



Learner Analysis

1. General Characteristics:

Approximate Age	<ul style="list-style-type: none">• Teachers who are of various ages.
Education and Ability Levels	<ul style="list-style-type: none">• Teachers from kindergarten to 3rd grade and an administrator• Teachers with computer comfort levels ranging from very novice to experienced
Behavior Considerations	<ul style="list-style-type: none">• Teachers, who are just like students, with short attention spans especially after school• The need to become involved quickly or they begin to talk
Previous Experience with The Topic	<ul style="list-style-type: none">• Teachers with a wide range of computer experiences
Attitude Toward Content	<ul style="list-style-type: none">• Teachers are busy and some see this as just another thing to waste time on.• Some teachers are anxious to see new things about the computer• Depending on when this activity is offered the attitude can be positive or very negative• Teachers will be more receptive if they want to be there as opposed to being forced to be there• Offering foods helps the attitude
Attitude toward Content Provider	<ul style="list-style-type: none">• The teachers have known the presenter for a long time and have a good working relationship with her• Know the enthusiasm of the presenter about computers

2. Entry Competencies

Prior to the beginning of the lesson the teachers should be able to:

- Start up and shut down the computer
- Handle the mouse
- Have basic knowledge of the computer keyboard
- Have basic skills with an Internet browser
- Be able to open and save files

3. Learning Styles

Successful Instructional Strategies	<ul style="list-style-type: none">• Keep it short and simple• Provide time for all to share opinions, solutions, or projects• Give time to practice or try a skill• Give them something to take back to the classroom, either a handout or idea, that they can use tomorrow• Make it practical• Make it real• Do not pressure those who are reluctant but do encourage them• Offer support for later when they are on their own
Instructional Strategies to Avoid	<ul style="list-style-type: none">• Lectures• Avoid 'busy work'• Too much time between instruction and time at the computer• Sticky food that will get on the keyboard

Objectives

1. Through the process of brainstorming and discussion the teachers on our staff will look at the issues of information security compared to the security of their own classroom or home.
2. Looking ahead at where we want our school information to go each teacher will describe what items they will need to have secure for this future system.
3. Through the use of examples (case studies) the teachers will look at and identify the danger linked to the poor security of school information beginning with passwords.
4. Through the use of examples the teachers will look at the use of e-mail at school and see some of the risks involved in some current practices.
5. During an in class presentation on netiquette the teachers will demonstrate the correct use of email at school as a parent communication tool.
6. Through the daily use on e-mail both for in school communication and as a tool for communication with parents the teachers will be able to demonstrate the safe use of their e-mail.

Learning Process

- A. Preview the Materials
1. The teacher will look over all materials before that start of the meeting.
This should include:
 - Transparencies
 - PowerPoint Slides
 - Inspiration Web
 - Handouts
- B. Prepare the Materials
1. The teacher will create a topic list of all that will be covered. The list will be posted in a prominent spot for all attending to see.
 2. The teacher will duplicate all needed handouts.
 3. The teacher will prepare or obtain all needed transparencies.
 4. The teacher will prepare the PowerPoint presentations.
- C. Prepare the Environment
1. The teacher will make sure that the air conditioning is turned on in the meeting room.
 2. The teacher will be sure there are sufficient markers and other writing tools available.
 3. The teacher will be sure all computers and/or overheads are working, including all needed extension cords and carts.
- D. Prepare the Learners
1. The teacher will 'advertise' the topic of the meeting prior to the meeting.
 2. The teacher will have posted the topics to be discussed at this meeting.
 3. The teacher will provide the copies to all in attendance at this meeting.
 4. The teacher will provide an explanation of the purpose of all activities.

E. Provide the Learning Experience

1. Display pictures of a home and your classroom desk. As a group creates a web describing all the ways you protect your home (or keep it safe). Record answers using Inspiration or overhead transparency. (3 min.)
2. Narrow this down to the safety and security of the information of your desk. Including information stored in your computer. Record answers using Inspiration or overhead transparency. (3 min.)
3. In a whole group create a list of FUTURE ways we want to share the information in our school system. (5 min.)
4. Using CERIAS handout Step 1- Protect your Password as a group we will look at issues with passwords. (5 min.)
5. Each grade level group will be given a description of a fictional person to make a password for and share with the group. (8 min.)
6. We will use "Five Steps to Becoming an Information Expert". Reading together Step 2- Keep Your Files Safe. (3 min.)
7. Teachers will divide up by grade level and each group will take a case study to discuss and suggest how the problem could have been prevented. (6min.)
8. Each group will share with the whole group their findings from the case study. (10 min. but it depends on how LONG they talk- it is hard to keep teachers on track)

Depending on time this may follow at another session

9. Brainstorming some of the ways we currently use e-mail at school. (3 min.)
10. Using PowerPoint slides we will look at the potential dangers of e-mail. Being sure to point out some current practices. As a group we will discuss the problems this could cause at school. (8 min.)
11. Using PowerPoint slides we will look at issues of Netiquette in regard to e-mail. (5 min.)
12. Given a scenario grade level groups will compose an e-mail message following netiquette guidelines.
13. Each group will share and discuss their messages.

Participation Checklist

Objective #	Activity	Learner Participation
1	Display pictures of a home and your classroom desk. As a group create a web describing all of the ways your protect you home (keep it safe). Record answers using Inspiration or overhead transparency. (3 min.)	Learner must help to create web.
1	Narrow this down to the safety and security of the information of your desk. Including information stored in your computer. Record answers using Inspiration or overhead transparency. (3 min.)	Learner must participate in discussion.
2	In a whole group create a list of FUTURE ways we want to share information in and out of school systems. (5 min.)	Learner must continue to participate in discussion and building list.
3	Using CERIAS handout Step 1- Protect your Password- as a group we will look at issues with passwords. (5 min.)	Learner must read and/or listen to topic in handout.
3	Each grade level group will be given a description of a fictional person to make a password for and share with the group. (8 min.)	Learner must work in small group to produce a password.
3	We will use "Five Steps to Becoming an Information Expert". Reading together Step 2-Keep Your Files Safe. (3 min.)	Learner must read and/or listen to topic in handout.
3	Teachers will divide up by grade level and each group will take a case study to discuss and suggest how the problem could have been prevented. (6 min.)	Learner must read and discuss a case study.
3	Each group will share with the whole group their findings from the case study. (10 min. but it depends on how long they talk- it is hard to keep teachers on track)	Learner must share with group their thoughts on the case study.
4	Brainstorm some of the ways we currently use email at school. (3 min.)	Learner must participate in discussion.

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3,4	Using PowerPoint slides we will look at the potential dangers of e-mail. Being sure to point out some current practices this could cause at school. (8 min.)	Learner must actively listen and then participate in discussion.
5	Using PowerPoint slides we will look at issues of Netiquette in regard to e-mail. (5 min.)	Learner must actively listen.
5,6	Given a scenario grade level groups will compose an e-mail message following netiquette guidelines. (5 min.)	Learner must produce a product using e-mail guidelines.
5,6	Each group will share and discuss their messages. (8 min.)	Learners must present and listen to other groups.