

## MONDAY MORNING MEMO

December 2

**Teachers, Copyright, and Fair Dealing Know your rights. Know the limits.**

<http://www.fairdealingdecisiontool.ca/>

**Creative Commons search engine** - designed to offer an easy way to search the commons' archive of free content available in the public domain, which is available to use under [Creative Commons](#) licenses. This includes more than 300 million images indexed from multiple collections, <https://ccsearch-dev.creativecommons.org/>

**HELP DESK** - - <https://plpsd.on.spiceworks.com/portal/tickets> All request for tech support, including password resets, must be entered on the Help Desk. An icon should be on your computer desktop, if it's missing go to the link above and enter a request for it to be put on your desktop.

**Cleaning your iPad** - Handle your iPad with care to maintain its appearance. If you are concerned about scratching or abrasion, you can use one of the many cases sold separately. To clean iPad, unplug all cables and turn off iPad (press and hold the Sleep/Wake button, and then slide the onscreen slider). Use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings. Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPad. iPad has an oleophobic coating on the screen; simply wipe iPad's screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

**How To Clean a Flatscreen (LCD) Monitor** - Flat screen [monitors](#), also known as [LCD](#) monitors, are a little different than their [CRT](#) cousins when it comes to cleaning. Your standard CRT monitor has a glass screen and can be cleaned in pretty much the same way as you would any other glass in your home or office. Flat screen monitors, however, require a bit of special care when cleaning. Their displays are much more sensitive and are easily scratched and damaged. The same applies to your LCD television. Follow these easy steps: 1. Turn off the monitor. If the screen is dark, it will be easier to see the areas that are dirty or oily. 2. Use a dry, soft cloth and very gently wipe the screen. A great choice would be the microfiber type of cloth used to clean eyeglasses. Avoid using paper towels, tissue paper, or non-ultrasoft materials which can scratch the screen. 3. If the dry cloth did not completely remove the dirt or oil, do not press harder in an attempt to scrub it off. Pushing directly on the LCD screen can often cause pixels to burn out. If necessary, dampen the cloth with distilled water or with an equal ratio of distilled water to white vinegar.

**Important Tips:** 1. Avoid cleaning products that contain ammonia, ethyl alcohol, acetone, toluene, ethyl acid, or methyl chloride. These chemicals can react with the materials that the LCD screen is made of which could yellow the screen or cause other kinds of damage. 2. Never spray liquid directly on the LCD screen or it could run inside the monitor and cause damage.

**Taking Care of Your Smartboard** - <http://www.smarttech.com/kb/077938> Please read the article for complete information and the Do's and Don'ts of taking care of your Smartboard and cleaning it. **Special Tips:** **Do not use low-odor dry-erase markers**, such as Sanford Expo markers with low-odor ink, because the ink is more difficult to remove. **Do not use adhesive tape** on your interactive whiteboard, because removing the tape can damage the top layer of the writing surface. **Do not spray cleaner directly onto the surface.** Instead, lightly spray cleaner on a cloth, and then gently wipe the screen. **Do not allow excess glass cleaner to flow into** the crack between the lower frame and the writing surface, or into the pen tray recesses.

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**Copyright Matters 4<sup>th</sup> Edition** is now available for download. <http://www.cmec.ca/140/Programs-and-Initiatives/Copyright/Copyright-Matters-/index.html> Manitoba teachers and administrators will have their photocopying and printing records audited for compliance. Manitoba Education has distributed a print version of the 4<sup>th</sup> Edition of Copyright Matters to all Manitoba teachers. If you did not receive a copy please contact your school secretary. "Canadian copyright law continues to evolve in response to existing and emerging technologies, international agreements, and the need for reasonable balance between the rights of users and the rights of creators of copyright-protected works. Copyright Matters! takes into account Canada's new copyright law and recent Supreme Court decisions on fair dealing, and provides practical information for teachers on their rights and responsibilities with regard to the use of copyright-protected materials in educational institutions. Students, parents, and education administrators may also find it useful." Please contact Cheryl Robinson [chrobins@plpsd.mb.ca](mailto:chrobins@plpsd.mb.ca) with any questions regarding Copyright laws. *Teachers! Thinking of using a copyright-protected work? Use this tool to find out if the use is allowed under fair dealing. Copyright Decision Tool - <http://www.copyrightdecisiontool.ca/> An important new tool for Canadian teachers - the Copyright Decision Tool - allows teachers to quickly check, prior to copying copyrighted material, to determine if what they are about to print or copy is allowed under the Fair Dealing Guidelines.*

**The Manitoba Teacher Newsmagazine** <http://www.mbteach.org/mtscms/2016/07/07/mts-magazines/>

**The manitoba-educators Daily** <http://paper.li/amckiel/manitoba-educators>

**educateurs-francophone** online newsletter <http://paper.li/dkuropatwa/educateurs-francophone>

**The Tech News Daily** – a newspaper by John Evans <http://paper.li/joevans#>

**Training and Resources for Smartboard:**

<http://exchange.smarttech.com/#tab=0>

<http://www.teachhub.com/free-interactive-whiteboard-resources>

Smartboard Games - <http://pbskids.org/whiteboard/>

**Manitoba Education**

**Workshop Registration System** <https://web36.gov.mb.ca/workshops/PI?action=Start>

**K-12 Website Updates**

**Assessment and Evaluation \_**

<https://web36.gov.mb.ca/ss/controller?action=go&to=AandE>

**Learning Resources Reviews \_**

<https://web36.gov.mb.ca/ss/controller?action=go&to=LearRes>

**Manitoba Curriculum Support Centre -**

<https://web36.gov.mb.ca/ss/controller?action=go&to=Libraries>

**Maple** <http://mapleforem.ca/en/> the **Manitoba Professional Learning Environment** is a new Manitoba Education service: an online educational community that provides educators access to resources, professional learning services and opportunities for collaboration and interaction. Maple is a network for teachers and other education professionals, a place for exchanging ideas, offering and receiving support. Maple is also an official channel for communicating Manitoba Education plans, initiatives, programs and curricula to educators and school leaders. Membership

to Maple is offered to all Manitoba educators, school clinicians and pre-service teachers. Join us!  
[http://www.edu.gov.mb.ca/k12/proflearn/maple\\_brochure.pdf](http://www.edu.gov.mb.ca/k12/proflearn/maple_brochure.pdf)

**GOOGLE for Education EDU in 90** is a video series from Google for Education, with new episodes three times each month. Each episode, we'll focus on an important topic for educators, administrators, and school leaders - things like product updates, new programs, and helpful resources for the classroom.

<https://www.youtube.com/playlist?list=PLP7Bvyb3ap44ZF6qR7SLf5AXFHv8IJM50>