

Franklin Pierce Schools - Corrigan Room - 4:30 - 6:00 PM - Notes

Present: Adam Williamson, Alicia Rogers, Bianca Ibarra, Bonnie Betts, Brad Pierce, Brian Runnalls, Carolyn Treleven, Greg Beach, Joy Hara, Kamesha Herd, Karen Wee, Linda DiGiorgi, Lindsey Smith, Liza Klumpar, Marie Laban, Sally Wheeler

- **Data & Application Analyst – Greg Beach**
 - Greg is the newest member of the IT team
 - He will be working alongside Bianca Ibarra on programs such as Teacher Ease, Maia, Skyward, data rostering and other data related systems

- **Brower Extensions**
 - Chrome is the official browser of the district
 - Part of all web browsers are extensions
 - Extensions leverage your experience in the web
 - Most web extensions are good but there are also malicious ones
 - Good extensions would be Classlink/DORA, Zoom meeting and Google Translate
 - Malicious extensions gather data and passwords from the computer/user profile
 - Open vs Allowed/Denied
 - The district has two different ways to manage browser extensions
 - Currently staff can install any extension, this is considered an open method
 - Students extensions are on an allowed/denied method
 - Only extensions that the students need are allowed/the rest are denied
 - The IT department would like to move forward with an allowed/denied method for staff
 - Techs are seeing most issues of malware and or phishing attempts are the result of a malicious browser extension that has been downloaded/approved by the user
 - Discussion within the TAC group was that open will only lead to problems
 - To start there will be an inconvenience to the staff going to the allowed/denied method but in the long run the staff, students and district will be safer
 - Good way to scrub what is currently being used
 - Good teaching time to educate staff on what extensions are and how they work
 - Process
 - IT can run a report to see what extensions are being used throughout the district and then create the start of the allowed/denied extensions list
 - Users who need an extension would submit a technology software / hardware approval form
 - Depending on the extension the process could be quick
 - If the extension is attached to a program that has already been approved the process will go faster
 - If the extension is tied to a program that has not been approved then the process will take longer
 - Syncing of personal Google accounts to district technology
 - If a staff member signs into their personal Google account on a district computer the first time they sign in they will be prompted if they want to sync the account, if they say yes, then all of their personal information will be synced to their district computer and their district information will be synced to their personal account
 - This can include bookmarks, extensions and passwords

- This can be turned off but anything that was synced prior to turning it off will still be on the device
 - The group consensus was to disable the ability to sync the personal accounts to the district devices
- **Curriculum pilot's vs Technology Software/Hardware Approval Process**
 - What is the difference between the two?
 - There are times when Teaching and Learning wants to explore a piece of curriculum further prior to deploying it district wide
 - In these cases, they will do a pilot to gather more information
 - If the curriculum does not contain any software/hardware components then the software/hardware approval process is not needed.
 - If the curriculum does contain technology then the software/hardware approval process is completed prior to the pilot starting to make sure that it is compatible with the district
- **FPHS 1:1 Student laptop take home update**
 - Going very well
 - Had 6 computers damaged so far, 4 of which were in the first 2 weeks
 - Ron Hartley, Principal, recently sent out a survey to his staff about how the 1:1 is going
 - More staff are using Canvas than last year
 - DORA analytics is showing that the use of Canvas and DORA are way above that of the other schools
 - Feedback
 - Need to teach digital citizenship to students
 - When it is an appropriate time to use the computer and when it is not
 - Emailing
 - Need to block some more games
 - Would like to see protective sleeve for the laptops
 - Some
 - Some logistical things that are still being worked out
 - How to handle when students forget their laptops at home or don't come with them charged
 - Currently have 10 hotspots that are checked out to students and there are 8 more on order
 - Feedback from the staff at the TAC meeting
 - Marie Laban shared that she is seeing the use of Canvas has increased
 - More researched based projects are happening in class
 - More students are opting to get lockers to store their power cord and or laptop in
 - Marie is using Outlook to send calendar invites to her classes on the due dates for assignments
 - Ron has started to send out a one question survey each week via email using Microsoft forms to the students
 - The student with the best response gets a prize
 - The first week's question was, who is your favorite teacher, he got about 85 responses
 - The second question is going to be what career you are headed towards and why
 - He can get the students using their email and gathering real time data
 - A suggestion came up to do either quarterly or mid-year laptop checks
 - Lists could be given to the teachers and during advisory period they could verify that the students had the correct laptop and power cord and that there was no damage
 - Would like to find a way for the students to be able to customize the laptops so they knew which one was theirs, a place they could put a sticker or write on.
 - Maybe make the student expectations stickers bigger with more white space

- Lynn has noticed that more teachers are leaving lessons in Canvas for the sub to have the students work on when they are out
- **Blocking games on student computers**
 - The network team is continually looking to block games on student laptops
 - Students are always finding different ways to get to the games
 - If the URL for the site doesn't have the name of the game and or the word game in it, it may not be caught by our filtering system
 - If staff see a student playing a game, a phone call to the help desk or a work order with which student was playing the game and an approximate time frame the Network team can find the game and block it
- **LanSchool**
 - LanSchool was turned off for all GenEd computers this year due to the ongoing ELPA testing
 - The testing platform has a list of programs that can not be running on a computer with the testing software
 - One of those is LanSchool or any other screen monitoring systems
 - Would it be possible to set up 1 or 2 computers at each school that can be used for the ongoing ELPA testing for new students so that LanSchool can be opened on the other computers?
 - Would need to work with Annette Burnett and Teaching & Learning to find out when the open windows are where there is no testing going on in the district
 - ELPA is not the only district wide test used that does not allow screen monitoring systems
- **Microsoft Office Courses**
 - The Microsoft Office Courses are still on the district website under the IT page
 - The online classes can be taken at anytime
 - Last year only 2 or 3 staff in total showed up for the in-person trainings
 - Certiport is available at some of the secondary schools and are certifications in Microsoft that can be take by both staff and students
 - Terry Johnson at KMS and Hailey Rice at FPHS both have access to the program
- **Technology Software/Hardware approval form**
 - Will be down on Friday for maintenance but will be back up on Monday
 - A request was made to add the form to the District Forms folder in DORA as well as the Staff Technology Resources folder
 - The question was asked how long it takes for something to go thru the approval
 - It all depends on a lot of factors such as how easy it is to get the information needed from the site/company, how quickly we get the Vendor Confidentiality agreement back, how many departments need to review it

Next TAC Meeting: Wednesday, November 13, 2019, Washington High School Ridgeway Room, 4:30 – 6:00 PM