Technology Advisory Committee
District Office – Board Room
October 24, 2018
4:30 PM – 6:00 PM
Notes

Present: Adam Williamson, Alicia Rogers, Bianca Ibarra, Bonnie Betts, Brad Pierce, Brandon Feist, Brandy Marshall, Brian Runnalls, Carolyn Treleven, Jesse Hinds, Joel Zylstra, Joy Hara, Joyce Knowles, Karen Wee, Kristin Holten, Linda DiGiorgi, Lindsey Smith, Liza Klumpar, Lynn Cawthra, Mike Marsh, Sally Wheeler, Serena Christensen

❖ **Loaner Laptops in the office**
   o All schools now have ten loaner laptops in the office
   o To be used for day use only by all staff, subs, paras, etc.
   o Para's who need a computer daily and is in a static location, building Principals need to put in a work order for a desktop to be added to the room

❖ **Currently Added Apps in DORA**
   o Working on creating a list of apps/links that are in DORA and who they are assigned to
   o About 115 apps/links in DORA, about half, are not attached to any accounts – need to work on cleaning these up
   o When adding already approved technology/curriculum to DORA, IT will work with Teaching and Learning and TAC to determine the priority
   o Accelerated Reader – Renaissance Learning – All elementary students need this app
      ▪ Linda is checking on the need in the middle schools

❖ **Computer Lock Outs**
   o Last week started to see a handful of computer lockouts, this has increased this week
   o An email went out to all staff explaining what is happening and IT is working with Microsoft
   o Best practice is to have a strong password that includes numbers, symbols, upper-case and lower-case letters

❖ **Office 365 / Student Emails**
   o What is the impact of using Office 365 for 3rd thru 5th-grade students whose parents have opted out of emails?
      ▪ IT has investigated what the limitations for those students will be
         • Will not be able to access: the District Address book when sharing documents, to view available and busy on calendars, to access conversation histories
         • If we go forward with TEAMS for students, they would not be able to use
      ▪ Limitations in Canvas
         • Students would not be able to set up email notifications

❖ **Microsoft Teams**
   o Microsoft will be hosting a webinar about TEAMS on Thursday, November 8th from 11:00 AM – 11:30 AM
      ▪ Liza will share the invite to the TAC
      ▪ The webinar will cover topics such as
         • Securing TEAMS on mobile devices, the safe federation to outside entities, data loss best practices
   o Report on how TAC members have been using TEAMS
      ▪ Linda
         • ITS Elementary staff have just started to use it

- Instructional Directions
- PLC Template
- Highly collaborative, everyone has the same features, see's Canvas as more of a two-way communication
  - Joyce
    - WHS uses it in three areas
      - School-Wide Intervention Program
        - Teachers mark students who are missing assignments each week
        - A list is created, and this is communicated to the guardians
      - SPED Team
        - Case managers can make notes about students such as IEP accommodations, who is the case manager
      - RTI Counseling Team
        - Able to have one master spreadsheet
    - How are you training staff?
      - Very intuitive
      - One person in each group are the only ones who can manipulate the data on the spreadsheet
      - Teachers can add to it, but they cannot sort, add or delete from the format of the spreadsheet
      - If they want to sort they need to download a copy and then make the changes
  - Adam
    - Secondary ELA Groups
    - Able to extend the PLC conversations beyond the meeting
    - One place to upload, documents, links, and videos
    - Many pre-created templates in OneNote, ready to add your own as well

❖ **Approved Software List**
  - Now resides in DORA under the Staff Technology Resources folder
  - This is a list that needs to be updated with the help of LSS, Assistive Tech, Teaching and Learning, and the CAC
  - As programs, technology, software, websites are approved a work order needs to be entered so IT can add it to the list
  - The same thing needs to happen as programs are phased out or replaced so that they can be removed from the list
  - IT will work on breaking out more substantial approvals such as Microsoft Office 365 where the entire program has not been adopted, but parts of the suite have
  - The district currently has adopted Word, Excel, PowerPoint, Publisher, OneNote, Outlook, Forms
  - If the staff would like to pilot a program such as TEAMS, a request needs to be made through the work order system, and then the TAC will look at it and pilot the program and make a recommendation if the program should be adopted

❖ **Google for Education**
  - Still investigating the integration of Google for Education into the Microsoft Office 365 environment
  - IT staff will be going to Edmonds for a Google for Education user conference
  - Hoping to talk to some districts that are using both Office 365 and Google for Education

❖ **OneDrive Migration**
  - Currently in phase 1
    - Making sure all staff's OneDrive will automatically update
    - Setting OneDrive so it will automatically sign in when the user signs onto the computer and starts the sync process

- The newer version of OneDrive will sync the user's desktop, my documents and pictures in addition to the OneDrive folder automatically
- Users will have 1 TB of storage and 90-days of backup from Microsoft
- Currently in the testing phase

❖ **Clever**
   o Offer lots of features for schools; we are looking at their sign-on feature for grades K-2
   o Students would have a card with a QR code on it that is their student ID and a static password
   o When the computer is turned on the front-facing camera appears, and the student puts the QR code in front of the camera, and it logs them into the computer
   o With the student ID and the password being static the teachers would need to hold onto the cards and then when they use the computers to pass them out and gather them back after they are done
   o IT is still working with the vendor to get a signed Interlocal Agreement

❖ **SFTP – Secure File Transfer Protocol**
   o To make sure that we are protecting our students/staff's information we have set up a secure server to share data with vendors who need the information
   o Examples will be Fast-Bridge, school picture companies, Canvas, and Teacher Ease
   o Vendors who need the information will have to sign an Interlocal Agreement and fill out an SFTP request form
   o IT will then work with the vendor to place the data into the server or retrieve the information the vendor puts in the SFTP file

❖ **District Website**
   o This school year the district homepage will be getting a refresh
   o In the process of creating a whole new website with a new vendor, Finalsite
      - Finalsite builds for mobile devices first and then for web use
      - We know about 70% of our users are viewing our site from a mobile device
      - Have tools built in for ADA compliance
      - Schools have identified a liaison who will be responsible for their pages
      - Next step is to choose a template design
      - Both Highline and Monroe school districts are using Finalsite
   o Hoping to have a template selected in the next couple of weeks

❖ **Next meeting is December 12th from 4:30 PM – 6:00 PM in the Corrigan Room at Franklin Pierce High School**