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I. General Information

The Information Support Services Department (ISS) partners with the Information Services Department (IS) in providing quality and secure computer and online resources to the entire Blake community. ISS operates and manages the School's computer network, telephone and voice mail systems. ISS offices are located in room #241 on the Hopkins campus, Middle School building. ISS is committed to providing quality and secure service to the entire Blake community. The Information Service Department (IS) consists of the Teacher/Librarians, Engineering & Programming Specialists and Technology Integration Specialists. They support the delivery of the information and technology literacy benchmarks defined for each division.

The use of Internet resources for Middle School (MS) and Upper School (US) students requires families to either have an Internet connection at home for students or access to a library when homework requires accessing the Internet. If this is an issue for your family, contact Marilyn Kelley, Director of ISS – (952)-988-3408 or mkelley@blakeschool.org.

II. Mission and Vision

Technology at The Blake School will be used to ensure that all students and staff have access to technological resources and the support to use them effectively, allow our students to use effectively “tools of learning,” and to think and act creatively, integrate technology resources into the daily routine of the work and study, create an academically challenging environment for our students, and ensure students are technologically literate.

Blake's strategic plan, Blake 2010, identifies technology as one of the six major priorities for the School. Specifically, goal three states: “Blake will

leverage technology for greater operational effectiveness and efficiency.” Two core strategies for meeting this goal include:

1. Benchmarking best practices for the use of technology, setting baseline technological competencies and staffing levels to support those best practices.
2. Upgrading Blake's technological infrastructure to ensure system stability and greater effectiveness and efficiency.

Information and Technology Literacy benchmarks are defined for grades fifth, eighth and twelfth. (Benchmarks can be accessed on the Policies and Guidelines page of Blake's website – <http://www.blakeschool.org/policies>.)

III. PK-12 and Network Policies

A. Copyright and Fair Use

The Internet has revolutionized the manner in which information is disseminated without regard for geographic location. Anyone can readily find on the web an image, words or a sound byte to augment his/her work. Online subscriptions allow all to search encyclopedias, magazines, journals, and newspapers. This ease of access is one reason that the Information Service (IS) department recognizes the need for providing a basic understanding of copyright and fair use.

Everyone must understand that the Internet is not in the public domain. Some web sites will have a statement about usage, but unless that is clearly stated, one must assume that all material is protected by copyright. The 1976 Copyright Act grants the “fair use” of copyrighted materials for a variety of purposes and one is for educational use. Copying to support an educational use would meet the “fair use” standard, however, that alone is not the only consideration. There are several factors to consider. Besides educational

use, “how much” is being copied, the nature of the copyrighted work and the impact on the potential earnings of the work must be also understood. Fair use is not implied for digital content and digitally encrypted material. One frustration is that new technologies will not be found in the guidelines for public domain or copyright works. However, answering the questions on educational use, how much, the impact, and a bit of common sense will help in determining what technology resources can be used.

One of the goals of the ISS/IS staff is to inform all on how to ask permission, before using any material about which there is a question. ISS/IS personnel are working with faculty, staff and students in using public domain resources whenever possible. Materials created by the federal government are all public domain, and many public agencies have created educational materials. Creative Commons (CC) provides free tools that easily mark creative work with the freedoms defined by the author.

The following web sites are resources on copyright and fair use:

Education World

http://www.education-world.com/a_curr/curr280.shtml

10 Big Myths about Copyright Explained

<http://www.templetons.com/brad/copymyths.html>

The Copyright Web Site

<http://www.benedict.com/>

Crash Course in Copyright

<http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm#top>

B. Blake’s Network Acceptable Use Policy (AUP)

Students are encouraged to utilize the computer networks, e-mail, the Internet

and other electronic resources in their studies. The increased use of such resources requires that administrators, teachers, librarians, students, and parents take steps to ensure that when used responsibly, these tools and the resources found by them are appropriate for use in PK-12 instruction. In response to these concerns, Blake established guidelines for the appropriate use of these resources. Our AUP is a written agreement in the form of guidelines, signed by students and their parents/guardians outlining the terms and conditions of online behavior and access privileges. All Lower School students - grades 1-5; new students to the Middle and Upper School; and all students entering 6th and 9th grade sign the AUP each year. In the fall, the IS department reviews with all students the Virtual Blake Rules.

Virtual Blake Rules and the AUP can also be found on Blake’s web site at www.blakeschool.org/policies.

IV. Parent Resources

A. Blake Bear Essentials

The School sends a weekly e-mail with notes, reminders and more, every Monday morning. The School uses the e-mail addresses provided on the Family & School Information Form. Note: Bear Essentials will only be sent if there are reminders for your division(s). So, if you do NOT receive an e-mail on a given Monday, know that it is likely due to there being no reminders for your division that week. Questions? Please e-mail Cathy McLane, Director of Communications, at cmclane@blakeschool.org

B. NetClassroom

NetClassroom is for all Blake parents/guardians and students. Currently, NetClassroom is a password-protected online site that offers Upper and Middle School students and parents/guardians the ability to view student schedules, grades, report cards and attendance online.

Teacher e-mail and phone numbers are available on the website. Each fall, parents/guardians and students receive a letter detailing the resources and login information. Families may access NetClassroom directly from the School's homepage <http://www.blakeschool.org> under Quicklinks. NetClassroom requires use of Internet Explorer or Firefox; using Safari will cause issues. Questions or need a password reminder? e-mail netclassroom@blakeschool.org.

C. BlakeNet

BlakeNet is an online community that offers parents/guardians the ability to access online directories, school forms (e.g. medical, Network Acceptable Use Policy, etc.), update family directory information, and learn about volunteer opportunities. Parents/guardians must request a BlakeNet account by registering on the BlakeNet website (found under Quicklinks on School's website, <http://www.blakeschool.org>). Your request will be processed within two business days. BlakeNet has no restrictions on browsers; any browser may be used.

D. Moodle

Moodle is a course management system (CMS) which many Blake teachers use to create an interactive online learning community and provide course resources online. Teachers post information such as class assignments, a class calendar, syllabi, study guides, and recaps of class interactions. Moodle requires use of Firefox; using Safari or Internet Explorer will cause issues. Students and their families may access Moodle from the "Academics" tab of the Blake web site at www.blakeschool.org/academics/index.html.

While some Moodle course pages are created for general information purposes and are made accessible to anyone, other pages are only available to registered users. By securing a Moodle page, faculty

control who has access, and as a result, can provide a safe, secure area for students, parents and guardians to do more than retrieve information. In this protected environment, faculty can provide activities such as conducting quizzes/surveys, posting assignments, and forums moderated by the faculty, and carrying out collaborative class projects. Students may share their username and password with their parents/guardians, or a teacher might share the password information with parents/guardians.

E. Online Calendar

The School's online calendar can be accessed from Blake's home page – <http://www.blakeschool.org>. Calendar link is a choice in the top menu bar. The calendar displays the school's entire academic and athletic schedule. Families can create calendars specific to their children's activities. You can subscribe for e-mail alerts for specific events and athletics.

F. Atomic Learning

Atomic Learning can answer that little software question that's been nagging you. Thanks to an agreement Blake has with the Atomic Learning Library, parents and students now have full online home access to training on popular computer software applications. Atomic Learning breaks your favorite software programs down into fast-loading tutorial movies that are delivered over the Internet to your computer. The tutorials are accessible from any Internet-connected Windows PC or Macintosh and cover both PC and Macintosh software. To view their "click and learn" tutorials, make sure you are using a recent browser and that you have version 6.5 of Apple's FREE [QuickTime plugin](#) installed or Adobe FlashPlayer. There some issues reported with Quicktime 7.2. Recommendation for Window systems is QuickTime 6.6. Note: Captioning only works with Quicktime. If you have any issues, check out <http://movies.atomiclearning.com/k12/al-faq>

for help. To use this service, go to <http://www.atomiclearning.com> and log in with the following username and password (Note: all lowercase letters)

Username: blake
Password: maple

V. Student Resources

A. FirstClass e-Mail

www.centrinity.com

The Desktop is the starting point in using FirstClass, and is the central location that helps students organize their e-mail. All students grades 1 through 12 have an e-mail account.

The e-mail address for students uses first name initial, middle name initial and up to 9 characters of last name and last two digits of year of graduation (for a total of up to 13 characters) In the case of a hyphenated last names only the initial of the first side of the hyphen and then the remainder of the last name will be used. e.g. Michael Bryant Smith-Jones class of 2008, e-mail address would be mbsjones08@blakeschool.org.

Others who use FirstClass at Blake (faculty, administration & students) see Michael B Smith-Jones08 displayed in the To: and From: area of e-mail. The parts, which makeup the e-mail address are exported from the school's database. Please call, (952) 988-3416 if you have questions.

Accessing Blake e-mail from home computers or around the world

There are currently two ways for students, faculty and staff to access the Blake e-mail system remotely. The preferred method is to use the FirstClass Client software, which is available for Macintosh and Windows computers. The most current version can be downloaded from the software vendor's web site at

<http://www.centrinity.com/clientdownloads>. Installing the software on your home computer is an easy four-step process.

1. First, download the version for your computer and save it to a location you will remember (like C:\temp for Windows or the Desktop on a Mac).
2. Second, double click the file to start the installation and choose the default settings on each screen during the installation.
3. Third, start the program by double clicking the new FirstClass icon on the computers desktop. You will be asked to provide some information on the Service Setup screen. Only enter fc.blakeschool.org on the Server: entry. Press the Save button.
4. Fourth, log into FirstClass. The first thing you should do is visit the E-Forms conference (located on the desktop in FirstClass) and double click the file in the lower right corner (currently vb802.fc). Press the Update button. This step ensures that the software is up to date with all the newest electronic forms and graphics in use on the Blake e-mail system.

You can also access FirstClass e-mail by using a web browser. The web address to access FirstClass using a web browser is <https://fc.blakeschool.org/>. Please note that the address uses the secure format of http that is https. You must type the address in exactly as shown or the browser will fail to connect. The use of https as the connection protocol ensures that all data sent between the server and client is encrypted.

Currently all the version of FirstClass are very small downloads. The average

download time should be under 15 minutes even on slow Internet connections.

B. File Server

If you have access to the Internet and a Macintosh, Linux or Window (XP or Vista) computer, your computer can easily access the campus file servers.

Apple:

Once you are connected to the Internet, use the "GO" menu (OS 10.x and higher) and select Connect to Server. Type in papabear.blakeschool.org for Blake campus, mamabear.blakeschool.org for Northop campus, or babybear.blakeschool.org for Highcroft campus. Select "Connect". Make sure Registered User is selected, then type your user name and password to access the campus server. Select the correct volume (e.g. Class08) and then your file server account. It is best to drag the document you are working on to your computer desktop, modify, save and then copy back to the file server account.

If your home computer is a Window XP (SP2) or Vista, VPN is a way to allow secure access to Blake's file servers (Papabear, Mamabear and Babybear). Using VPN is easy and quick once you have it set up. Setup needs to be done only once. You'll need to download VPN directions from the software conference within FirstClass or ask your divisional IS staff for directions.

Note: VPN may not work in some situations. These include certain Internet access providers, such as cable providers, and/or other institution's firewall (e.g. library). VPN operates "on top of" your normal Internet access connection. To use VPN (after setup):

1. Get online using your normal Internet access account.
2. Activate (connect to) the VPN.

3. Do your work.
4. When you're finished, disconnect the VPN.
5. Since you're still online with your normal Internet account, you can continue other Internet activities, if desired.

C. Internet Access

Microsoft Internet Explorer (IE) 7.0 is installed on the Window and Linux systems. IE is not supported on the Apple systems. Safari and Firefox are installed on all Apple computers. Firefox is recommended when using Moodle (class management software).

Internet log files provide electronic footprints of every Internet screen viewed from computers located on Blake's three campuses. Students, faculty and staff must enter a username and password before a site is displayed. The username and password is part of each line in the log file. The school does not filter the requests or the material received; however, the log fields are automatically searched for inappropriate material. If inappropriate material is found, the log file is printed and provided to the appropriate divisional director or Dean at the Upper School.

D. Library/Media Resources

The library/media program is an extension of the classroom. Information literacy skills are delivered within the context of the classroom curriculum.

The divisional Media Resource web page defines the resources available.

The MS and US subscribe to a variety of databases. A few of the databases are password protected. Passwords and userids are given to students at school. If parents would like the passwords, or more information about the individual databases

and which ones are most appropriate to your needs, or if you need help in constructing a search please, contact Bill Sherfey at US at (952) 988-3771 or e-mail him at: bsherfey@blakeschool.org and MS parents contact Maelene Krig at (952)-988-3642 or e-mail mkrig@blakeschool.org.

E. Moodle

Moodle is a course management tool for The Blake School faculty and staff to communicate with their students. Moodle requires the use of Firefox as the internet browser. Using Safari or Internet Explorer will cause issues. Check with your teacher(s) as not all use Moodle for posting course material. In order to login to Moodle, you use your Blake School FirstClass (e-mail system) username and password. If you do not remember your password, your password can be reset by someone with your divisional Information Service (IS) department. Only students and staff are issued interactive access. Parents have access through their childrens' log-in or, in some cases, guest access. Your courses might be set up for open access or might need an enrollment key given to you by your teacher. You might be asked to complete a user profile. Enter your Blake School e-mail address, something for your city and description, however small is up to you. Please use small image files for your picture if you choose to use one. You may be removed from the system after a year of no use. Please e-mail Dan Trockman, dtrockman@blakeschool.org (US), or Maelene Krig, mkrig@blakeschool.org (MS) with questions.

G. Personal Laptop

Students may bring a laptop to school and access the School's network resources. Keeping the network secure from viruses, spyware, and malware, means that certain requirements must be met before personal laptops can be connected to the network.

Bring your laptop to the divisional library/media center as you will need to have someone with the divisional IS department to authorize your laptop before School network resources can be accessed (e-mail, Internet, printing etc). Authorization will be granted only after IS has verified there is a valid updated antivirus application installed and the wireless cards have been registered. Window laptops must also have the latest Microsoft security updates installed. All personal laptops are able connect to the new limited access network called BlakeGuest but will only have access to the Internet. Use of Blake's proxy server is required on both the full and limited access network. **Note:** Although this is a personal laptop, the connection is on the school network and all resources are being shared. Do not intentionally waste limited resources such as bandwidth and file storage space as these resources are shared PK-12.

VI. SOFTWARE STANDARDS

A. Microsoft Office

The Blake School is participating in a membership through its Microsoft software reseller (TIES) to provide its students, faculty and staff the opportunity to gain big savings on popular Microsoft software titles. Information can be found by visiting www.ties.k12.mn.us/main/techserv/students/elect.htm. **If you are interested in purchasing any of the Microsoft software offerings, contact Carolyn Olson at (952) 988-3414 or e-mail software@blakeschool.org to request your registration code. Once you have received the registration code, you can order through the TIES web site.**

B. iLife

<http://www.apple.com>
iLife '08, Apple's suite of digital lifestyle applications, which includes iPhoto, iMovie HD, iDVD and GarageBand, and

iWeb for creating web pages, blogs and podcasts.

C. FirstClass E-mail

www.centrinity.com

See V. Student Resources/A. E-mail on page 5 for details on Blake's e-mail system.

D. Internet Browsers

Microsoft Internet Explorer 7.0 (IE) is installed on the Window and Linux systems. IE is not supported on the Apple systems. Safari is installed on all Apple computers and is used for RSS feeds. Firefox is installed on all Apple computers and is used for Moodle (class management software).

E. Inspiration 8.0

www.inspiration.com

Inspiration® is used by students and faculty to brainstorm, plan, organize, outline, diagram, and write.

VII. HARDWARE STANDARDS

A. Home Systems

If you are purchasing a system for the family, ISS strongly recommends that your first consideration is to purchase what makes sense for your family. The school has standardized on Apple using Tiger 10.4.x as the operating system. The wireless network that is used by personal laptops handles Apple, Windows and Linux OSs. (See Personal Laptop information on page 5 for details on connecting to the Blake's secure wireless network). At the Upper School there is a lab that supports Windows XP and Ubuntu (Linux distribution). If you have any questions, call Marilyn Kelley (952)-988-3408 or e-mail mkelley@blakeschool.org.

VIII. GENERAL INFORMATION

A. Transporting Files

Recognizing the need for students to work at home as well as at school, ISS recommends that if USB is available on the home system, students should purchase a USB flash drive that does not require installation of drivers. The USB based flash memory device works just like a hard drive. It can transfer files with ease and speed. It's tiny and very lightweight making it an exceptionally good portable medium. When plugged into a USB port the flash drive is recognized by the system just like any other portable media, in that you can read and write, create and delete files and folders etc.

B. Security

Recommendations for securing home systems:

1. *Use strong passwords and change often.* Strong passwords are between 6 and 8 characters long and contain letters of mixed case and non-letter characters.
2. *Install virus detection and removal software.* There are dozens of virus detection and removal programs available for Windows and Macintosh computers. There are also several free anti-virus applications for Windows and Mac users. Popular free anti-virus applications for Windows users include AVG Anti-Virus and Avast AntiVirus available from <http://www.software4free.org/antivirus.html>. Mac users can download ClamXav from www.versiontracker.com Please make sure that you review the applications system requirements, features, issues (if any), etc before installing.
3. *Install a personal firewall.* Firewalls protect from unauthorized access to your computer while connected to the Internet. They are a must have for

anyone using DSL or Broadband to connect to the Internet. Check with your provider to review your options.

4. *Keep your software up-to-date.*
Windows – Go to <http://www.microsoft.com/protect/computer/updates/bulletins/200803.msp>
Macs - Go to the Apple menu, select Software Update...
5. *Protect against Identity Theft.* Identity theft is the fastest growing white-collar crime in the world and most virus programmers have moved away from gaining notoriety to gaining wealth. Use strong passwords, keep your software and virus protection up-to-date and review <http://www.microsoft.com/protect/computer/default.msp> and <http://www.apple.com/support/security/> for more information.

C. Recycling

Did you know that computers and television sets contain several pounds of lead each, and are regarded as a significant environmental threat, particularly if they wind up in a landfill or incinerator, where they could pollute the air or water? Smaller electronics such as cell phones and pocket organizers, circuit boards also contain lead.

If you are attempting a clean up around your home below is a list of agencies and contact information to help you with cleanup:

For Hennepin County:
8100 Jefferson Hwy, in Brooklyn Park
1400 W. 96th Street, in Bloomington.

www.greenguardian.com/throw6.asp
www.co.hennepin.mn.us
www.swmcb.org

For St. Paul area:
Eureka Recycling
651-222-SORT (7678)

<http://www.eurekarecycling.org>

Twin Cities Metro Area:
Free Market:
<http://twincitiesfreemarket.org>

D. Computer Cleaning

Keyboards

To clean out the crumbs, hold your keyboard upside down over a wastebasket and shake it gently. Then hold the keyboard vertically (still over the wastebasket) and use a can of compressed air to spray between the keys. These two actions should dislodge most of the physical grit.

Monitors

While Windex is suitable for the glass on standard CRTs, never spray it directly on the screen--the liquid could seep under the edges of the monitor bezel and damage the circuitry within. Instead, lightly squirt some Windex on a folded piece of soft cloth or a paper towel, then use that to wipe the glass. Another option is Lint-Free Wipes, which promise nonabrasive cleaning. Whichever method you use, your monitor should be turned off (better to see the dust and smudges you're trying to remove), and you shouldn't turn it on again until the screen is dry.

Laptop/LCD Screen

Turn off laptop and let cool. For LCD screens, steer clear of ammonia-based cleaners. Instead, you can use a soft cloth or Micro-Fiber cloth dampened with plain water. Just make sure the cloth isn't too wet, otherwise droplets could seep under the bezel and cause damage. A commercial product is iKlean, which was developed for Apple computers and is recommended by Apple Tech Support for cleaning iPods, MacBook/iBooks, MacBookPro/Powerbook, iMac, Apple Cinema and Glossy Widescreen TFT displays.

Mouse (Optical) Cleaning

Disconnect the optical mouse from the back of the computer. Dampen one of your lint-free cloths with some isopropyl rubbing alcohol. Clean the outside of the mouse with the cloth. Pay extra attention to the mouse buttons DO NOT attempt to clean the optical sensor! Reconnect the optical mouse to the back of the computer.