

# Tech Tips



**Reminder** - If you have already completed the STaR Chart, thank you! If you haven't yet, please do so this week. All STaR Charts need to be completed by March 1<sup>st</sup>. That is next week! (Where did February go!) If you need assistance, please contact Laurien or Mary.



**Great Ideas** - There have been several stories in the news lately concerning teachers and social networking sites. Although the district has asked us not to have professional Facebook pages, many of us have personal pages. Below are some "don'ts" to keep in mind:

- Do not "friend" your students.
- Do not share personal information that you would not share in a classroom (pictures in bathing suits, boyfriend details).
- Do not let your privacy controls be set so that everyone can view everything.
- Do not badmouth anyone.
- Do not have an unprofessional profile picture
- Do not play Farmville or other APPs. It exposes your profile and those of your friends to advertisers.
- Do not forget that deleted items (comments or pictures) are retrievable **forever**.
- Do not forget that the Texas Educator's Code of Ethics has been updated to include communication through electronic media. Factors that are reviewed are timing, amount, topics, tone, nature, purpose, and whether or not there is an attempt to conceal the communication.
- Do not forget that the top ethics complaints against educators in this area were the excessive volume of messages and the time of day sent.

*Contributed by Janet Kelly, Masters in Educational Technology Leadership student 2011*

*Adapted from [www.edudemic.com](http://www.edudemic.com) and the Texas Educator's Code of Ethics at [http://www.tea.state.tx.us/news\\_release.aspx?id=2147489963](http://www.tea.state.tx.us/news_release.aspx?id=2147489963)*



**Quick Tip** - More keyboard shortcuts

Shortcut	Action
Ctrl + A	Selects all items
Ctrl + Esc	Opens the Start menu
Ctrl + I	Adds or removes <i>Italic</i> formatting
Ctrl + U	Adds or removes underline formatting
Ctrl + Y	Redo the last action
Ctrl + W	Closes the active window
Ctrl + O	Opens a document
Ctrl + delete	Deletes one word to the right
Ctrl + backspace	Deletes one word to the left
Ctrl + Shift + A	Apply or removes all caps