



**Technology Advisory Committee @**  
**Franklin Pierce High School, Corrigan Room**

December 16, 2015

4:30 – 6:00 PM

**Present:** Allen Culp, Bianca Ibarra, Brad Pierce, Brian Runnalls, Caitlyn Zwang, Derrick Pete, Emilie Reynolds, Emily Hunter, Jennifer Verkuyl, Lanna Duncan, Linda DiGiorgi, Lindsey Smith, Liza Klumpar, Lynn Cawthra, Michelle Serdenia, Seth Seastrum, Susan Esson, Tina Daniel, Dr. Shaun Carey, Lance Goodpaster, Carolyn Treleven

**Absent:** Clifford Aziz, Jamie Larson, Jamie Larson, Jennifer Burke, Lillie Aziz, Rosita Castellano, Sally Wheeler, Samuel Freeman

- **Welcome and recap from the last meeting**

At the last meeting staff presented a 3 minute overview of some kind of technology they are currently using and how it is useful in the classroom. Everyone showed great enthusiasm and passion for what they were presenting. This was shared at the last Principals meeting. The passion and enthusiasm is also what makes the job of an IT Director challenging is the need to make sure that we are enforcing the Policies and Procedures of the district along with the need to protect staff and student data.

- **Technology Software and Hardware Approval Process Discussion**

About a year ago the TAC, Teaching and Learning and the Information Technology team implemented the Technology Software and Hardware approval process. This process came about due to the need to make sure that we are vetting software/hardware to make sure they are compatible with the systems in district and that they are compliant with protecting our staff and students data.

When a staff member wants to start using new software/online programs/hardware they will fill out the Technology Software and Hardware Approval form that can be found on the district website. ([fpschools.org>departments>Information Technology>Staff Technology Resources>Procedures, Online Privacy Act, Purchasing.](http://fpschools.org/departments/Information%20Technology/Staff%20Technology%20Resources/Procedures,%20Online%20Privacy%20Act,%20Purchasing/)) Once the form is filled out and signed by the building administration the form needs to be sent to IT. Once received Brian Runnalls will review the form for system compatibility and send his recommendations to Liza. Liza will then review all of the documentation.

For online programs the next step is to reach out to the company about signing an Interlocal Agreement. This agreement states that the company will protect all of the staff and student data that is entered into the system and not share the information.

Once the agreement is signed and everything has been approved by Information Technology then the information is sent to Teaching and Learning for their review of the content side of things. Once the system/technology/software has been approved by all parties then an IT work order is created to implement/purchase/deploy.

In the same location that the approval form is located there is also a list of all approved software and technology. If you are using technology/software that is not on the approved list

you will want to fill out the approval form and submit it to IT. Since September we have approved 14 technology approval forms.

If an approval form is denied it is mostly due to the system not being compatible with our current systems, the company will not sign the Interlocal Agreement or the program is very old and there is not a newer version available.

The best practice with purchasing technology and software is to go through IT.

- **Objectives and goals for the year**

What as a TAC member do you want to focus on, research or find for the year to recommend to the Cabinet Team? As an example, both Canvas and the Yogas have come from TAC research and recommendations. Information Technology wants this year's focus to come from the committee, we do not want it to be IT driven as we are not in the classroom.

Classroom management tools such as Class Dojo are with the Behavioral MTSS Team. The MTSS team wanted to see how Behavior 360 went. As of now the team has noticed that Behavior 360 is not doing everything that a program such as Class Dojo does.

**Suggestions**

\*Apps that can be used at James Sales with the new Apple Grant

\*Canvas – more information on how it can be used in the elementary schools and the benefits of Canvas

\*Teacher Websites

\*Single Sign on solutions

\*Focus on the programs that are currently in use and how we can better get the information about them out to more, example Solo 6

\*Google Docs - The district is a Microsoft district and will continue to be a Microsoft district but we are also aware that there are a lot of staff who are very comfortable with using Google Docs and programs and prefer them over Microsoft ones. We do not block google but we also do not support it at this point. We are seeing staff creating lesson plans using Google Docs and are including student data that we need to make sure we are protecting. As a department we need to step back and think about how we are supporting Google. We are starting to see a lot of work orders that Google Docs and programs are not working or from staff asking for help in setting up student accounts. With this we need to reach out and work on getting an Interlocal agreement with Google that they will protect our staff and students data. We know that Microsoft will protect our staff and students data we just need to do some further research into how Google does this.

Be on the lookout for a notice in Canvas to take a poll on what your top picks for the focus should be. This way we can jump into the next meeting and start working on these items.

- **Allowed vs Fully Supported software**

One of the ideas that we have been discussing within IT is the possible need to distinguish between allowed and fully supported software. Allowed software would be items that

teachers are able to use in the classroom but if there is an issue the teacher would need to contact the company for support. Fully supported software would be just that, fully supported by IT and would be the district standard. If something was to go wrong then staff could put in an IT work order and we would assist with the troubleshooting.

Our next meeting is on Wednesday, January 20, 2016 from 4:30-6pm in the Corrigan Room at Franklin Pierce High School (11002 18<sup>th</sup> Ave East, Tacoma, WA 98445)