

Everything You Want to Know About Technology but are Afraid (or Don't Know) to Ask

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AGENDA

- Why Technology?
- Free Programs/Services
- Cloud Computing
- Security
- Apps

Technology Is Our Friend

- Why technology?
- *School Psychology: A Blueprint for Training and Practice III*
 - "School psychologists should be able to apply technology to improve outcomes and to support all other domains"
- Best Practices V
 - Digital Technology Usage by Data-Driven School Psychologists
 - Using Technology for Data-Based Decision Making
 - Technology



Opposition to Technology? Historical Perspective

The Luddites were a social movement of 19th-century English textile artisans who protested – often by destroying mechanised looms – against the changes produced by the Industrial Revolution, which they felt were leaving them without work and changing their way of life. The movement was named after General Ned Ludd or King Ludd, a mythical figure who, like Robin Hood, was reputed to live in Sherwood Forest.



(<http://en.wikipedia.org/wiki/Luddite>)

Opposition to Technology? Historical Perspective

- **Neo-Luddism** is a personal world view opposing any modern technology that displaces workers and increases unemployment. Its name is based on the historical legacy of the British Luddites which were active between 1811 and 1816. Neo-Luddism includes the critical examination of the effects technology has on individuals and communities.
- **Reform Luddism** is an offshoot of Neo-Luddism and represents a personal world view skeptical of modern technology and critical of its many purported benefits.

(<http://en.wikipedia.org/wiki/Neo-Luddism>)

Terminology – What is Free?

- Open Source vs. Free software
- Describe two approaches and philosophies towards free software
- Open Source: a development method, source code is publicly available and permits users to study, change, improve or distribute the software. Is very often developed in a public, collaborative manner.

Terminology – What is Free?

- Free Software: social movement, refers to “freedom”, not price. Free to run, study, redistribute, and improve
- Freeware: usually low cost or optional fee but with usage restrictions (Google Chrome, Adobe Flash)
- At the end of the day, regardless of what it is called, much free software is available

Cloud Computing

- Definition: delivery of computing as a service rather than a product
- Resources, software, and information are provided to computers and other devices as a utility (like the electricity grid) over a network (typically the Internet).

Cloud Computing - Benefits

- Cost – usually lower
- Maintenance – usually reduced or non-existent for the end user
- Device Independence – more venues from which to access one’s data
- Scalability – pay for what use, easily expandable
- Easier collaboration

Cloud Computing - Cons

- Accessibility – subject to outages
- Privacy
- Legal issues

Best (Not So)Free Programs Office Productivity

- Current popular paid suite: Microsoft Office 2010
- Word, PowerPoint, Outlook, Excel, Access, Publisher, OneNote
- - Office Pro 2010: “from \$349.99”, Microsoft.com
- Academicsuperstore.com: \$97.95
- JourneyEd.com: \$99.95



Best (Not So)Free Programs Office Productivity

- Microsoft Office 365
- Software as a Service, “On Demand”
- Online/Cloud-based
- Exchange (email, calendar, contacts)
- Word, PowerPoint, Outlook, Excel, Access, Publisher, OneNote
- Price: from \$6/month/user



Best Free Programs Office Productivity

- OpenOffice 3 (www.openoffice.org)
- Multiplatform – Windows, Mac, Linux
 - Writer (Word Processing)
 - Calc (Spreadsheet)
 - Impress (Presentations)
 - Base (Database)
 - Draw (Image Creation)



LibreOffice 3.4

- Created by group split off from OpenOffice
- Both come from same code base
- Appears to have a quicker development cycle
- LibreOffice on iOS and Android to be completed late 2012 or early 2013.



Google Docs

- Oldest of the online application suites (2007)
- Cloud-based, “Software as a Service”
- Free (need free account), 1 GB storage free, costs per year are: 20 GB-\$5, 80 GB-\$20, etc. up to 16 TB
- Documents are instantly saved, revision history saved: can revert to previous versions



Google Docs

- Collaborative:
 - <= 50 users collaborate on a document at one time
 - Optional chat window that allows creator communicate privately with each collaborator
 - names of current collaborators appears at the top of screen.



Google Docs

- Compatibility:
 - Runs on browsers: Firefox, Internet Explorer, Safari and Chrome browsers
 - Operating systems: Microsoft Windows, Apple OS X, and Linux
 - Import files: Most common formats (i.e. MS)
 - Export to user’s device: ODF, HTML, PDF, RTF, Text, Microsoft Office
 - Online templates available



Google Docs

- Document types:
 - Word Processing
 - Worksheets
 - Presentations
 - Drawings
 - Fill-in Forms
 - Table (Beta)



Google Apps for Education

- Core Google Apps for Education suite includes:
- **Gmail:** Email storage and search tools that help your students find information fast and instant messaging from right inside their accounts.
- **Google Calendar:** Students can organize their schedules and share events and calendars with others.
- **Google Talk:** Students can call or send instant messages to their contacts for free anytime, anywhere in the world.

Google Apps for Education

- **Google Docs:** Share documents, spreadsheets, and presentations. Collaborate in real-time with your team or with your whole school. You can publish final documents to the entire world, too.
- **Google Sites:** Work together to keep related documents, web content and other information in one place, on one site.
- **Google Video for education:** A video hosting and sharing solution that enables schools and other organizations to use video as an effective medium for internal communication and collaboration.

Google Apps for Education

- Who owns the data that organizations put into Google Apps?
- To put it simply, Google does not own your data. We do not take a position on whether the data belongs to the institution signing up for Apps, or the individual user (that's between the two of you), but we know it doesn't belong to us!
- The data which you put into our systems is yours, and we believe it should stay that way. We think that means three key things.
- We won't share your data with others except as noted in our Privacy Policy.
- We keep your data as long as you require us to keep it.
- Finally, you should be able to take your data with you if you choose to use external services in conjunction with Google Apps or stop using our services altogether.

Google Apps for Education

- How much is Google Apps for Education?
- Google Apps for Education is free. We plan to keep the core offering of Google Apps for Education free. This includes user accounts for future incoming students. As you may know, Google was founded by a research project at Stanford University, and this is just one way we can give back to the educational community.

Internet Browsers

- MS Internet Explorer
- Firefox
- Chrome

Cloud Storage

Definition: a model of networked online storage where data is stored on virtualized pools of storage which are generally hosted by third parties

DropBox

- Storage can be used from folder on computer and/or Dropbox.com
- Files in local folder are immediately uploaded to website
- One account can be tied to Dropbox folder on many devices (work, home, mobile)
- Files can be accessed from Dropbox.com
- Search "DropBox Hacks" for more uses



DropBox

- Individual folders/files can be shared with invited individuals
- Can selectively sync subfolders/file
- Can "undelete" files for up to 30 days
- 2 GB free, up to 50 GB for \$100/year
- Work on Win, Mac, iOS (free app), Android, Blackberry



Windows Live SkyDrive

- 25 GB free
- Integrates with Windows Live/Hotmail
- Can share with others
- View files from mobile phone
- Can sync files on Win Vista/7 or OS X 10.5 and later with Windows Live Mesh



iCloud

- For iOS 5 devices and OS X Lion
- For iPhone, iPad, iPod touch, Mac, or PC
- 5 GB free
- Synchronizes apps, photos, music, emails, contacts, calendars
- Backup i-devices



Use PDFs

- PDF – Personal Document Format
- Benefits:
 - Are probably most compatible format
 - Document creator can set varying levels of access (i.e. print only, password protect, etc)
 - Formatting of document is usually preserved
 - Can combine various formats (i.e. pictures, documents, scans, webpages, etc.) into one scrolling and/or bookmarked document



Use PDFs

- How to:
 - Adobe Standard – best choice, costs \$, can combine documents with bookmarks
 - Free CutePDF Writer- <http://www.cutepdf.com/>
 - Installs a "PDF Printer" to your Windows printer list,
 - Can convert any document you can normally print
 - Free with with Microsoft 2007 + products

Security Software

- Microsoft Security Essentials
- Free! (for genuine Windows installations)
- Real-time protection - continuously runs
- System scanning – scheduled and on-demand
- System cleaning
- Relatively low usage system resources



Security Software

- <http://download.cnet.com/windows/security-software/>
- Search by platform, price, editors/users ratings
- Direct download links

Security Software

- Most employer-issued devices may come with preinstalled security software, usually defer to employer IT department
- Are instances where user may need to install software
- No "silver bullet", use several different types

Security Software

- Malwarebytes Anti-Malware
- Spyware detection and removal
- Scans memory, hard drive, flash drive, etc.
- Free



Password Management

- General recommendation is to have strong passwords on accounts
- Be at least 8 characters in length
- Contain both upper and lowercase alphabetic characters (e.g. A-Z, a-z)
- Have at least one numerical characters (e.g. 0-9)
- Have at least one special character (e.g. ~ ! @ # \$ % ^ & * () - _ + =)

Password Management

- Should not:
- Spell a word or series of words that can be found in a standard dictionary
 - Spell a word with a number added to the beginning and/or the end
 - Be based on any personal information such as user id, family name, pet, birthday, etc.
 - Be based on a keyboard pattern (e.g. qwerty) or duplicate characters (e.g. aabbccdd)

Password Management

Solution:

- Password Safe (free)
(<http://passwordsafe.sourceforge.net>)
- Encrypted vault
- Opens with a master password
- Stores usernames, websites and URLs
- Has password generator



Password Management

- Can organize by folders/groups
- Runs off computer or flash drive
- Combine with Dropbox to make available on many devices
- pwSafe – Password Safe for iOS (syncs with DropBox and/or iCloud)



Data Protection

- Truecrypt
- Creates an encrypted volume/container on hard drive, flashdrive, etc.
- Uses "master password" to unlock vault
- Unlocked "vault" shows up as another drive in My Computer
- Good for storing sensitive data in Cloud, flash drive, etc



Data Protection

- Runs on Windows 7/Vista/XP, Mac OS X, and Linux
- Can run off of a flashdrive
- Can be a little tricky to use, good FAQ on website



Protecting Your Data

Avoid physical theft/damage

- Keep electronic devices out of sight and secured when not in use
- Use a Kensington lock when item has to be left in unsecured area for short duration of time
- Use protective cases and storage locations

Protecting Your Data

Avoid Electronic Theft

- Keep operating system up-to-date
- Ensure firewall is enabled (network and device level)
- Use anti-malware programs and keep updated
- Don't open suspect emails/attachments
- Browse Internet safely (Web Of Trust)

Protecting Your Data

Avoid Loss via Backups

- Back up regularly
- Backups should be static and off-site
- Critical data (templates, databases, reports, etc) should be in at least 2 different places

Protecting Your Data

Backup Strategies

- Have continuous/instantaneous backup (ie. DropBox)
- Create regular static backups to external media (DVD, flashdrive, USB harddrive)
- Get a schedule (i.e. Friday lunch)

Protecting Your Data

Miscellaneous Tips

- Do not keep sole copy of file on external media (flashdrive, USB hard drive)
- Enable "Restore Point" on Windows PC, create restore point before manual installation of programs

Use Technology Wisely

- Be careful what you post online – if you wouldn't put it in your portfolio, don't post it
- Put your name in several search engines to see what might be posted (i.e.. Google, Bing)
- Use social networking websites (i.e. Facebook) carefully, potential employers may check, consider making private or deleting account
- Emails on employer email accounts are permanent and property of employer

iPad Apps

These are presented in no particular order. I have left off applications that deal with email, calendar functions, and to-do lists, as native iPad applications can accomplish these goals (Compiled by Chris Sweeney)

Paid

1. Behavior Tracker Pro: <http://itunes.apple.com/us/app/behaviortrackerpro/id319708933?mt=8>
Behavioral observation application. Allows for the exporting of graphical data. Also utilizes iPad camera if you would like to record behavioral observations.
2. Log Me In Ignition: <http://itunes.apple.com/us/app/logmein-ignition/id299616801?mt=8>
Remotely control your PC from the iPad- including viewing, transferring, and saving files. This will allow Encore access through iPad.
Or
Splashtop: <http://itunes.apple.com/us/app/splashtop-remote-desktop-for/id382509315?mt=8>
Also provides remote PC access. Currently on sale for \$2.99. Normally \$19.99.
3. Quick Office HD: <http://itunes.apple.com/us/app/quickoffice-pro-hd/id376212724?mt=8>
Create, edit, access, and share Microsoft Office files.
4. Contacts Journal-Personal CRM: <http://itunes.apple.com/us/app/contacts-journal-personal/id364880320?mt=8>
Contacts Relationship Manager- keep track of your conversations with a contact journal (parent contacts- when, what was discussed). Export data to Dropbox, email, or print contact logs.
5. Note Taker HD: <http://itunes.apple.com/us/app/note-taker-hd/id366572045?mt=8#>
Handwriting and note-taking application. New version will allow for PDF import and annotation. This could be useful if we wanted to explore digital signatures, or fill out pdf's electronically (i.e. 504 manual).
6. Save2PDF: <http://itunes.apple.com/us/app/save2pdf-for-ipad/id399758218?mt=8#>
Create and convert nearly all file formats to PDF's. Coupled with a free-ware installation on your laptop, you can also print from the iPad (provided no network blockage).
7. SyncPad: <http://itunes.apple.com/us/app/syncpad-remote-whiteboard/id404997059?mt=8>
This application allows real-time collaboration on projects between multiple iPad users (or any device with an internet browser). You can upload a pdf, photo, or create a new blank document, the image is shown on all iPad's connected to that document, and then any changes to it are shown in real-time. You are then able to print, email, or save the file to dropbox.
8. School Psychology Tools: <http://itunes.apple.com/us/app/school-psychology-tools/id435891534?mt=8&ls=1>
School psychology toolkit offering evaluation time-line planning, observations, calendar, task list, stopwatch, normal curve, age calculator, student and contact tracker, reporting

iPad Apps

Free

1. Evernote: <http://itunes.apple.com/us/app/evernote/id281796108?mt=8>
Check out the link for all the features. Basically it is a way for you to organize notes, pictures, audio, video, and can sync with your computer.
2. Verbally: <http://itunes.apple.com/us/app/verbally/id418671377?mt=8>
3. Dropbox: <http://itunes.apple.com/us/app/dropbox/id327630330?mt=8>
Should know what this is by now.
4. Dragon Dictation: <http://itunes.apple.com/us/app/dragon-dictation/id341446764?mt=8>
Watered-down version of the computer program. Still allows for dictation, but the results then have to be emailed in order to be copied into a report.
5. Touch Mouse: <http://itunes.apple.com/us/app/touch-mouse/id338237450?mt=8>
Requires a free-ware download on your computer, but then will allow you to control your computer (mouse and keyboard inputs) through the iPad. Would be useful for presentations.
6. Find My iPhone: <http://itunes.apple.com/us/app/find-my-iphone/id376101648?mt=8>
Allows you to remotely locate your iPad using the GPS (if lost), and you can remotely lock the screen, have it play a sound so you can find it, or wipe the memory.
7. CamScanner: <http://itunes.apple.com/us/app/camscanner-free/id388627783?mt=8>
Turns the iPad camera into a scanner. Allows you to take a picture of a document and then save the image as a PDF file to print, email, or sync with Dropbox.
8. CiscoMobile 8.1: <http://itunes.apple.com/us/app/cisco-mobile-8-1/id407180698?mt=8>
This app is related to the new phone system that will likely be rolled out next year. You should be able to make and receive work calls from your iPad.
9. Prezi: <http://itunes.apple.com/us/app/prezi-viewer/id407759942?mt=8>
Presentation application for Prezi.
10. Care4Kids: <http://itunes.apple.com/us/app/care4kids/id417964813?mt=8>
Akron Children's Hospital App that provides directory, general health, and hospital information.
11. Neu.Annotate PDF: <http://itunes.apple.com/us/app/neu.annotate-pdf/id407107609?mt=8>
Free PDF Annotator application
12. Neu.Notes: <http://itunes.apple.com/us/app/neu.notes/id373693319?mt=8>
Free note taking application
13. DocScanHD: <http://itunes.apple.com/us/app/docscan-hd-document-scanner/id467016332?mt=8>
Document scanner application
14. Timer+: <http://itunes.apple.com/us/app/timer/id391564049?mt=8&ls=1>
Countdown timer application
15. SyncSpace: <http://itunes.apple.com/us/app/syncspace/id408672838?mt=8>
Collaborative Whiteboard
16. PAR Toolkit: <http://itunes.apple.com/us/app/par-assessment-toolkit/id356919305?mt=8>
Normal curve, conversion chart, age calculator, stopwatch, compliancy calculator, additional fee-based scoring modules