

ICT NEWSLETTER OCTOBER 2013



Staff and pupils are widely using Google Apps in East Lothian schools for collaborative work on documents, presentations and spreadsheets. You can obtain an account for yourself and/or your class by emailing slawson@eastlothian.gov.uk or dgilmour@eastlothian.gov.uk.

You will have access to Google Sites where you can make a really quick and easy site. These are currently being used for e-portfolios, organisation of notes, links, homework etc by pupils and by staff to have one central, cloud based storage place for all their lesson plans and resources.

Google Forms is a useful tool to help you plan events, send a survey, give pupils a quiz, or collect other information in an easy, streamlined way. A Google form can be connected to a Google spreadsheet and the responses will automatically be sent to the spreadsheet.

Open Wireless Network in schools

To allow everyone to use their own devices in school to access learning via the internet, all secondary schools will have 'open' wireless networks installed early in 2014. This is a big, exciting move and one which will then be rolled out to primary schools at a later date. There will be documentation produced to answer the many questions that this new development raises. E.g. Will students have access to Facebook? No, the open wireless network is filtered by Bloxx the existing school web filter.

The contract is currently being finalised by Procurement and will go out to tender shortly. There is a Bring Your Own Device working group made up of senior management representatives from each secondary school.



East Lothian's corner of the Glow world gets up-to-date this month as it moves to Microsoft's Office 365 cloud-based system during week ending Friday 1st November. This change adds SharePoint 2013, which provides a basis for more up-to-date Glow Groups, and also introduces web-based versions of the popular Office applications.

This completes a "portal migration" process which started with the migration of Glow Mail to Office 365 Mail earlier in the year. More details are here:

<https://blogs.glowscotland.org.uk/glowblogs/Migration2013/> (Glow login required).

This change will not affect existing Glow Blogs used for e-portfolios by some East Lothian schools, which will remain accessible. Work to migrate them, and other systems such as Glow Meet web conferencing, is ongoing. The aim is that the migration of all components will be complete by December 2013.

Lenovo Think Pad E530 laptops

If you have recently had your old laptop replaced with a new Windows 7 Lenovo laptop you may have noticed that when operating the mouse via the trackpad that unexpected / unplanned things happen. This is because the trackpad is a multigesture trackpad which allows for scrolling, zooming in and other functionality which is likely to be surplus to requirements.

If it is an issue, you can plug in an external USB mouse which will override the trackpad. Or, use the little red button in the centre of the keyboard to operate the mouse and then use the red bars for left and right mouse clicks.

There are settings that can be changed by the user by going to Start / Control Panel / Mouse then choosing the UltraNav tab and deciding what you want to disable. Testing is currently being carried out and instructions will be available for anyone who is having a problem.

Email slawson@eastlothian.gov.uk

CPD courses

activity autistic spectrum
disorder management
Staff
Development
curriculum for
excellence Support
Staff **ICT** probationers
resources behaviour Outdoor
Learning **physical**
education PRD food
preparation literacy
Leadership ASN Language
games

Check out all the latest ICT courses at <http://edubuzz.org/cpdshare/tag/ict/>

If you have specific ICT support requirements, please contact Shirley or David directly and time and resources allowing, it may be possible to provide bespoke training in schools.

IT Service Desk

If any of your IT equipment is not working then log a call with the IT Service Desk. ITService@eastlothian.gov.uk or call 01620 827205.

Sometimes when you are reporting a fault or asking for a website to be unblocked you may be asked to attach a screenshot in your email to the IT Service Desk.

Have a look [here](#) if you are unsure how to do this.

ICT Staff News

Laura Wallace will be taking over Katie Walls ICT Officer duties for 3 months starting on Monday 4th November. Laura has previous experience of working as an ICT Officer in our schools and is looking forward to her new role. Katie will be replacing Laura in the IT Service Desk & Support team.

Suzanne Todd who provides Admin support for the Education ICT team will be retiring at the end of November and will not be replaced. We wish her a very happy retirement and many thanks for all her work over the last 7 years.

AVM

East Lothian Council has an ongoing service contract with AVM Education Ltd. If you have a problem, concern, fault with your interactive whiteboard or projector, please call 0845 26 26 600 and an engineer will be sent out – free of charge – to assess the problem.

New projectors can be ordered through AVM at a subsidised cost of £200 plus £95 installation.

If you have any questions about the service, please email slawson@eastlothian.gov.uk



iPads in schools

There are a small number of iPads provided to pupils with severe and complex needs in the authority. The devices are managed centrally. To comply with licensing laws the apps are purchased through the Volume Purchasing Programme and set up through Apple Configurator.

Schools that request to buy iPads are advised against purchase due to the current school network infrastructure.

On Track with Learning

Shona Walker has been seconded to work on the development of On Track with Learning. She has flagged up this recent issue:

“If a teacher has inadvertently "pinched" with their track pad (on the new Lenovo Think Pad E530s) it causes On Track With Learning to display incorrectly. It shows the dashboard vertically instead of horizontally so users can't see their week at a glance. To correct, the user should go to "View", "Zoom" and select "100%".

If you have any questions, contact swalker@stoneyhill.elcschool.org.uk

E-safety course: 26/11/13 – Haddington Infants 4:15pm

Sign up for [here](#) for the CPD course on E-safety

E-Safety & Digital Literacy (Recognising the issues of risk, safety and responsibility)

- Update skills and knowledge of internet safety
- Understand the latest terminology, trends and technology
- Understand the issues and potential dangers young people encounter online
- Being able to better deal with problems arising from misuse of technology (e.g. cyberbullying, sexting)
- Understanding 'Digital Literacy' and its importance in today's curriculum



Lost your ActivInspire resources?

A fix has now been found for reinstalling the resources folder back into the latest version of the software. This pdf [here](#) will show you easy, step-by-step instructions on how to do this. You do not need to log a call with IT Service desk to do this as you will not need any admin rights to do it.



Spam

Spam comments on our eduBuzz WordPress web sites have recently been causing a nuisance. (Spam comments are those posted purely to try to raise the search engine rankings for the authors' own web sites, and often include very strange content and links.)

In response, the spam protection has now been upgraded to use the powerful commercial anti-spam service, [Akismet](#). This is funded centrally.

There is no need for any action by staff. It is now operating on all existing eduBuzz

WordPress sites.

We hope that this will virtually eliminate nuisance comments, and would appreciate feedback.

Staff with administrative rights may notice a new “Akismet Stats” option on the Dashboard sidebar menu. This shows the numbers of spam messages being “zapped”, and may be useful for educational purposes.

Non-copyrighted images

The company which runs our eduBuzz web server has received a formal complaint from a copyright owner about the illegal use of one of their images on an eduBuzz WordPress site. Fortunately, the company gave us time to remove the image, and our service wasn't affected.

Some rights owners, though, are known to take a hard line on this. Lawyers acting for such rights owners will often insist on whole sites being shut down until matters like this are resolved, and we need to minimise that risk.

For that reason, can you please remind staff and students to take care about the use of other people's material on our web sites?

That this hasn't happened before suggests that staff are generally well aware of copyright restrictions, and are being careful.

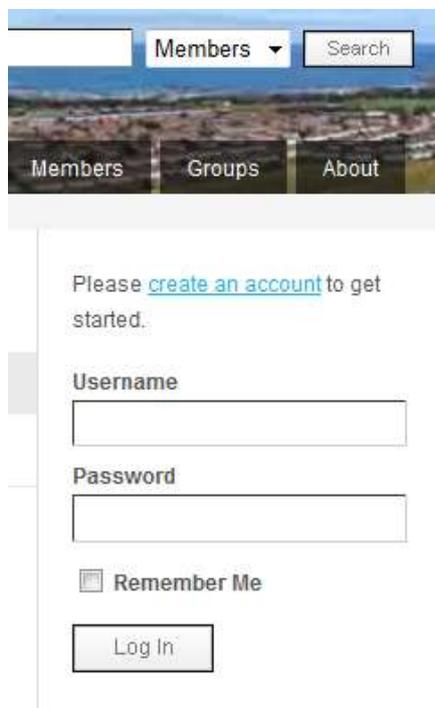
As this mainly concerns images, I'm including below some tips on finding images we can safely re-use.

How can we find images we are allowed to re-use?

- Google Advanced Image Search can help us find images we're allowed to re-use
 - o http://www.google.com/advanced_image_search (or use settings cog, top right of page)
 - o Set “Usage rights”, the last option, to e.g. “free to use or share”
 - o We will normally be expected to credit the owner.
 - The Flickr photo-sharing site offers a similar feature:
 - o <http://www.flickr.com/search/advanced/> (or do a basic search, when Advanced Search link will appear)
 - o Tick the box “Only search within Creative Commons-licensed content”
 - o Again, we should credit the owner of the photograph.
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Accounts

You can create your own account at www.edubuzz.org

A screenshot of the Edmodo website's login page. At the top, there is a navigation bar with a search box, a 'Members' dropdown menu, and a 'Search' button. Below this is a banner image of a school building with three buttons labeled 'Members', 'Groups', and 'About'. The main content area contains a message: 'Please [create an account](#) to get started.' Below the message are two input fields for 'Username' and 'Password'. There is a checkbox labeled 'Remember Me' and a 'Log In' button at the bottom.

If you wanted to be added as an Editor or Administrator of any of your school blogs please email slawson@eastlothian.gov.uk or dgilmour@eastlothian.gov.uk

Coming soon....

Find out how teachers are using **Edmodo** (social learning platform for teachers and students), **Twitter** and **Blogger** (blogging platform being used for e-portfolios)

Are you using any technology which is working well with your students? Please get in touch to let us know as it would be great to share with others. Some currently do this via Twitter but not all and we know there is a lot of practice out there that we would like to be able to share to a wider audience.