Technology Advisory Committee
Washington High School – Ridgeway Room
September 26, 2018
4:30 PM – 6:00 PM
Notes

Present: Adam Williamson, Alicia Rogers, Bianca Ibarra, Bonnie Betts, Brad Pierce, Brian Runnalls, Carolyn Treleven, Dr. Shaun Carey, Joy Hara, Joyce Knowles, Kamesha Herd, Karen Wee, Kristin Holten, Lindsey Smith, Liza Klumpar, Lynn Cawthra, Mike Marsh, Sally Wheeler, Seth Seastrum, Cindy Mosley, Pam Jaber, Jen Bruce

- **Para Laptops**
    - Several asks at the building level to have laptops available for paras at the schools to check out
    - Currently 5 laptops at each school – IT has committed to bringing it up to 10 at each school by Oct. 15th
    - Staff such as Intervention Specialists, who need access to computers daily will need to have a specific location and a stationary computer can be placed in the room
    - The 10 laptops in the main office are to be used as daily loaners to subs, paras and staff who have a desktop that need to go to a meeting, short term use only, loans should be day use only

- **Student Teacher Technology**
    - While talking about the para laptops the need for student teachers to have access to technology came up
    - It was decided that this is a conversation for another time

- **1:1 Laptop Deployment**
    - IT Summer Crew imaged over 6,500 laptops and wired over 250 carts
        - Found approximately 150 laptops that had unreported damage
    - Elementary schools are now 1:1
        - Requirements from IT
            - Each laptop is assigned to a student for the year
            - Laptops are checked out thru Destiny to the student
            - All damage is reported to IT immediately
        - Feedback from the elementary librarians
            - Sally at Midland
                - Checking out the laptops to the students was fun, great to see the ownership of the laptops
                - Kids and parents are excited about the laptops
                - Kids hug their laptops when they are walking with them
                - Able to show the kids a new feature of Office 365 in their library time and that is sparking great conversation with the teachers and creating an opportunity to teach them
                - Damaged/not working laptop process
                    - Teacher sends the student to the library
                    - If Sally can't fix it easily then she checks the student out a new laptop and puts a work order in
                    - Kids are out of the classroom for 5-minutes
                - Extra work at the beginning but Sally is seeing less and less students each day and is seeing the benefits of the kids having their own laptops
            - Pam at Harvard
                - The checkout process went well
                - Faster for the teachers to put in the workorders for repairs / issues with laptops

- Alicia at Christensen
  - Started to pass the laptops out the first day of school
  - Been working well
  - Students with issues with their laptops come and see Alicia in the library
- Jen at James Sales
  - With having iPads their process is different
  - Have gotten all the rosters from the teachers and is now checking the iPads out in Destiny
- The elementary schools are finding that the log in process is much smoother this year with the 1:1
  - GATES High School 1:1
    - Have gone 1:1
    - Have a 10-minute check and connect at the beginning and end of the day which is where they check in and out their laptops
    - Attendance in the mornings has seen improvements since the 1:1 has started
  - IT has seen a decrease in the number of broken screens and keys coming off since the 1:1 deployment
  - Secondary Schools
    - Are there some other secondary schools that are 1:1 that do not take home their technology that we could reach out to, to find out how they manage the check in and out
    - The roll out date is not set in stone

- **Process for adding apps into DORA**
  - IT and Teaching and Learning have been working closely to add apps to DORA
  - Looking for a streamlined process for approving and adding apps into DORA to have a more efficient and timely process for adding the apps
  - Not all apps can go into DORA as some third-party vendors do not support single sign on
  - During the new curriculum adoption process Teaching and Learning will add a section to the form for DORA to include:
    - Grade level for
    - Teachers and/or students
    - Does it require rostering
  - This form will then come to IT to let us know it has been approved and where it needs to be added

- **Student Emails**
  - Parents of 3rd-5th grades who opt for their children to not have email will this affect their ability to use Office 365
    - Brian from IT is going to investigate this further as there may be some features in sharing of documents that might be affected
  - Students who mis-use their email can have their email turned off – this requires a building administrator submitting a work order
  - Students can only email the staff and students in their building
    - Exception is some pre-approved programs such as PLTW
    - If you have a domain you want students to be able to email (a college, scholarship) please submit an IT work order for review
  - When students leave the district, their accounts are deactivated but the files and emails are retained per retention policy

- **Google Apps**
  - Getting a lot of requests to use Google products and apps
  - IT is in the very early stages of talking to other districts who use both Office 365 and Google for Education to see how they manage the two

- **Protection of Student Information**

- o District Policy 3235 states that the district will ensure that all contracts and online "Terms of Use" agreements will align with the Student User Privacy in Education Rights (SUPER) Act
  http://www.fpschools.org/common/pages/DisplayFile.aspx?itemId=37973089
  - o IT has been receiving a lot of requests for access to third party vendors that we do not have approvals for
  - o It is important that all physical and online programs go through the proper approval process
  - o All third-party vendors need to have signed Interlocal Agreements on file

- **OneDrive**
  - o IT is currently working on the documentation and guides on how to transfer files
  - o As much as possible will be automated
  - o Making sure everyone has the newest version of OneDrive which is more stable and reliable than the previous versions
  - o HDrive will be retired at the beginning of the 2019/2020 school year
  - o QDrive and Site share will still be available

- **Student Acceptable Use Agreement and Responsible Use Agreement**
  - o Each school year parents need to fill out a new Acceptable Use Agreement for each child
  - o With the 1:1 at the elementary schools we have rolled out a new Acceptable Use Agreement and added a Responsible Use Agreement
    - ▪ Acceptable Use Agreement – Goes over general Network Use, Internet access, filtering and monitoring, parents also give permission for the student to access District Computer Network Resources and the Internet
    - ▪ Responsible Use Agreement – Goes over what is printed on the Student Expectation Stickers on the laptops – it also has a spot for parents of 3rd-5th grades to decline a district email for their students
  - o Forms are being entered Skyward by IT with the goal of next year the form being electronically in Family Access

- **TEAMS**
  - o TEAMS was brought up and it was the impress of IT from our last TAC meeting that TEAMS was in the pilot phase for Teaching and Learning and TAC members who put in a work order

- **TeacherEase**
  - o By Friday all teachers and admin should have talking points provided by Teaching and Learning

- Future TAC Meetings will stay on Wednesday from 4:30 PM to 6:00 PM