



## **Technology Committee Meeting Minutes 11/29/10**

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1. Next Meeting: Monday, December 20, 2010 at 2:30 p.m.
2. Feedback: The Committee discussed implementing an appropriate mechanism for receiving feedback on Tech Committee matters. Mr. Fox will add information on the Tech page for this purpose.
3. Help Desk Issues: No major issues. One damaged screen was reported during the month with very minor repair fees. On a typical day the Help Desk receives 10 student inquiries. Most inquiries relate to software issues. Darlene has instructed all students to do a complete Shut Down at the end of the school day in order to log off of the School server. Some of the software/server issues related to student laptops trying to connect to the School server from home. Students were also reminded to do a complete Shut Down when charging the laptop. The Apple Store at MOA has been providing very quick turnaround on laptop repairs.
4. Gmail: Gmail has been disabled from all student laptops. Gmail was added on a test basis and the Committee has determined that students are not ready for it. Gmail was added to laptops originally as a means to submit homework. Due to some incidents with student chatting (not for educational purposes), Gmail was suspended. Mike Laughery is researching whether we can limit our School domain to sending emails between teachers and students only (rather than student to student).
5. Professional Development: Staff continue to share best practices with laptops and SMARTBoards. Teachers attended SMARTBoard training offered by PL Community Ed. Mrs. Olmanson and Mr. Erdman continue to provide SMARTBoard training as needed for the new SMARTBoard units in grades 2-5. Early Release Days are ideal for teaching "tech tips" and sharing best practices among teachers.
6. Technology Wish List: The Tech Committee continues to have smaller computer accessories on it's wish list. These items include: 1 remote for the Media Center SMARTBoard (on order), 6 centeo clickers (on order), a video recorder w/USB connection, a flatbed scanner for art, and a projection reader for the SMARTBoard (to project a book on the screen).
7. School Website: The Internet Safety document written by Lance Schroeder, which was included in the Middle School Technology Folder, was also added to the website as a reference for all parents. The Student Laptop Handbook has also been added to the website. This document was inadvertently missed when the laptop documents were loaded on the new website.

8. Teacher Web Page Guidelines: A draft of the Web Page Guidelines has been completed and is being reviewed by Mr. Fox. The Tech Committee reviewed the document and provided feedback. The final version will be provided to all teachers in December.

9. Tech Steps: We discussed how we could potentially incorporate parent volunteers for TechSteps lessons (computer lab, etc). No decisions have been made. We also discussed the importance of keyboard training and how to encourage students to practice their keyboarding skills. One suggestion was made to offer a keyboarding class during Summer School. No decisions were made.

10. BTW Column: A column has been written about online textbooks.

11. Action Items:

- Darlene will reinstall Mavis Beacon on the computers in the computer lab for Grades K-1. TechSteps has keyboarding lessons in the upper grades, but Mavis Beacon is a better option for Grades K-1.
- Review damage policy in Student Laptop Handbook for the 2011-2012 school year. (Tech Committee – Spring'11)
- Discuss the feasibility of setting aside budget dollars for an insurance (repairs) fund and discuss adding budget dollars for additional tech support. (Tech Committee – Spring '11)
- Complete final review of the Teacher Web Page Guidelines. (Mr. Fox & Peg). Final guidelines to be sent to teachers (Mr. Fox).
- Reconcile Teacher Web Page Guidelines with PowerSchool requirements (Mr. Fox, Darlene, & teachers)
- Continue to recruit parent volunteers for the Tech Committee. (All)
- Add Technology Committee to the Volunteer Registration Form – contact the Volunteer Coordinator – Shannon Glynn. (Peg - done)
- Call OLG to see if/how Gmail accounts are used (Rhonda).
- Call Dawn Folisi to ask about how Gmail is used at Holy Angels (Peg).
- Mr. Wentzel is researching the issue of linking vs. embedding YouTube clips.