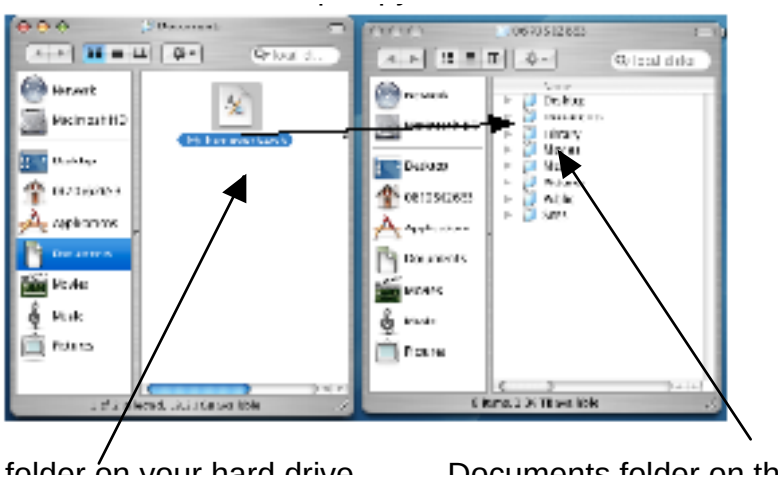
Each class has a folder. Inside each folder are subfolders. In the highlighted example on the right, within the English folder are 3 folders – one for homework, one for the poetry project, and one for research.



Student Data Storage & Backup

Saving Your Work on the Server

It's always a good idea to copy your work from your hard drive documents folder to your server folder as a backup. To backup your work, open both folders on your desktop and drag the file(s) from your laptop Documents Folder to your folder on the server.
See below.



folder on your hard drive Documents folder on th

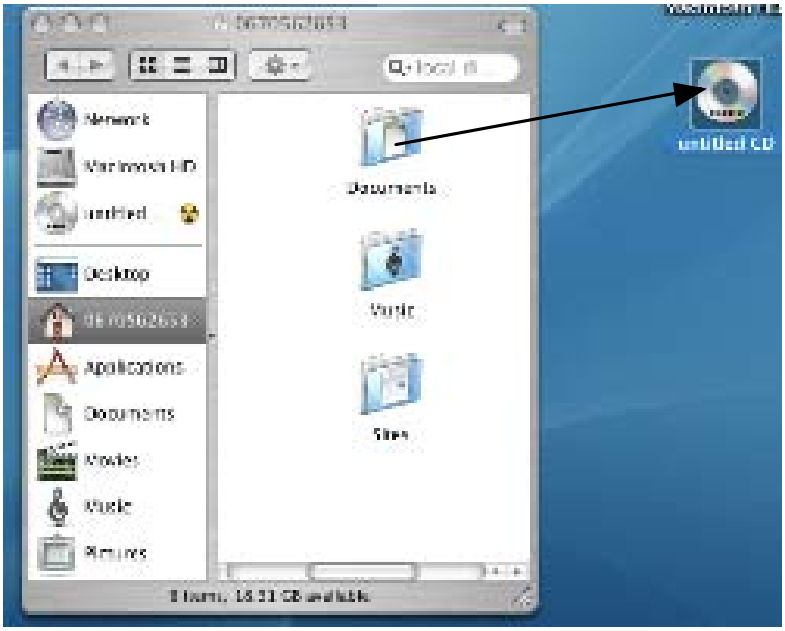
Burning a CD - Another Method of Backing up Data

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 Miramar High 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.

Directions for Burning a CD:

- Insert a blank CD-R into the slot on the right side of your laptop.
- Drag 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.

By using a CD-RW disc, you can write to it several times, however, the steps for doing that are a little more complicated.

FYI:
You may temporarily store files on the desktop--files you will need right away, but they should be moved to logically named folders when you are done. The more you have residing on your desktop, the slower the computer will process the information.

Technical Support Procedures

Each School in the Digital Learning Environment Study has a set of Technical Support Procedures. Miramar's web page provides the most up-to-date procedures to follow for lost laptops and for laptops in need of repair.

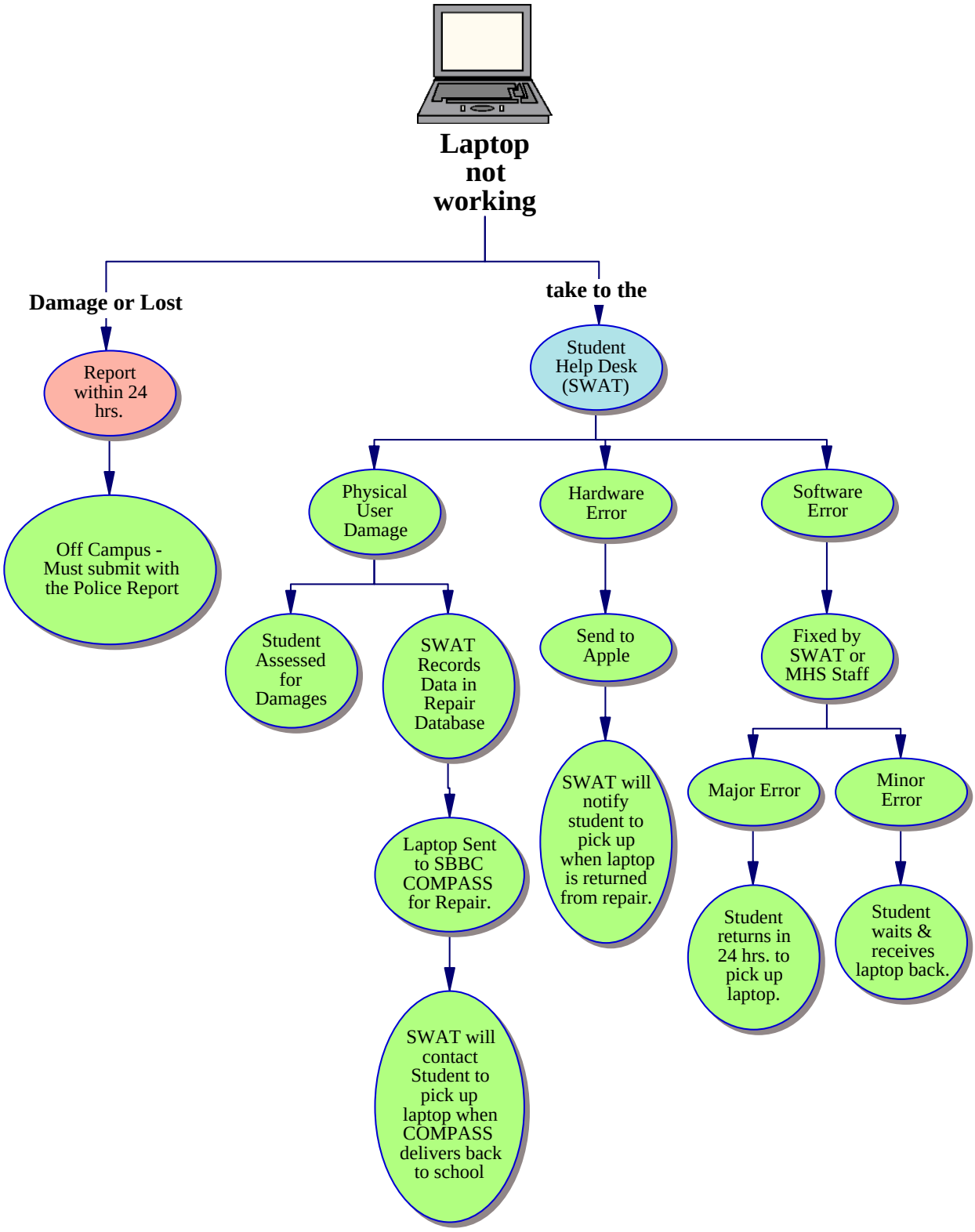
Most technical problems will be resolved by the Miramar High School Student Help Desk. The Help Desk is located in the Media Center, accessed by using the 140 hallway entrance. Students on the Help Desk will assist you personally during the hours of 11:30 a.m. until 12:50 p.m.

********Please DO NOT take your laptop to an Apple store for repair. Your school has a specific manner in which repairs will be made.********

If you lose your laptop, follow the procedure posted on the your school's web site. You should report the incident within 24 hours to the police and bring a copy of the Police Report to the Student Help Desk upon return to school.

On the next page is a flow chart to visually explain the details of what to do when your laptop needs attention.

Miramar High School's Laptop Support Procedures



Internet and Software Resources

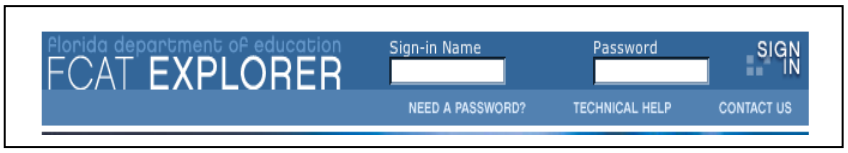
FCAT Explorer

The 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 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 http://www.fcatexplorer.com/
2. Access the student sign-in page by clicking on "student."



3. Enter your sign-in name - last name and first initial.
   For example - John Brown's sign-in name would be BrownJ
4. Enter your password - first 4 letters of your last name, birth month and birthday.
   For example - If John Brown was born on June 3, 1987, his password would be Brow0603. (The date must be written with four digits.)
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 is also available in Spanish, and a Haitian-Creole version will be available soon.

Troubleshooting FCAT Explorer for Mac OS X Users

Most users experience no problems using FCAT Explorer. However, the following are some solutions to problems related the Mac OSX. For other problems, please check the Technical Assistance tab at www.factexplorer.com

Loading or Accessing Practice Programs

If you have problems loading content or accessing the practice programs you may need to download and install the newest version of Macromedia Flash Player. Links to these downloads are accessed by clicking on Technical Assistance tab at www.fcatexplorer.com .

Security Settings Error Message

If you get the following message:

"Your current security setting prohibits running ActiveX controls on this page,"

this warning can be removed by downloading the latest version of the Macromedia Flash Player from the Macromedia Flash Player Download Center. However, if the message continues to display after downloading the latest Flash Player, you will need to change your Web browser's ActiveX security setting. Follow the directions on Security Setting Error Message at www.factexplorer.com.

Black Screen

After selecting a practice program from the program selector, if the following message (or one like it) is displayed against a black screen, you have probably installed anti-pop-up window software on your computer.

"The technology in the Reading Timeline program requires the site content to load in a separate window. This content window has been either clicked away from or closed. Locate the Reading Timeline window on your desktop or click here to return to the homepage and sign in again."

You will need to disable the anti-pop-up software and return to the FCAT Explorer to access the desired program.

Blue Screen

After selecting a practice program from the program selector, if the window displays a blue screen and refuses to load the program, you most likely have two versions of Macromedia Flash Player (e.g., versions 5.0 and 6.0) installed on your computer. To fix the problem caused by having multiple versions of Flash installed, you must uninstall all versions of the Macromedia Flash Player from your computer and then download the latest version of the Flash Player. For more information about uninstalling the Flash Player, visit http://www.macromedia.com/shockwave/download/alternates/

After you have successfully uninstalled the Macromedia Flash Player, visit http://www.macromedia.com/shockwave/download/alternates/ to download the latest version of the Player.

Use the FCAT Explorer and watch your scores soar!

Research and Homework Help

Online databases have been purchased by the Broward County Public Schools, Learning Resources Department, to assist students in finding reliable information on curricular topics. All grade levels have access within the school's wireless network, without the need of a password. For access from home, the public library and/or through private Internet access, please see the Media Specialist for a list of user names and passwords.

Other study skills and reference web sites are also available on the Internet. You may find a link to these databases on your school's Media Center web site.

Online Reference Library Tools

Grolier Encyclopedia Online

These resources provide a broad range of users with access to a wealth of authoritative, editorial content and engaging multimedia materials. Resources include:

- The Encyclopedia Americana Online
- Grolier Multimedia Encyclopedia Online
- The New Book of Knowledge
- Lands and Peoples
- Popular Science

Web site: http://go.grolier.com/

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. Resources include:

- Student Resource Center Bronze
- Literature Resource Center
- Infotrac Student

Web site: http://infotrac.galegroup.com/itk12/browardcpsit

Proquest

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

Web Site: http://proquest.umi.com/login (at school)
http://proquest.umi.com/pqdweb(at home)

SIRS

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

Web site: http://sks.sirs.com/

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 union catalog database.

Web site: http://savvycat.broward.k12.fl.us/

Museums of the World

This resource includes

- Online museums
- Interactive and virtual exhibits
- Educational links and more

Web site: http://www.museumstuff.com/

Online Dictionary

This resource includes:

- Word definitions
- Thesaurus
- Word of the Day
- Daily word puzzles and more

Web site: http://dictionary.reference.com/

Online World Atlas

This resource has maps and information about other countries.

Web site: http://www.worldatlas.com/

Web site for newspapers

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

Web site: http://www.onlinenewspapers.com/index.htm

Information Literacy Skills

Information literacy is the ability to locate, evaluate, and effectively use information in its various formats to communicate clearly, make informed decisions, and construct new knowledge.

Research Process Model

The very organized model provides guidance for what you should do before, during and after researching. A poster and set of skills are downloadable from the Learning Resources web page at: http://web/learnresource Click on Information Literacy and then scroll down to RPM (Research Process Model) and click on both that link and the poster link below it.

Copyright

http://www.whatiscopyright.org/ defines copyright as

> "a protection that covers published and unpublished literary, scientific and artistic works, whatever the form of expression, provided such works are fixed in a tangible or material form. This means that if you can see it, hear it and/or touch it - it may be protected. If it is an essay, if it is a play, if it is a song, if it is a funky original dance move, if it is a photograph, HTML coding or a computer graphic that can be set on paper, recorded on tape or saved to a hard drive, it may be protected. Copyright laws grant the creator the exclusive right to reproduce, prepare derivative works, distribute, perform and display the work publicly. "*Exclusive*" means only the creator of such work, not anybody who has access to it and decides to learn how much of what type of digital information can be used within the Fair Use Guidelines of the Copyright Law."
>
> To learn how you may use Copyright material, check the Learning Resources web site below.
>
> Web site: http://www.broward.k12.fl.us/learnresource
> Click on "Information Literacy" in the lower left corner of the page. Then, scroll down to 4.44. Click "Copyright" to open.

Computer Ethics

Computer ethics involve the rules and standards of using computers and digital information appropriately. The rules and standards are sometimes called "acceptable use policies." These policies relate to privacy, accuracy of information, property ownership, and access issues. Several Broward County School policies outline the acceptable use of computers. These policies can be found on your school web page or at http://www.broward.k12.fl.us/sbbcpolicies/ . For additional resources, see below.

CyberPilot's License

A study of web ethics for students, parents, and teachers. Includes an overview of the Internet, ethics, rights, rules, activities for students, and lessons for teachers to use.
http://etec.hawaii.edu/cpl/home.html

Computer Ethics
Created by students, this site provides a basic understanding of computer ethics through interactive links and activities.
http://library.thinkquest.org/26658

Privacy:
Without permission or supervision from your parents/guardians or teacher(s):

- Do not give out personal information about yourself.
- Do not arrange to meet with someone you have met over the Internet.
- Avoid sending pictures of yourself through e-mail.
- Do not share your user name and password with others (to your computer or any software accounts).
- Do not let others use your computer.
- Remember that the data on your computer is subject to the same rules as items in your locker and may be subject to search.

Web sites: http://www.myscschools.com/features/sctn/web/ethics.htm

Accuracy:
Anyone has the ability to publish information to the Internet. Always evaluate the content of a web site and check the authenticity. In addition to the text content, remember that graphics software can be used to create misleading images.
For an in-depth look at evaluating web pages for accuracy see the web site below.

Web site: http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html

Property Ownership:
One of the advantages of digital information is that it can be easily shared. The ability to easily share information also makes it easy to share copyright and trademark information.

- Do not copy software CDs 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.

Electronic Citations
Learn how to appropriately cite or reference online resources in your bibliography or webography. You should not claim the work of others as your own.

Web sites:
Style Sheets for Citing Resources
http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Style.html

Tech4Learning.com provides the Citation Maker tool to help you. Click on Tools on the left and then select Citation Maker.
http://myt4l.com/

Connected Teacher provides examples of how various resources should be cited.
http://www.classroom.com/community/connection/howto/citeresources.jhtml

Access and Behavior:

Internet Access:

Several laws govern Internet access for minors. The Children's Internet Protection Act (CIPA) requires that schools install Internet filters on the network used by all school board computers. Until such time as the School Board of Broward County can provide such a network in the homes of their students, Internet access will be allowed only at school.

Netiquette:

Netiquette is etiquette online. This is the appropriate and accepted way to communicate online. Emoticons are used to show expression and feelings that cannot be seen when online. Use of profanity in text, video, or auditory documents is prohibited.

Web sites: http://www.iwillfollow.com/email.htm
http://www.albion.com/netiquette

Internet Browsers and Search Engines

Browsers

Internet browsers are software used to access the Internet. Commonly used browsers include Internet Explorer, Netscape, Safari, and Mozilla.

Search Engines

The Internet contains vast amounts of information. A search engine will help you find specific information. Various search engines exist but presently, Google is the most popular. No search engine accesses all the information on the Internet. Depending on the topic and the type of resource desired, the Broward School Board purchased Databases (pages 22-23) may provide more exact results than using any of the search engines listed below.

The most used search engines are listed below:

- Yahoo http://www.yahoo.com
- Google http://www.google.com
- MSN http://search.msn.com
- Nettrekker http://www.nettrekker.com

  (Nettrekker is an educational search engine requiring a user name & password. Please see the Media Specialist at your school to acquire these.)

Many other search engines can be used in searching. To determine which search engine or directory to use for specific topics, use one or both of the resources cited below:

Internet Search Tool - Quick Reference Guide - can be viewed at http://www.itrc.ucf.edu/conferences/pres/srchtool.html or may be downloaded at http://www.itrc.ucf.edu/iqr/

Specialized Search Engines and Directories – can be viewed at http://webquest.sdsu.edu/searching/specialized.html

Searching Techniques

Search engines usually search by key word(s). Key word(s) are typed into the search box, and then the search engine looks for the key word(s) within web pages or in directories 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 involve using mathematical thinking to narrow search results. A search for the word dolphin will include information about the Miami dolphins. Using the Boolean techniques of adding words such as ‘not’ and ‘and’, searching for dolphin and

animal (or dolphin + animal) or dolphin not Miami (or dolphin – Miami) will produce more immediately usable results.

The following site will help you find desired web sites much more effectively and efficiently using Google. http:webquest.sdsu.edu/searching/fournets.htm

Software Tools

Atomic Learning

Atomic Learning is an online tutorial service providing short videos on how to use technology resources effectively - from AppleWorks to Web Browsing.

Web site: http://broward.atomiclearning.com

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

All usernames and passwords must be entered in lower case.

Atomic Learning Username Naming Convention

Student Username: 6 digits based on school location and grade level number

xxxxzz xxxx = school location number zz = grade level

Student Password: al **(**This stands for Atomic Learning and their mascot, AL.)

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		

Examples: 175109 – all 9th grade students at Miramar High
175100 – all parents of students at Miramar High

To view Atomic Learning tutorials, make sure you are using a recent browser and that you have QuickTime plug-in installed (PC or Mac)

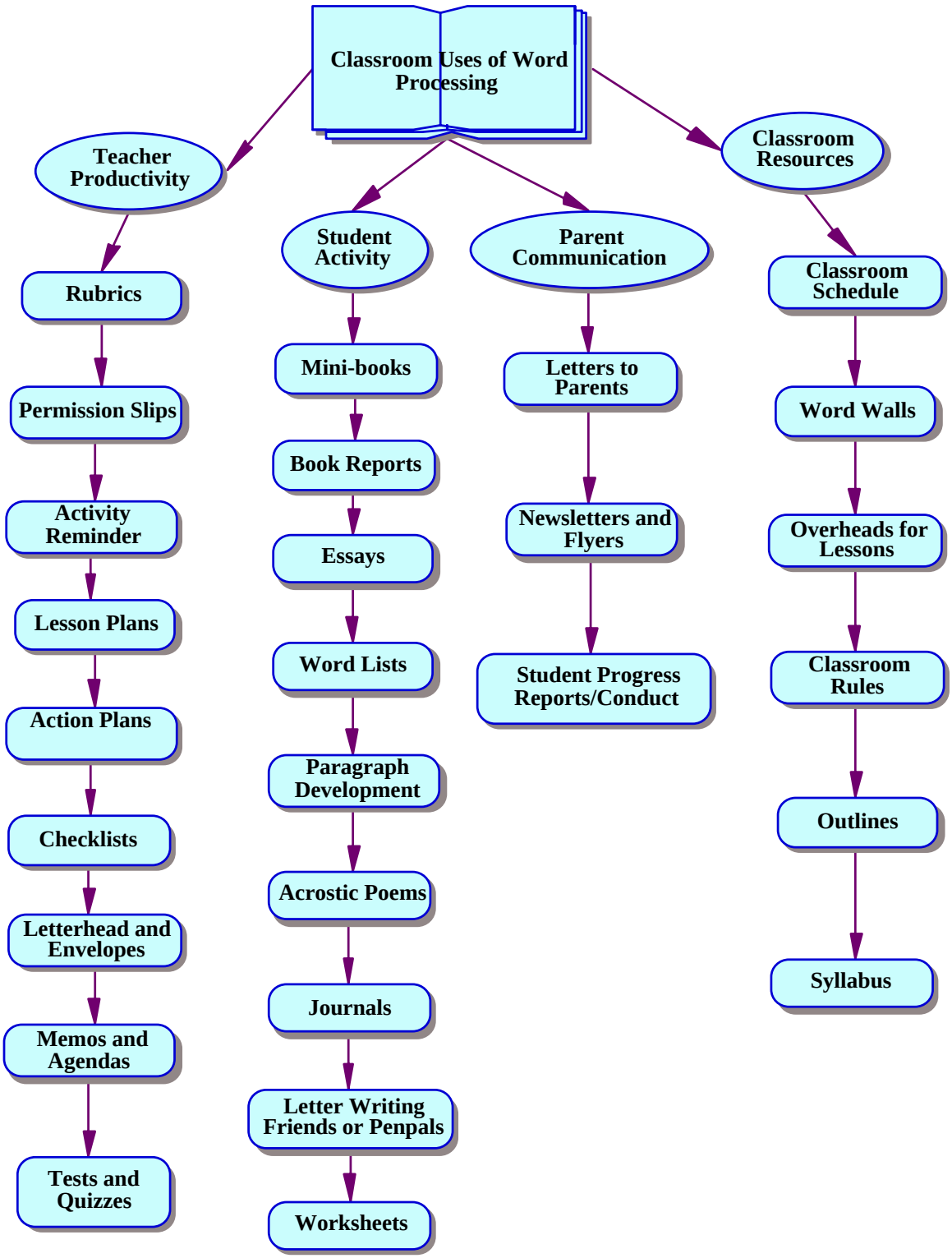
Several software programs are already installed on your laptop. The District holds district-wide licensing that provides for these installations.

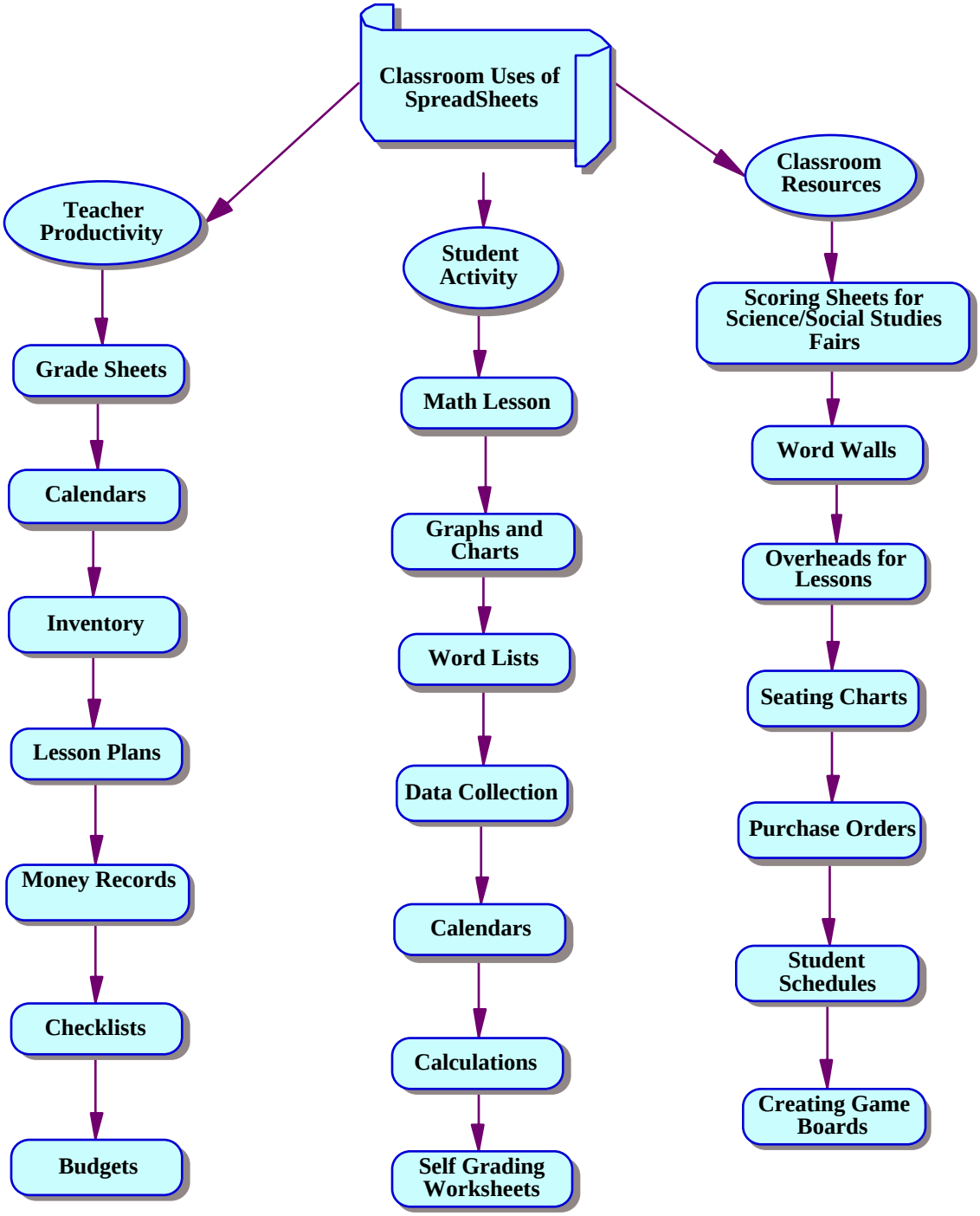
AppleWorks - This is a software suite that includes the following applications:

- Word Processing
- Database
- Spreadsheet
- Drawing
- Presentation
- Paint

To help you understand how each of these applications can be used within your classes, a flowchart for each application is included on the next few pages.

Additional support and instructions can be found at: http://www.apple.com/support/appleworks/




Classroom Uses of SpreadSheets
Teacher Productivity
Grade Sheets
Calendars
Inventory
Lesson Plans
Money Records
Checklists
Budgets
Student Activity
Math Lesson
Graphs and Charts
Word Lists
Data Collection
Calendars
Calculations
Self Grading Worksheets
Classroom Resources
Scoring Sheets for Science/Social Studies Fairs
Word Walls
Overheads for Lessons
Seating Charts
Purchase Orders
Student Schedules
Creating Game Boards

Classroom Uses of Databases

Teacher Productivity

Labels

Certificates

Lesson Plans

Checklists

Money Records

Sorting Data

Student Information

Lunch Number

Locker Numbers

Daily Attendance

Behavior Management

Emergency Contact Information

Student Activity

Data Collection

Calculations

Sorting Data

Classroom Resources

Purchase Orders

Student Schedules

Merged Letter

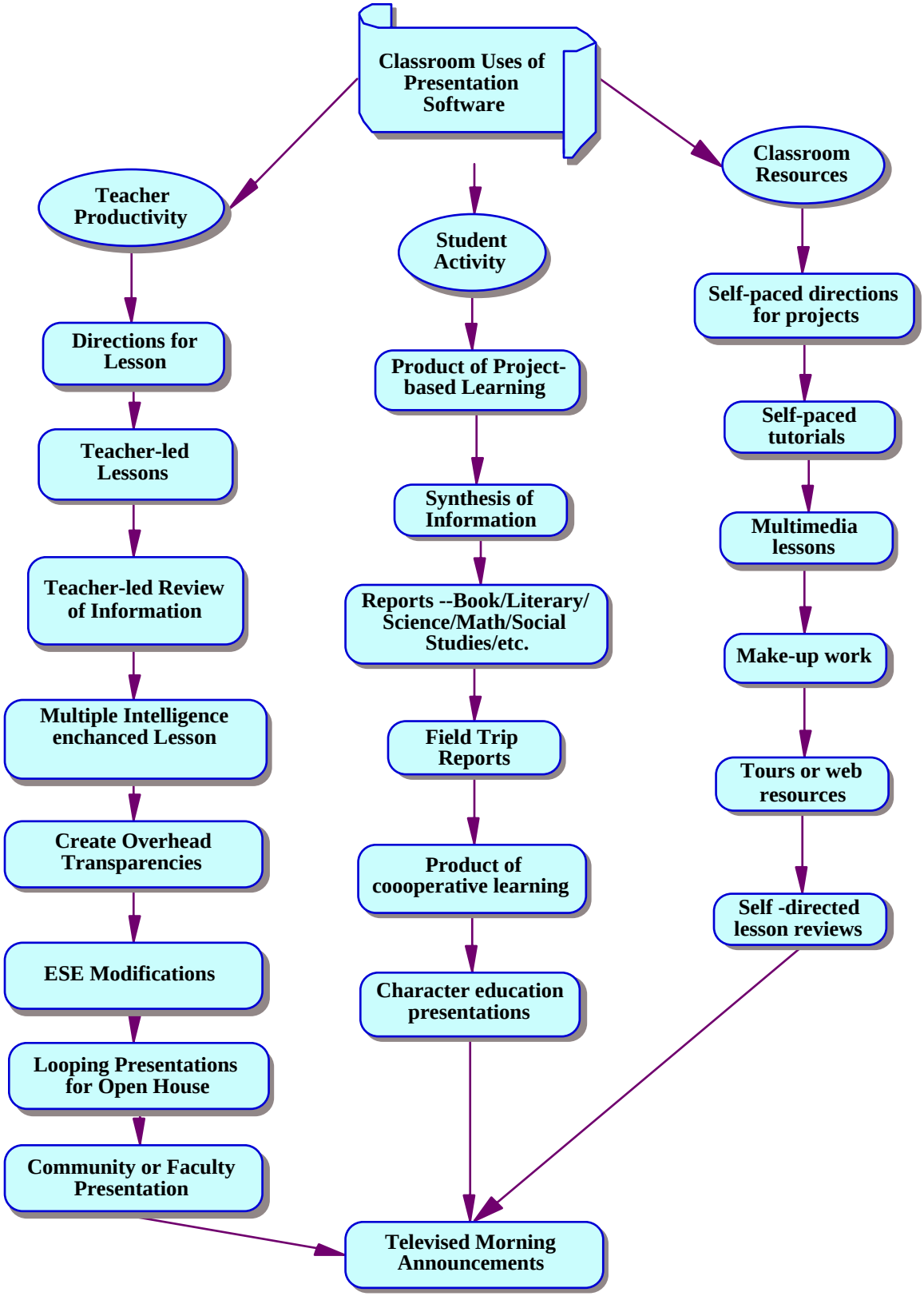
Inventory

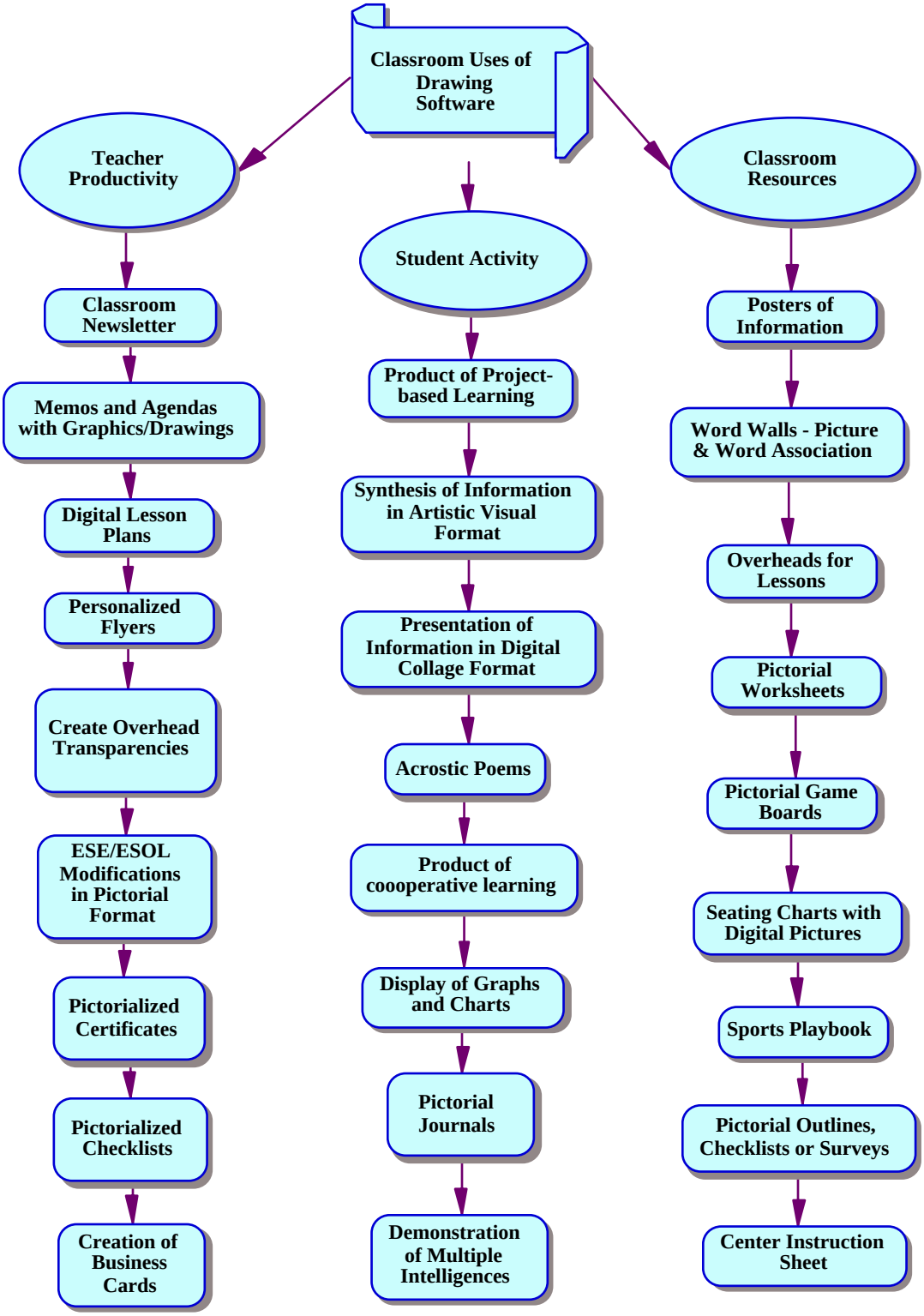
Class Library

Student Achievement Databases

Standardized Test Information

Interim Measures of Progress


Classroom Uses of Presentation Software
Teacher Productivity
Student Activity
Classroom Resources
Directions for Lesson
Teacher-led Lessons
Teacher-led Review of Information
Multiple Intelligence enchanced Lesson
Create Overhead Transparencies
ESE Modifications
Looping Presentations for Open House
Community or Faculty Presentation
Product of Project-based Learning
Synthesis of Information
Reports --Book/Literary/ Science/Math/Social Studies/etc.
Field Trip Reports
Product of coooperative learning
Character education presentations
Self-paced directions for projects
Self-paced tutorials
Multimedia lessons
Make-up work
Tours or web resources
Self -directed lesson reviews
Televised Morning Announcements



AppleWorks Painting is similar to Drawing but with additional tools and less flexibility for changing and/or moving objects/pictures.

iLife Tools

GarageBand
This software allows you to compose, mix, record, and engineer your own music using built-in music loops and instruments.

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

Note: Not all Digital Learning Environment Study schools are using this software.

iDVD
This software is included in the iLife suite. You may use it to create DVDs but will not be able to burn them without the use of an external DVD burner.

iMovie
This easy to use digital movie-making software assists with combining your creativity with lesson and project work. The following web sites provide information on making your own videos.

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/

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

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

iTunes
This software allows you to work with your own CDs to create custom play lists and access Internet radio stations. You will be unable to share music or download iTunes on your SBBC laptop.

Web Sites: General http://www.apple.com/ilife/itunes/
Support http://www.apple.com/support/itunes/

Note: Not all Digital Learning Environment Study schools are using this software.

Inspiration

Inspiration software allows users to create webs, diagrams, concept maps, outlines and to record their thoughts while brainstorming as they plan and organize ideas. Inspiration promotes visual learning techniques that are graphical ways of working with ideas and presenting information. Inspiration teaches students to clarify their thinking, and to process, organize and prioritize new information and stimulate creative thinking. Inspiration can be used to reveal patterns, interrelationships and interdependencies. It is also possible to turn your Inspiration webs into outlines and then transfer the web and outline to either AppleWorks Word Processing or Microsoft Word for completion of a writing assignment.

Web site for trial version: http://www.inspiration.com/

Keynote

Keynote is presentation software featuring professional-caliber themes, razor-sharp text, 3D transitions, and animations. Users can make layered images with transparent graphics and text, and adjust the transparency of each layer. Users can import almost any previously created file including PowerPoint, QuickTime or pdf . Use it when you want to present your projects to the class.

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

Pinnacle Grade Book – Parent Internet Viewer

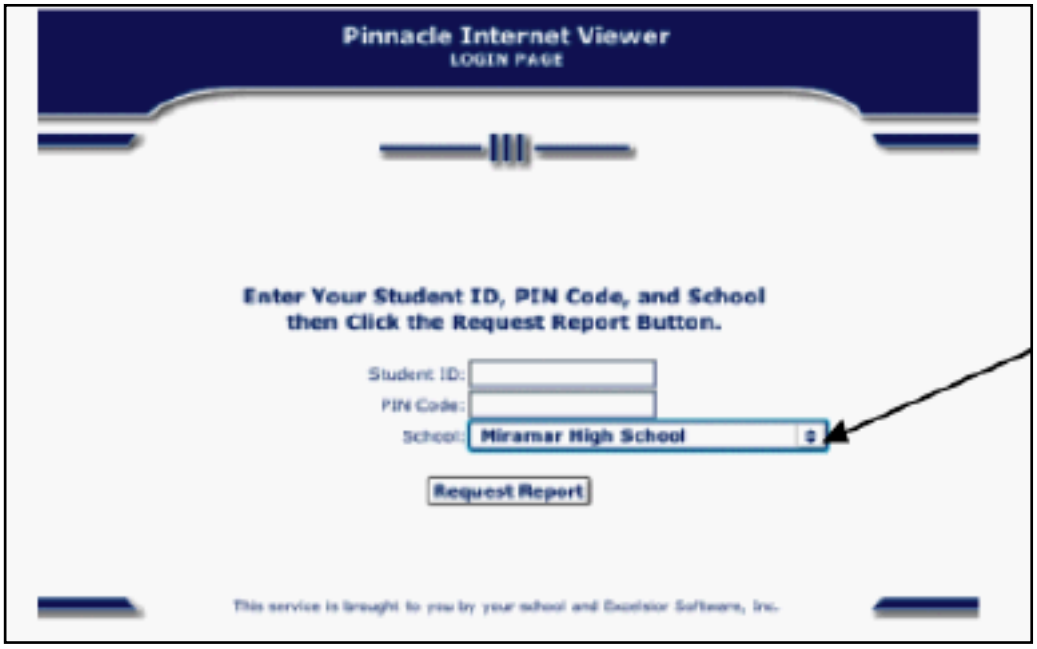
Parents of students at Miramar High School can tract how their students are doing in relation to grades and attendance through the use of this software tool. Below are some slides explaining how to login and what information you'll find.

Equipment Needed:
- Computer
- Internet Browser (Internet Explorer or Netscape)
- Internet Connection, i.e. AOL, BellSouth

1. Connect to Miramar High's website: http://**www.broward.k12.fl.us/Miramarhigh**

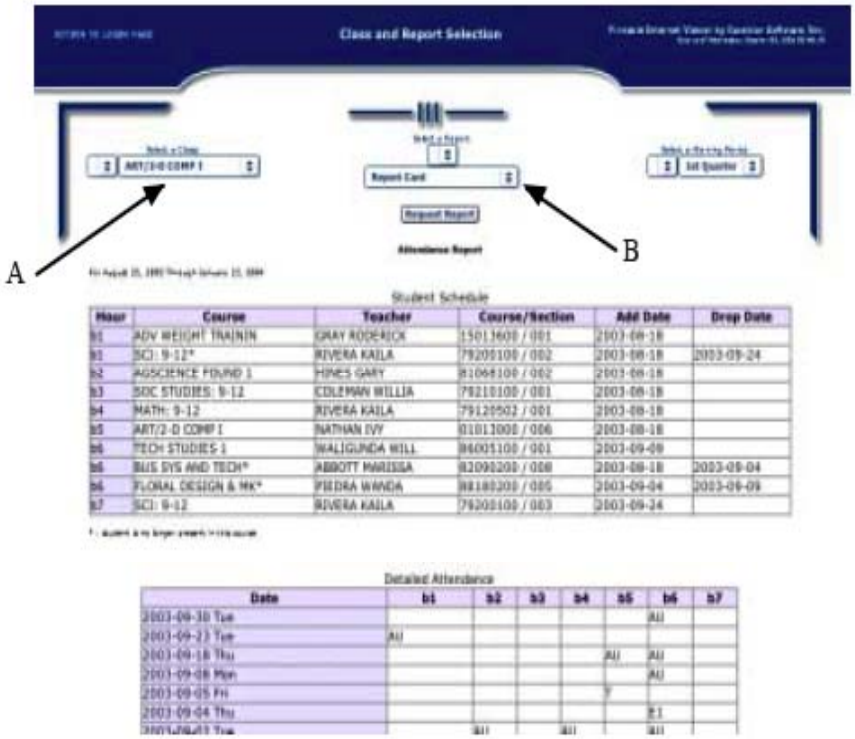
2. Click on Pinnacle Online. See arrow above.

3. Click the “Click Here to Begin” button. See arrow above.
4. Click on the “School” drop-down menu and select Miramar High School. See arrow below.



5. Enter the Student Number in the Student ID box.

6. Enter the birthdate in the PIN code box.
   Use the following format: YYYYMMDD
   Example: July 4, 1988 = 19880704
7. The report card summary will be displayed, showing schedule, attendance and grades. See below.



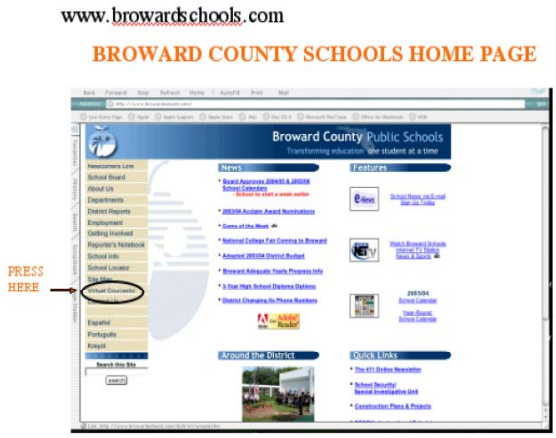
8. Scrolling down will show the grade summary.
9. To see more detailed reports of grades, assignments, and attendance, select a class from the “Select a Class” box. (Arrow A) and select a report from the “Select a Report” box. (Arrow B).
   Click “Request Report”
10. To view another report, click “Return to class and Report Selection” in the upper left corner.

Virtual Counselor

As part of the District's Data Warehouse, Virtual Counselor (VC) provides parents, students, and District personnel access to absences, grades, test scores, and other pertinent information needed to help students achieve.

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

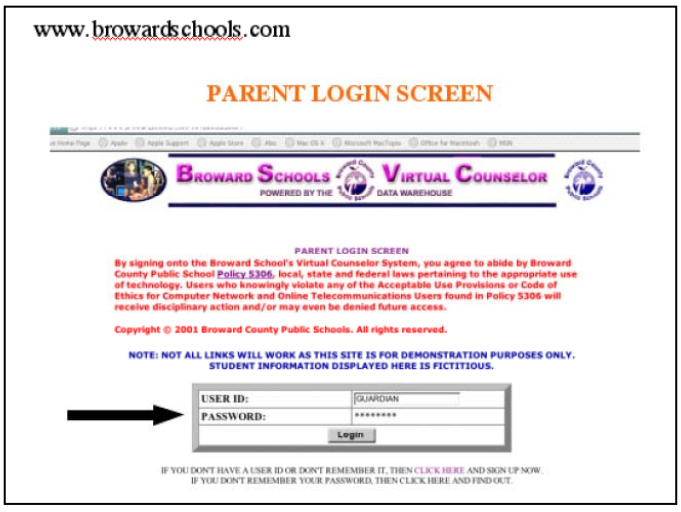
Virtual Counselor can be accessed from http://www.browardschools.com



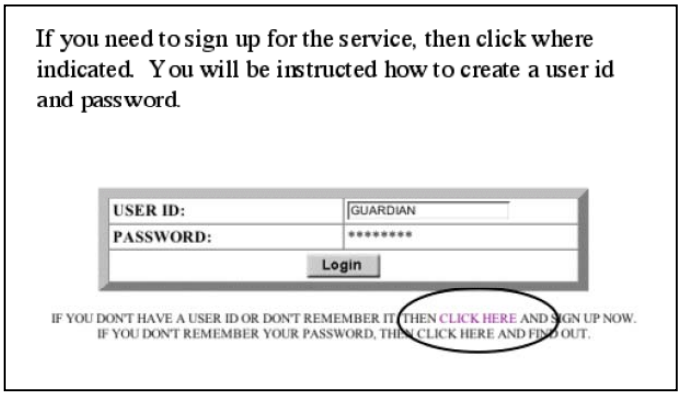
At the Virtual Counselor home page, select the proper button.

Users will be taken to the appropriate Login Page.

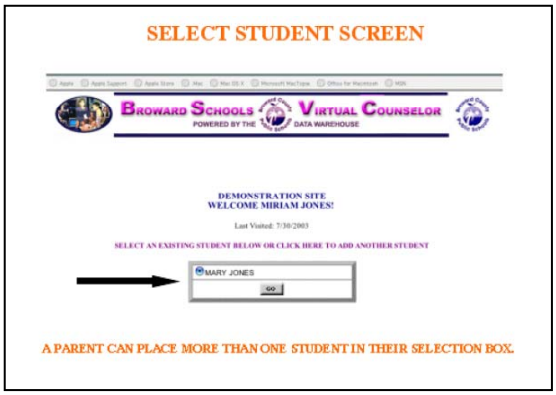
In the example to the right, the parent Login screen is shown



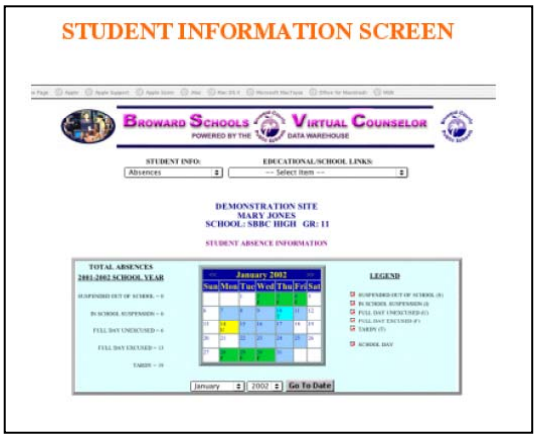
Below the user ID and password box is the link to creating a user name and password.



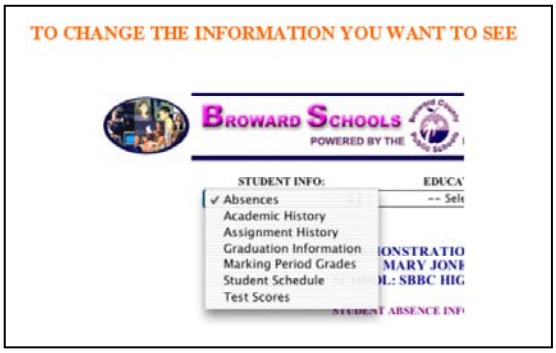
After logging in the user will see the name of student(s) to whom they have access.



You will see a student information screen with a calendar showing the full day absences and tardies.



Use the pull down menus at the top to change the information you are viewing.



Textbook & Curriculum Resources

The technology web sites supporting the current textbook adoptions are outlined below. While not all currently adopted versions of the textbooks have web sites many do. These resources are available to students and parents. The resources are listed alphabetically by subject area. *If the title of the book is missing then no web site for this version of the textbook is available from the publisher*. As new books are adopted this list will grow. Most textbooks copyrighted after 2000 have a supporting web site.

English See Language Arts

English for Speakers of Other Languages (ESOL) Adopted 2001-2007

Grades 9-12

Northstar: Focus on Listening and Speaking, 1998-1999
Publisher : Addison-Wesley Longman/Pearson
Web site for Basic Level http://www.longman.com/ae/nsls_basic/
Web Site for Intermediate Level http://www.longman.com/ae/nsls_int/

Foreign Language Adopted 2001-2007

French
Grades 9-12

Discovering French, 1998
Publisher: McDougal Littell
ClassZone Web site for French http://www.classzone.com/french.cfm

German
Grades 9-12

Deutsch: Aktuell 1 & 2, 1998 1999
Publisher: EMC/Paradigm
Web site for German Internet Activities:
http://www.emcp.com/electronic_resource_centers/

Spanish
Grades 6-12

Paso a Paso, 2000
Publisher: Prentice Hall
Paso a Paso@PHSchool web site http://www.phschool.com/atschool/paso/

Language Arts – Grades 9-12

Language/Composition: Adopted 2001-2009

BK English: Communication Skills in the New Millennium, 2001
Publisher: Barrett Kendall
Interactive Online textbook: http://www.bkenglish.com/

Note: Teacher must supply User Name and Password

Writer's Choice: Grammar and Composition, 2001
Publisher: Glencoe/ McGraw-Hill
Free Resources at Glencoe Online http://www.glencoe.com/sec/writerschoice/
Interactive Online Textbook: http://www.glencoe.com/sec/writerschoice/ose/index.html
Note: Teacher must supply User Name and Password

Writing and Grammar: Communication in Action, 2001
Publisher: Prentice Hall
Free Resources Web site – Select Textbook Resources Link: http://www.phschool.com/
Interactive Online Textbook: http://www.phschool.com/
Note: Teacher must supply User Name and Password

Literature: Grades 6-12 Adopted 2003-2008

The Language of Literature, 2003
Publisher: McDougal Littell
Free Resources at ClassZone http://www.classzone.com/literature.cfm
Interactive Online Textbook: http://www.classzone.com/eservices/index.cfm?
Note: Teacher must supply User Name and Password

MATHEMATICS Adopted 2004-2010

Regular Mathematics, Grades 6-8

Mathematics: Applications and Concepts, 2004 Edition
Publisher: Glencoe
Free Resources at http://www.glencoe.com/sec/math/msmath/index.php/fl
Interactive Online Textbook: http://www.glencoe.com/sec/math/ose/index.html
Note: Teacher must supply User Name and Password

Prentice Hall Mathematics, 2004 Edition
Publisher: Prentice Hall
Free Resources Web site – Select Textbook Resources Link: http://www.phschool.com/
Interactive Online Textbook: http://www.phschool.com/
Note: Teacher must supply User Name and Password

Pre-Algebra

Pre Algebra, 2004 Edition
Prentice Hall
Free Resources Web site – Select Textbook Resources Link: http://www.phschool.com/
Interactive Online Textbook: http://www.phschool.com/
Note: Teacher must supply User Name and Password

Algebra I

Prentice Hall Mathematics: Algebra I, 2004 edition
Publisher: Prentice Hall
Free Resources Web site – Select Textbook Resources Link: http://www.phschool.com/
Interactive Online Textbook: http://www.phschool.com/
Note: Teacher must supply User Name and Password

Algebra I, Honors

Algebra I, 2004 Edition
Publisher: McDougal Littell
Free Resources at ClassZone http://www.classzone.com/math_hs.cfm
Interactive Online Textbook: http://www.classzone.com/eservices/index.cfm?
Note: Teacher must supply User Name and Password

Algebra II

Prentice Hall Mathematics: Algebra II, 2004 Edition
Publisher: Prentice Hall
Free Resources Web site – Select Textbook Resources Link: http://www.phschool.com/
Interactive Online Textbook: http://www.phschool.com/
Note: Teacher must supply User Name and Password

Algebra II, Honors

Algebra II, 2004 Edition
Publisher: McDougal Littell
Free Resources at ClassZone http://www.classzone.com/math_hs.cfm
Interactive Online Textbook: http://www.classzone.com/eservices/index.cfm?
Note: Teacher must supply User Name and Password

Geometry

Glencoe Mathematics: Geometry, 2004 Edition
Publisher: Glencoe
Free Resources at Glencoe Online
http://www.glencoe.com/sec/math/geometry/geo/geo_04/index.php//2004
Interactive Online Textbook: http://www.glencoe.com/sec/math/ose/index.html
Note: Teacher must supply User Name and Password

Geometry Honors

Prentice Hall Mathematics: Geometry 2004 Edition
Free Resources Web site – Select Textbook Resources Link: http://www.phschool.com/
Interactive Online Textbook: http://www.phschool.com/
Note: Teacher must supply User Name and Password

Informal Geometry

Geometry: Concepts & Skills 2004 Edition
Publisher: McDougal Littell
Free Resources at ClassZone http://www.classzone.com/math_hs.cfm
Interactive Online Textbook: http://www.classzone.com/eservices/index.cfm?

Note: Teacher must supply User Name and Password

SCIENCE, GRADES 9 – 12

Anatomy and Physiology **Adopted 1998-2006**

Essentials of Human Anatomy & Physiology, 1997
Publisher: Scott Foresman Addison-Wesley
Companion Web Site: http://occawlonline.pearsoned.com/bookbind/pubbooks/marieb-essentials/

Biology I **Adopted 1998-2006**

Biology: Dynamics of Life, 1998
Publisher: Glencoe
Free Resources at Glencoe Online
http://www.glencoe.com/sec/science/biology/bdol98/index.html

Honors Biology **Adopted 1998-2006**

Biology: Living Systems, 1998
Publisher: Glencoe
Free Resources at Glencoe Online http://www.glencoe.com/sec/science/biology/bls/

Biology II **Adopted 1998-2006**

Biology: Concepts & Applications, 1997
Publisher: Wadsworth
Companion Web Site: http://www.brookscole.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=0534505317&discipline_number=22

AP Biology **Adopted 1998-2006**

Biology (Campbell), 1996
Publisher: Scott Foresman•Addison-Wesley
Companion Site http://www.aw-bc.com/campbell/
by subscription only
http://www.phschool.com/access/campbell_bio.html

Chemistry I **Adopted 2000-2006**

Chemistry, 2000 (5TH) ed
Publisher: Prentice Hall Addison-Wesley
Free Resources at PH@school Chemistry
http://www.phschool.com/atschool/chemistry/AW/Student_Area/AWCHEM_S_BK_index.html

Chemistry I Honors **Adopted 2000-2006**

Chemistry, 2000 (5TH) ed
Publisher: Prentice Hall Addison-Wesley
Free Resources at PH@school Chemistry
http://www.phschool.com/atschool/chemistry/AW/Student_Area/AWCHEM_S_BK_index.html

Earth/Space Science **Adopted 2000-2006**

Modern Earth Science, 1998
Publisher: Holt
Earth Science Support http://go.hrw.com/gopages/index.html

Earth Science: Geology, The Environment, and the Universe, 2000 ed
Publisher: Glencoe
Free Resources at Glencoe Online
http://www.glencoe.com/sec/science/lep_science/earth_science/index.html

SOCIAL STUDIES - Grades 9 - 12 **Adopted 1998-2005**

American History

A History of the United States, 1996
Publisher: Prentice Hall
Free Resources from PH@School http://www.phschool.com/atschool/history_us/

American Government

Magruder's American Government, 1998
Publisher: Prentice Hall
Free Resources from PH@School http://www.phschool.com/atschool/Magruders/

World Geography

World Geography: Building a Global Perspective, 1998
Publisher: Prentice Hall
Free Resources from PH@School http://www.phschool.com/atschool/world_geo/

World Geography Honors

World Geography: Building a Global Perspective, 1998
Publisher: Prentice Hall
Free Resources from PH@School http://www.phschool.com/atschool/world_geo/