

**Mrs. S. Reed**

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- Available for phone calls between 11 and 12:30 or after 2:30

4th Term

# Mrs. Reed

## Welcome

I hope my students will enjoy the next seven weeks of Technology and as he/she becomes more familiar with computers. Technology is an Exploratory and thus is the curriculum is designed for the student to be an explorer of technology rather than becoming an expert of technology. We have adopted the International Society for Technology in Education's **N**ational Educational Technology Standards for Students. These standards are:

Creativity and Innovation  
Communication and Collaboration  
Research and Information Fluency

Critical Thinking, Problem Solving, and Decision Making  
Digital Citizenship  
Technology Operations and Concepts

These standards have been established to "help students preparing to work, live, and contribute to the social and civic fabric of their communities." Basically, these are the technology skills that our students need to have to learn effectively and live and our increasing digital world. During the seven weeks that your student is in Technology we will be completing projects to meet these standards. Included under the topic of Digital Citizenship we will be having discussions and assignments on Internet safety.

Each student will need to bring their agenda and a folder to class each day



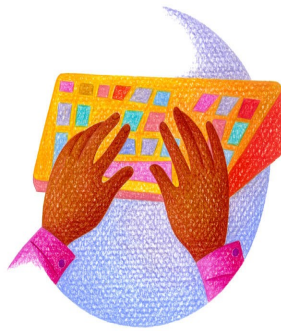
*"Computers download information —  
They do not teach you to think. Computer  
education imparts technical skills; it does  
not impart knowledge."*

# Why Learn Keyboarding

## Think about this for a moment...

When we teach someone to read we don't just throw them a book and say "go for it", do we? No, of course not. Yet, time and time again people are placed in front a computer and expected to become productive without proper keyboard training. **This has to STOP!**

Touch-typing is a mandatory skill for anyone working with a computer in this day-and-age. I don't formally ask students to work with one hand tied behind their backs, but if they aren't a good typist... we might as well get the rope out now!



"Touch-typing is a mandatory skill for anyone working with a

Two fingered typing, or the 'hunt-and-peck' method might have been fine to get a simple job done a few years back. Back then you may have hardly used a computer at all. Now, they run just about everything and **you just can not afford** to waste valuable time.

Whether it be:

- Entering the invoices for the office,
- Typing up a letter to a customer or supplier,
- Preparing a home work assignment for School or University,
- Typing an email to a friend in a far-off land,

- Or just generally 'mucking around' on the computer...

**We can all get more benefit** from our efforts, if those efforts are as productively channeled as possible.

## Consider this scenario

You have a report to type up (or an essay to write), ~3000 words required.

### A 'hunt-and-peck' typist:

- Might average 10 words per minute, if they're lucky
- Will take **5+ hours** of solid typing to get the job done
- Oh, and don't even mention editing or rewrites to them, **they'll likely scream!**

### A good touch-typist:

- Averages 60+ words per minute
- Will be **finished in well under one hour!**
- They'll be very comfortable making edits if needed as they won't take long...
- And, they'll be on their way home a long time before the 'hunt-and-pecker' is even half way done on the first pass!

## So, who do you want to be?

Like any new skill it takes time to master it, but, with consistent practice

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there is nothing stopping students from improving your typing speed 3 to 5 (or even more if they get really good) times faster than with the hunt-and-peck method.

## Internet Tips for Parents

The Internet present new issues and concerns for families. To help parents facing these new challenges, here are some guidelines to follow when teaching children to safely “surf the Net”

- ☞ Get involved. Know the websites your children visit. Use software to filter inappropriate content and to see what sites your children have been viewing.
- ☞ Never allow children to arrange a face-to-face meeting with someone they met online without your consent.
- ☞ Remember that people online may not be who they claim to be.
- ☞ Remember that what you see and read online may not be true.
- ☞ Set reasonable computer guidelines for your children.
- ☞ Keep the computer in the family room. Don't put a computer with Internet access in your children's rooms.
- ☞ Instruct your children to tell you immediately if they see any information that makes them feel uncomfortable.
- ☞ Remind your children never to send any personal information without your approval.

