Technical Meeting Minutes – 1 March 2011

Present: Aileen, Loren, Daryl, Wayne, Deb, Marcus, Erin, Nicole

Nicole has created a Technology News Bulletin copies were given to Head Teachers and passed out to team members. A digital copy can be found on our website under Curriculum – Information Technology. [http://www.finley-h.schools.nsw.edu.au/sws/view/1645551.node](http://www.finley-h.schools.nsw.edu.au/sws/view/1645551.node) This has some useful information on how to use ClickView, buy software, change student passwords, software on the new laptops, accessing network drives from the DER laptops and Moodle.

Laptops for Learning Program was discussed. Wayne and Alecia Brown will be running a training session in OneNote through a PowerPoint presentation on the 18th March. There will be another session each term? Next one will be on Electronic Diaries and Possibly e-portfolios. Need to find the electronic copy of the current diary so this can be transferred to the OneNote Template Nicole has available. Veronica may have this.

5 whiteboards have been installed and the last one will be installed Monday in Room 52. We now have IWB’s in Room 01, 04, 12, 13, 22, 23, 31, 33, 71, 72, 73, 54, 52, 51, 85, 42 and VTR.

It was asked if the DER devices will be updated with the same software that is on the new ones. The current laptops have the drivers for the Panasonic boards but the older ones. Nicole will talk to Gerard and will find out about this.

Training: It was requested that some training in how to create writable pdf’s for student worksheets be done. Nicole will investigate and organise something.

Other Business: A dvd player had been donated to the school by a company. It was given to Wayne for room 21 as the DVD player in this room no longer works.

Room 12 is missing a sound cable as the sound will not work. Wayne and Nicole to investigate.

Computer in Room 22 is very slow starting up, suggestions turn it on at the start of the day or remove it and use the DER devices to attach to it.

A discussion of what we should do with the MPR as a space that could be better utilised as a Multipurpose room. ie having a Smartboard in their for running presentations nights, meetings and other classes such as drama and possibly careers could use it more. At the moment the DVD connections are missing. Erin to check and let Nicole know what is missing so at least this can be working. It was decided that this is not just a technology issue but a whole school problem and should be brought up at an Executive meeting and maybe approach P&C for support.

Aileen brought up the issue of recording from Digital TV we can no longer record from digital tv to our dvd recorder and then play it back on dvd players around the school. There is a package that we could get through clickview where we could put a TV card into a computer and record TV and import it into the clickview library. Nicole will investigate this once Clickview is back up and running again.