

Liberty Pines Academy Technology Manual

The LPA Technology Manual is a collaborative effort on the part of the LPA Technology Committee provided to staff for the purpose of assisting teachers in implementing instruction for St. Johns County Technology benchmarks and localizing the wide range of technology tools and information available.

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Vision: Our aim is to provide students the opportunity to become life-long learners and leaders prepared to succeed in the global world using technology both responsibly and effectively. Our focus will be to build a community of successful technology users. We will promote professional collaboration and technology integration at all levels.

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Rules and Regulations

In this section, you will find important documents and information regarding St. Johns County School District and Liberty Pines Academy rules and regulations for staff and student technology use.

The guiding document for staff technology use is SJCS D's Acceptable Use Policy and Agreement Form, both of which are available online at <http://www.stjohns.k12.fl.us/rules/aup> and provided here for your convenience in **Appendix 1**. It is critical for you to read and understand this information, ask questions when you need clarification, and err on the side of caution if you have doubts regarding the use of school technology.

Also included in this section are LPA's laptop rules for students and forms necessary for parents to complete prior to students using district technology resources. This information is available online at <http://www-lpa.stjohns.k12.fl.us/Registration> and provided here for your convenience in **Appendix 2**.

K-2 Technology Benchmarks

The following documents will cover the Grade Level Expectations for technology: basic computer skills, typing, and Internet skills. Please review carefully to ensure the material is covered at the appropriate level.

Download and print the student benchmark sheet to keep an accurate record of student progress.

- **K-2 Student Benchmark Sheet**

http://www.stjohns.k12.fl.us/depts/itd/Benchmarks/Benchmark_Guidelines_Primary%20K-2.pdf

3-5 Technology Benchmarks

The following documents will cover the Grade Level Expectations for technology in grades 3-5: basic computer skills, typing, and Internet skills. Please review carefully to ensure the material is covered at the appropriate level.

Download and print the student benchmark sheet to keep an accurate record of student progress.

- **3-5 Student Benchmark Sheet**
http://www.stjohns.k12.fl.us/depts/itd/Benchmarks/Benchmark_Guidelines_Intermediate_3-5.pdf
- **3-5 Typing Benchmarks (reference guide)**
<http://www.irvingisd.net/technology/documents/Keyboarding%20Guidelines.pdf>
- **3-5 Internet Skills Benchmarks**
<http://www.stjohns.k12.fl.us/depts/itd/Benchmarks/internet%20guide.pdf>
- **3-5 Technology lessons to meet benchmarks**
http://www.stjohns.k12.fl.us/depts/itd/tlc_activities/intermediate.html

Middle Grades Technology Benchmarks

The following documents will cover the Grade Level Expectations for technology in grades 6-8: basic computer skills, typing, and Internet skills. Please review carefully to ensure the material is covered at the appropriate level.

Download and print the student benchmark sheet to keep an accurate record of student progress.

- **6th Grade Technology Benchmarks**
http://www.stjohns.k12.fl.us/depts/itd/Benchmarks/Benchmarks_6.pdf
- **7th Grade Technology Benchmarks**
http://www.stjohns.k12.fl.us/depts/itd/Benchmarks/Benchmarks_7.pdf
- **8th Grade Technology Benchmarks**
http://www.stjohns.k12.fl.us/depts/itd/Benchmarks/Benchmarks_8.pdf

Current Classroom Software, Databases & Online Resources (Including Passwords)

(last updated September 2010)

- Kidspiration/Inspiration
- Atomic Learning
- BrainPop, BrainPop Jr.
- Type to Learn
- Microsoft Office
- Discovery United Streaming
- Sylvan Dell eBooks
- FCAT Explorer
- Accelerated Reader
- Photo Story 3
- Quiz Show
- NetTrekker
- Movie Maker 2
- Exam View
- TeachingBooks.net
- Picasa 2
- SMART Board Notebook
- First Class
- World Book Online
- iLife, Garage Band (TV Production)
- Holt
- Pearson
- Glencoe

Passwords and Login Information for Available Resources

Atomic Learning - www.atomiclearning.com District Account for Teacher Use

Atomic Learning's online training resources teach you "how do I do that" through a library of thousands of short, easy-to-understand tutorial movies and "how do I apply that" training that can be used as an integral part of a professional development program and a valuable curriculum supplement. Atomic Learning makes it easy to learn new technology and encourage technology integration in the classroom.

****** We have access to this through SJCS D Media & Technology Services. This is to be used by teachers only (i.e.-do not give students userid and password info). Teachers can use it for self-learning, or for presenting lessons to students.

Username: *teacher only*

Password: *teacher only*

BigWebDesk- www.loginbigwebapps.com Teacher Account

Submit all Technical Requests through this program.

User: *teacher only*

Default Password: *teacher only*

****** If you can't remember your password click on Forgot password? It will be emailed to you.

Accelerated Reader through Renaissance Place – Teacher & Student Account

http://www-lpa.stjohns.k12.fl.us/media/Accelerated_Reader

Students at LPA in grades 1-8 can participate in the Independent Accelerated Reading Program. For each of the four school quarters, participating students will set AR Reading goals (to be approved by classroom teacher or MS English Teacher with the help of the LPA Media Specialist). Set goals may vary according to actual time spent in the program (participation weeks will be less for the initial 9 weeks while students get oriented to the AR program, during FCAT testing weeks, and the final 9 weeks of the school year). Goals can be differentiated to meet student individual needs.

Teacher User Name *teacher only*

Teacher Password: *teacher only*

Student accounts vary, but passwords are all set as **see teacher**. Ms. Tahan will help teachers identify the correct username for each student if needed. If students do not know, they can select

Did you forget your user name? Find User Name to locate their correct user name.

BrainPOP- www.brainpop.com Teacher & Student Account

BrainPOP Jr.- www.brainpopjr.com

BrainPOP Espanol- www.es.brainpop.com

BrainPOP Educators- www.brainpop.com/educators/blog/

BrainPOP creates animated, curriculum-based content that supports educators and engages students.

*The award-winning online educational resources include **BrainPOP Jr.** (K-3), **BrainPOP**, and **BrainPOP Español**. The newest resource, **BrainPOP Educators**, features free tips, tools, and best practices by and for our teacher community.*

Username: *see teacher*

Password: *see teacher*

After-Hours Username for Teachers Only: teacher only

After-Hours Password: teacher only

Discovery Education Streaming- www.discoveryeducation.com Teacher Account

Discovery Education provides access to high-quality digital resources (full videos, video segments, etc.) in easy-to-use formats related to all core-curricular subject areas. Teachers must set up their own accounts.

Any LPA Staff Member that would like access to this resource needs to contact the LPA Discovery Administrator, Terri Roberts.

Access by entering username and password.

FCAT Explorer – www.fcatexplorer.com

Teacher and student passwords are updated by administration each fall and posted in FirstClass in the LPA Conference Folder, General Information.

Kidspiration (K-5) & Inspiration (6-12) Software For Student Use

These programs are located on student computers.

No userid or password information is required.

***Kidspiration's** Picture View can be used to build graphic organizers including concept maps [2], webs [3], bubble diagrams and Venn diagrams. In Writing View, students expand their ideas into written expression. In Math View, students use math manipulatives [4] such as color tiles, pattern blocks, base ten blocks, fraction tiles and fraction boxes to build essential math skills.*

***Inspiration®** is the essential visual thinking and learning tool students rely on to plan, research and complete projects successfully. With the integrated Diagram and Outline Views, learners create graphic organizers and expand topics into writing. This powerful combination encourages learning in multiple modes.*

Source URL: <http://www.inspiration.com>

Gale Database- <http://infotrac.galegroup.com/itweb/sain20841> Teacher & Student Account

This is a resource provided by the Florida Department of State, Division of Library Information Services. It provides our LPA community access to millions of articles from scholarly periodicals, newspapers and popular magazines. Once you go to this link you will be guided to a list/explanation of the different databases we have access to that can be searched for relevant articles. You may select multiple databases to search at once or select only one to search. Additionally, the databases at the bottom are to be searched alone and are very suitable for our LPA learning and researching needs! From home you will need to know our SJCSO password. Please ask the library media center staff for this.

If on a school computer it should recognize the school IP address as being valid. If at home, please enter the ID below:

ID: student

Glencoe- <http://connected.mcgraw-hill.com>

Username: see teacher

Password: see teacher

Holt- <http://my.hrw.com>

You can register. If your school is not listed, please let us know.

Nettrekker- <http://school.nettrekker.com/frontdoor> Teacher & Student Account

This is the search engine students are asked to use at LPA for finding information on the Internet. Teachers can register to create their own userid and password if desired. If an account was created by you at a previous school in St. Johns County, please send a BigWeb ticket to request that the account be moved to the LPA directory.

Student and/or Teacher Generic Account

Username: see teacher

Password: see teacher

Pearson – www.pearsonsuccessnet.com

Geometry Honors access code: see teacher

Go to Mypearsontraining.com for tutorials and videos.

TeachingBooks – www.teachingbooks.net Teacher Account

This is a teacher resource that can be used to explore children's and young adult books and their authors. It includes useful materials and exciting programs (short movies, audio book readings, book discussion guides, and more) that add a multimedia dimension to reading in the in the classroom for nearly all books that we teach.

Sign in: teacher only

ThinkLink- Teacher & Student Account - <http://www.discoveryeducation.com/>

Username: Use your Discovery Education username

Password: Use your Discovery Education password.

From the Discovery Education site, click the red Discovery Assessment icon.

WorldBook Online- www.worldbookonline.com Teacher & Student Account

This is an excellent reference resource for research and classroom learning. Teachers can build pathfinders to lead students directly to reliable resources (including primary sources, maps, photographs, etc.).

At school, no username or password is needed.

From home:

Username: see teacher

Password: see teacher

eBooks –

We have 50 ebooks that feature flip viewer technology with selectable English text and audio. The license can be used on all LPA school computers and students can also login to have access to the ebooks from home. Access to ebooks is through our Alexandria Researcher Online Library Catalog.

User Name: *see teacher*

password: *see teacher*

**** Teachers can pass this code on to student families, but it should be via email with the request that it not be further disseminated beyond our LPA community.**

Sunlink - <http://www.sunlink.ucf.edu/default.html> Sunlink's primary mission is to facilitate the use of educational media to support student achievement in Florida's K-12 public schools through development and maintenance of a statewide union catalog. In addition to providing a means for locating and sharing resources, SUNLINK provides online and printed instructional materials to support educators in teaching information literacy skills and the promoting of reading. Students can find many resources to help with both research and reading.

World Almanac for Kids Online - Provides resources for Homework Help—perfect for student reports! 12 Engaging Subject Areas including Animals, American History, Careers, Countries, Environment, Famous People, Reader's Corner, Science, Space and the Solar System, The 50 States, U.S. Presidents, and World History.

Link: <http://wak.factsonfile.com/Login.aspx?wid=103559&nid=56677>

Our Login is : *see teacher*

Password is: *see teacher*

Digital Citizenship

“Digital Citizenship is a concept which helps teachers and technology leaders understand what students should know to use technology appropriately. But Digital Citizenship is more than just a teaching tool; it is a way to prepare students for a society full of technology.” (Ribble, <http://coe.ksu.edu/digitalcitizenship/>)

This is a plan to develop **SMART** Digital Citizenship @ LPA in Connection with Character Lessons including Being Respectful, Responsible & Ready to Learn; 7-Habits; and Character Counts.

SMART Digital Citizenship includes: **S**afety and Security, **M**anners, Cyberbullying, & Ethics, **A**uthentic Learning and Creativity, **R**esearch and Information Fluency, and **T**wenty-First Century Challenges (from www.cybersmartcurriculum.org)

At LPA we want our students to:

- a. advocate and practice safe, legal, and responsible use of information and technology.
- b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c. demonstrate personal responsibility for lifelong learning.
- d. exhibit leadership for digital citizenship.

LPA teachers need to provide students with 21st century skill lessons that embed technology with classroom instruction. The goal is for students to demonstrate a clear understanding of technology systems and operations while practicing safe, legal and ethical behavior. A **minimum of six lessons per year** will include a theme of digital citizenship including: Digital Etiquette, Online Safety, Plagiarism and Copyright, Cyberbullying, Security and Viruses, Information Privacy, Social Networking/Email/IM, Evaluating Online Sources, and Effective Internet Searching appropriate for the intended grade level. Additionally, teachers should strive to continually promote ethical technology behavior during the school year.

Digital Citizenship Resources and Lesson Plan Ideas

<http://cybersmartcurriculum.org/lessonsbygrade/k-1/> Contains lesson plans and activity sheets for grades (K-1, 2-3, 4-5, 6-8)

www.brainpop.com/digitalcitizenship

http://www.media-awareness.ca/english/games/privacy_playground/index.cfm Digital Safety Cartoon Video- The Three CyberPigs (2-4)

http://www.powertolearn.com/internet_smarts/interactive_case_studies/index.shtml Contains videos for Cyberbullying, Digital Permanence, Social Networking, and privacy (2-8)

<http://www.coolschools.org.uk/ict/safesurf.htm> Safe Surfing Ten Commandments (2-5)

<http://www.playitcybersafe.com/pdfs/Curriculum-CC-2005.pdf> Comic that teaches about Copyright Laws (3-5)

<http://www.playitcybersafe.com/pdfs/Curriculum-CC-2005.pdf> Comic that teaches about Copyright Laws (3-5)

<http://www.digitalcitizenship.net/uploads/KidPledge1.pdf> Parent and Student Pledge form For Digital Citizenship (3-5)

<http://www.wiredsafety.org/flashandvideo/index.html> Short Video Clips to help students learn about Cyberbullying (K-5, 6-8)

<http://www.infinitelearninglab.org/> Garfield Videos on Internet Safety

http://www.ikeepssafe.org/assets/book/index_old.php video on internet safety

<http://cybersmartcurriculum.org/materials/videos/> student created videos to facilitate discussions about digital citizenship (6-8)

<http://www.digizen.org/cyberbullying/teacher.aspx> Video and lesson plan for Cyberbullying (6-8)

<http://www.digizen.org/cyberbullying/interactive/default.aspx> Role Playing Game that rates students in their internet safety use. (6-8)

Discovery Education Video (6-8): Internet Safety: Pitfalls and Dangers

Check also for Media Center Resources such as *Safe surfing on the Internet* by Art Wolinsky and *Censorship on the Internet: from filters to Freedom of Speech* by Wendy Herumin.

Technology Lab and Carts

In addition to our classroom laptop allotment, LPA has an 18-computer technology lab adjoining the Media Center in Room 131 available for grades K – 8 and three laptop carts available for grades 6 – 8. This section contains important guidelines for utilizing these great resources, which are perfect for learning activities ranging from web-based assessment to independent research.

Access the Lab:

In order to access the lab, please first check the calendar on First Class in the LPA Tech Lab Calendar folder.

If the date and time you would like the lab is available, please schedule through the Media Center.

Please be aware that the lab is scheduled as requested, but assessment needs and other priorities may require your flexibility. Please plan accordingly.

Access the Cart:

Teachers in grades 6 – 8 may contact their team leaders for cart checkout procedures.

Teacher Responsibilities:

- Follow SJCS D Acceptable Use Policy.
- Monitor student computer use at all times.
- Keep record of which computer each student is using, either by assigning each student a specific computer number or by using the computer log provided in [Appendix 3](#).
- Immediately report any student computer use violations to administration using the Office Referral Form.
- Report any technical difficulties by using a BigWebTicket.
- Ensure laptops are properly shut down and closed upon leaving and lab is tidy.
- Ensure laptops on cart are properly shut down, returned, and placed on charging unit.

Web Design

Website design help is located on the Desktop of your First Class account. After logging into First Class, find the title “RWD Builders” on your Desktop. Click on this, and follow the index to your desired heading and information.

Contact List for Tech Help

The following individuals have volunteered their expertise and assistance in the following areas. Contact them first for minor troubleshooting questions you may have. Remember to submit a Big Web Ticket for any other technological issues.

Program	Name	Grade Level
1. PowerPoint	1. Kathryn Kasik 2. Stacey Theobald 3. Michelle Whittington 4. Catherine Heustis 5. Erin MacDonald 6. Diana Hoelle 7. Dianna Carlson-Bright 8. Anne Nichol 9. Connie Serra 10. Kristin Latshaw 11. Alex Martin 12. Melanie Tahan	K 1 1 1 2 2 3 5 5 6 8
2. Excel	1. Michelle Whittington 2. Moira McCabe 3. Connie Serra	1 3 5
3. Smartboard	1. Natalie Gitto 2. Kristin Latshaw 3. Melanie Tahan	K 6
4. CPS - Classroom Performance Systems (Clickers)	1. Kerry Hickey 2. Kristin Harrington 3. Cheryl Radovich 4. Kari Jaffa 5. Michelle Dessi 6. Melanie Tahan	3 2 5 6 8
5. Kidspiration	1. Kristy Cullen 2. Sarah Herrin	K 1

	3. Kerry Hickey 4. Melanie Tahan	3
6. Inspiration	1. Sarah Herrin 2. Diana Hoelle 3. Danie Brackett	1 2 7
7. Movie Maker	1. Kristin Harrington 2. Elizabeth Richardson	2 3
8. Website Design	1. Natalie Gitto 2. Joy Reichenberg 3. Kristin Harrington 4. Kristin Latshaw 5. Michelle Dessi 6. Melanie Tahan	K 2 2 6 8
9. eSIS	1. Michelle Whittington 2. Stacey Theobald 3. Rhonda Burger	1 1 1

Wonderful Websites (Enrichment)

The following websites are Web 2.0 resources (free Internet websites) available to enrich and enhance your classroom teaching experience.

www.animoto.com - Create 30 second video clips to music. Perfect for a quick intro to a unit, or creating advertisements.

www.extranormal.com - Create videos using text to movie technology.

www.storybird.com - Uses genres of artwork donated by various artists to storyboard and encourage the creative writing process.

www.bighugelabs.com - Create posters and pop art style projects.

www.wordle.net - Create word clouds from text input. Great for vocabulary, spelling, and book projects.



Appendices

Acceptable Use Procedures Agreement Form

(Applies to visitors, employees and students who wish to use the District's Digital network)

Upon signing this agreement, I, a user of the digital network, acknowledge that I clearly understand the agreement and have no further questions as to the content and delivery of this Acceptable Use Procedure and agree to abide by agreement.

I, as a user of the Digital Network, also affirm that since I have no confusion over the content of this procedure, there will be no violation of this procedure or any other civil nor criminal laws relating to computer use.

I, as a user of the Digital Network, will indemnify the St. Johns County School District and hold harmless for violating St. Johns County District Schools Digital Network Acceptable Use Procedure which causes: 1) humiliation internally and with the public; 2) disruption of services; and, 3) civil or criminal liability.

I, as a Digital Network Acceptable Use Procedure user, waive any right to litigate an inadequate training claim or other negligence claim against St. Johns County Schools for not clearly understanding this procedure.

I understand that the written portion of the Acceptable Use Procedure must be signed annually by every St. Johns County School District employee, student/parent or external user. This written agreement for use and access to the St. Johns County School District Digital Network will be required in writing and kept on file at each school or district department.

Employee, Student or External User (Visitor) (Applies to all users)

User Name (please print): _____

School/Department or Visitor Affiliation: _____ (i.e., SAHS, IT Dept., Parent, Newspaper)

User Signature: _____ Date: _____

Parent/Guardian Permission (Required for students to operate or access District technology resources)

As the parent or guardian of this student, I have read, understand, and agree to the school district procedures relating to acceptable use of the St. Johns County School District Digital Network and the Internet. I hereby give permission for my child to use the St. Johns County School District Digital Network using the aforementioned procedures and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____ Date: _____

Administrator's Approval (School or District Department Designee) (Applies to all users)

The administrator verifies the user and approves their access to the St. Johns County School District Digital Network.

Administrator's Name (please print): _____

Administrator's Signature: _____ Date: _____

Appendix 1

Waiver for Personal Electronic Property Form

This is an agreement, applicable to students, staff and visitors, to be responsible and accountable users of any personal electronic property they wish to bring onto School or District premises.

I wish to petition the St. Johns County School District Administration to be allowed to bring the specified portable computer or small form factor device, also known as a Personal Digital Assistant, to the District Office or School requested below. I understand that this device is my personal property and not the property of the School or District. As such, I understand that SJCS D can assume no responsibility for this device and will be held blameless in the event of damage or loss. I understand that responsibility for the care of the device AND my behavior while using this device belongs solely to me. As a user of the St. Johns County School District computer network, I agree to comply with the AUP requirements regarding additional requirements for visitors/students/staff requesting a waiver for Personal Electronic Property, in addition to the AUP requirements for network use.

Employee, Student or External User (Visitor) (Applies to all waivers)

User Name (please print): _____

Requested Device(s): _____

School/Department or Visitor Affiliation: _____ (i.e., SAHS, IT Dept., Parent, Newspaper)

User Signature: (Not required for students) _____ Date _____

Parent/Guardian Permission (Required for students to operate personally owned technology devices in school or on school property)

As the parent or guardian of this student, I have read, understand, and agree to the school district procedures relating to acceptable use of personal electronic property. I hereby give permission for my child to use the specified electronic device on the St. Johns County School District Digital Network using the aforementioned procedures and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____ Date _____

Administrator's Approval (School or District Department Designee) (Applies to all waivers)

The administrator verifies the user and approves their access to the St. Johns County School District Digital Network.

Administrator's Name (please print): _____

Administrator's Signature: _____ Date _____

Appendix 2

Technology Lab/Cart Checkout List

Teacher Name: _____ Date: _____

Computer Number	Student Name	Notes about Computer (problems, etc.)
1		
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Appendix 3

