



Technology Advisory Committee

Franklin Pierce High School – Corrigan Room

March 7, 2018

4:30 PM – 6:00 PM

Present: Adam Williamson, Alicia Rogers, Anhelika Budinger, Bianca Ibarra, Brad Pierce, Brandon Feist, Brian Runnalls, Emilie Knode, Emilie Reynolds, Joy Hara, Joce Knowles, Lindsey Smith, Liza Klumpar, Lynn Cawthra, Mike Marsh, Obe Quarless, Sally Wheeler, Sean Atherton

➤ Thank you for supporting our Tech Levy

- Liza's new extension is 6274 which stands for the 62.75% that the Tech Levy passed by
- These results show that we are doing great things in the district
- Means more technology in the classrooms
- Thank you for your support

➤ Free Apps versus Paid Apps Terms and Conditions

- Everyone has downloaded a free or paid app that we see at a conference or are recommended by someone but how many of us read the terms and conditions
- Reviewed the terms and conditions of a free app that is being used in the district currently by staff
 - By accepting the terms and conditions of this app the staff member is stating that they are representing the entire district and are binding the district to the terms and conditions stated
- The terms and conditions frequently include verbiage about CIPA and COPPA requirements, age restrictions for use of the app, parental consent, data sharing and archival of data
- It is important that staff who want to use an app go through the proper vetting process so that IT and T and L can make sure that the app is compliant with all the district standards
 - This applies to apps that you want to use on your personal devices for use with school district information
- We must protect our students and staff data and privacy

➤ DORA

- Stats as of today
 - 1,773 logins today, 159,545 since August 2017
 - Prior to opening DORA to students, we averaged 1,500 logins per day, since the student launch we have averaged 2,100 logins per day
 - Skyward is the top app used followed by Office 365 and Canvas
- Feedback
 - Alicia at Christensen has had her 2nd-5th graders login this week and it has gone smoothly
 - Mike at Ford has had 6 classes login and it has gone well for him
 - At the initial login to DORA students will be prompted to enter their password twice, once this is completed any district computer the student logs into will remember their credentials
 - Some computers did not have the DORA backpack – computer needs to be restarted

Engage Their Minds

- Next apps for teachers and students in DORA
 - IT and T and L would like feedback from staff on what apps they want to see next in DORA for students and teachers
 - Please go back to your school and compile a list of the top 5 apps that you want to see added to the teacher and student DORAS and send this list to Lindsey
 - Apps do not have to be ones you log into they can be links to commonly used websites, but they must be web accessible
- **Q-Ball Video**
 - The Q-Ball is a foam ball that has a microphone in it that you can toss around the room safely
 - Sally at Midland tried the Q-ball with a few of her classes
 - Showed a video of kindergarteners using the ball
 - Sally saw a difference in the level of engagement
 - Older kids were throwing the Q-ball around the room and were completely engaged
 - The Q-Ball is just one option out there, will be looking at a few other options too
- **Update on Q Project**
 - Had our first focus group meeting with the gradebook team
 - Introduced them the Q knowledge hub and training site
 - Were able to add this access to DORA as well
 - Have three more focus groups scheduled for the coming weeks
- **Data Security Basics**
 - As mentioned previously data security and privacy are becoming an increasing concern in the digital age we live in
 - The district can have all the best data security systems in place, but it is the human element that will always be a factor
 - Making sure you do not give away your passwords or leave them where they can be easily found is a simple way to help keep data secure
 - Be mindful of what data you are sending via email
 - One of the biggest issues that the IT techs see is laptops being left out and unlocked when no one is around
 - Finding passwords written on sticky notes on computers, desks or under keyboards
 - Be mindful of the data that is on your computer and the security of your passwords
- **Email Best Practices**
 - Best rule of thumb is if you do not know the sender or were not expecting the email, do not open it or click on the attachments
 - By hovering your mouse over the name of the sender, you can see the email address that it was sent from
 - Don't give out personal information via email
 - IT will never ask for your personal information via email
 - Emails from the IT department will all have our email signature block
- **Ability to email the IT Work Order System**
 - IT Work Order can be submitted by sending an email to itworkorder@fpschools.org

Engage Their Minds

- The subject of the email becomes the subject of the work order and the body of the email becomes the work order
- You will be able to look up the work order in the system the same way

- **Update on Canvas from Adam**
 - Will be doing a training in the fourth quarter on how to save current course work and move it to a new course
 - Will be doing an intermediate user training on Thursday

- **Microsoft Teams vs Canvas Collaborations**
 - In Canvas the teacher can place a blank document in the course and have students collaborate on the same document
 - In Teams students can drop their own individual documents into a file and create one document that they can all collaborate on
 - Teams is still fairly new to Microsoft
 - IT will reach out to Microsoft Training Department to see if they can do a training on Teams
 - If a TAC member would like to test Teams with their students, please submit a work order

- **Making sure Admin are involved in the deployment of new programs**
 - Admin (Principals and Assistant Principals) need to be aware of the software that is being deployed out so that they can support their teachers