

May 2007

# Technology Times



## Summer Maintenance

Before leaving for the summer, middle and high school teachers need to save (to a CD or a Flash drive) any files on your h-drive that you wish to keep and delete any files that you will not use again. This is due to all secondary schools receiving new servers over the summer.

Classroom computers will **not** be reconfigured during summer maintenance; individual classroom software does **not** need to be stacked beside the computer.

Any questions should be forwarded to your technology resource teacher.

## Email Upgrade

The MCPS email server will be upgraded in the summer. Check the staff development calendar for summer training sessions being offered. TRTs will be providing a brief demonstration of the new features at end-of-the-year faculty meetings.

## Symantec Login for Secondary Schools

In order to better monitor student Internet use, a Symantec login will be required to access the Internet at **all secondary** schools beginning August 2007. TRTs will assist in this implementation and will be available to answer any questions.

## Microsoft Office Upgrade

Microsoft Office (Word, Excel, Access, and PowerPoint) will be upgraded to the 2003 version in all schools over the summer. Internet Explorer will also be upgraded to version 7. Check the staff development calendar for training opportunities available this summer and during the upcoming school year.

## Last Day Before Leaving School

Turn both your monitor and your computer off.

## Laptops

At the end of the school year all laptops will be collected and inventoried. Technology will be performing needed updates. Users need to back up any files saved on the laptop's hard drive that you want to keep. Please label both the laptop and laptop case before turning it in. Complete and include with your laptop a laptop submission form. Click on the following link (<http://www.mcps.org/admin/Technology/Newsletter/Summer%202007%20Laptop%20Maintenance.pdf>) to access the form. See building administration regarding your laptop drop-off location. Itinerant staff will turn their laptops in at their home school.

## Moodle Upgrade

In order to provide added features and updates to our course management system, Moodle will be upgraded this summer. Courses already in Moodle will be archived, so no current data will be lost. However, teachers are encouraged to create backups of their courses as a best practice. See your TRT for a "How-To" sheet if you need assistance.

## Internet Safety

The Virginia DOE has mandated that all school divisions have an Internet Safety program in place by the upcoming school year. The DOE is requiring that all teachers integrate Internet safety into their curriculum by using "teachable moments." This means that anytime a lesson incorporates Internet use or the issue of the Internet arises, teachers should discuss Internet safety topics. TRTs have developed resources to assist teachers with Internet Safety integration. These resources are available on the MCPS Instructional Technology website at <http://www.mcps.org/admin/Technology/TRTWebpage/Internetsafety.htm> and will be updated when new resources become available.