

Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER



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Technology News

Monthly Newsletter

Learning and Information Technology Services (LITS) has some key information this month related to student and staff digital practices that keep each member and our community of technology users safe. Included in this issue are best practices for staff and digital literacy lessons to share with students. Remember you can find support for your efforts in technology alongside response to problems by opening a [support ticket](#). Find your own answers in the [Tech "How To" folder](#).

Reminders: All staff are asked to log in to their district laptops weekly at their worksite and complete all [updates](#). Updates are accessed through Software Center. Installation of approved software happens through [Software Center](#), Everett Public Schools Microsoft Store, or a support ticket.

Internet Best Practices

The district device has become the primary computer for many staff and students. Federal, state and board policies clarify how district digital resources can be utilized and maintained to assure safe access for age-appropriate learning experiences. The following information is meant to clarify how district devices and digital resources should be used for educational purposes.

Staff access to district computers and applications should not be shared with students. Please do not log on to computers with your credentials and then allow students to use the computer. Privacy and safety measures need to be in place for student technology use. Logging on to a computer with staff credentials puts student and staff data at risk.

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Whether on a desktop, laptop, or classroom presentation computer (commonly referred to as the "Nano") staff and students should use cloud-based storage in Office 365 One Drive or EPS Google Drive rather than a computer's local storage drive. Classroom presentation computers lose functionality if local drives storage is filled.

Board Procedures for reference: Web-based Resources and Other Online Education Services Procedure [2125P](#); Technology [3425P](#); Personal Electronic Devices Procedure [3246P](#); Procedure [5225P](#); Data Security and Privacy Procedure [6550P](#)

Internet-Only Option and Limitations

Internet-Only is an option for guests, staff, and students to access the internet on personal devices. The EPS-Internet-Only limited to Internet bound traffic with access to a few internal resources, such as web servers. It has elementary student level web filtering by default, which can be elevated by [authenticating to iBoss by staff](#). If an enhanced guest account is needed an administrator can make a request through a support ticket.



Filtering Requirements

There has been an increase in requests to both block and unblock various websites. Many sites requested are entertainment in nature and include a wide range of content which is increasingly not age appropriate. Federal regulations ([CIPA](#)) and policies require districts to have internet safety policies that include technology protection specific to inappropriate content. Though some web resources may have educational content, they will be blocked if they provide any access that is in violation of regulations and policies. Streaming services which once were music streaming options are increasingly adding to their platforms content that is inappropriate such as Spotify and will be added to the blocked list.

Personal Technologies

District computers are provided to staff to perform their work onsite with the option to continue some portion of that work offsite and allow for access to internet-based applications. District devices may not work with home periphery products if those products (printers, lamination devices, etc.) require download of drivers. This includes additional software that is not current on the district approved software list found in the Digital Tools Portal.

District accounts in both Google and Office 365 are provided to all staff members with a suite of approved applications, extensions, and themes. These environments are set up following standards for approval in alignment with board policies and procedures. Logging in to personal accounts on a district device via the browser and using applications and other features not in alignment with district standards or syncing to personal cloud accounts affects device functionality, security, and privacy protections. Staff should avoid logging in to browsers, saving passwords for district accounts, and using personal applications on district computers.

Student Passwords

Student account security is key and assuring passwords are strong and private is an important part of digital safety. The defaults for student passwords have transitioned to birthdate, but existing students may still have their six-digit IDs as passwords. These numbers appear as part of the directory in Google and Office 365 so are easily utilized by others. All teachers can update their students' forgotten password when needed using the toolbox icon shortcut on their desktop and classroom computer. If a teacher does not see the toolbox icon, please open a support ticket.

Please spend time with your students making sure they recently updated their passwords. Guidance for password updates is included here and linked to the website.

- [Chromebook Password Update](#)
- [Windows Password Update](#)

Digital Tools Requests

The timeframe for submitting a New Digital Tools Request for consideration for next year has begun. Please note that each application used with students or on the district network requires review for privacy, functionality, and contractual agreements whether there is a cost for use or not. The deadline for those individual and school-based digital tool requests is May 31, 2022, for consideration for fall use. The reviews will be completed in early June, and staff should know prior to the end of the year the status of those reviews. If you would like to learn more about the digital tools provided by the district or already approved and [guidelines](#) for that use, please refer to the [Digital Tools Portal](#). (First time users use the [Digital Tool Portal self-enroll link](#))

Virtual Desktop

Expanding the effort to assure the security of our district network and systems, Remote Desktop (RDP) was formally retired on March 1, 2022. Staff and student Windows laptops are set up with our Virtual Private Network (VPN) and any staff using a non-district device should begin using the [Virtual Desktop](#). This option is available on district computers if the VPN is not connecting for an immediate need, then open a support ticket to troubleshoot district device VPN access.

During remote learning applications such as TAC and eSchoolPlus could be accessed through Office 365. These access methods have been removed and all staff should be utilizing VPN or Virtual Desktop.



OSPI highlight options for Computer Science endorsement

Learn about integrating computer science into your classroom through optional courses promoted by OSPI and found in their bulletin section <https://content.govdelivery.com/accounts/WAOSPI/bulletins/30aea21>

Student Emails

Student utilization of district-provided emails for school-related communication is a way of assisting growth in appropriate use of school or work provided accounts. Instructing students on how best to communicate via email may also require clarifying how to find their actual email address. Since email is within Office 365 which students log in to using their ID#@apps.everetts.org – they confuse this with their email address. **All student emails end in @stu.everettsd.org.** Teachers are asked to review student email best practices and [how to find their email address](#). Other resources are found on the district website at <https://www.everettsd.org/Page/25473>

Instructional Hardware Portal

A new portal has been added for instructional staff. The initial content has information about elementary interactive panels and K-12 sound enhancement. As it develops the variety of classroom general technology directions will be added. If staff have not yet accessed the [Instructional Hardware Portal](#) you can use this [self-join link](#) to enroll.

Adding Additional Teacher for Access to Digital Tools

Most digital tools have licensing rules that require staff to be assigned as the primary teacher in the student information system (eSchoolPlus) to have access to a group of students. Some vendors allow for an additional teacher in the secondary teacher field to have automated access as well. This secondary teacher still must be reported to the state as a teacher for the course. Discovery Education has just been set up to allow secondary teachers to have access to classes. Long-term substitutes will have access on the first day of their assignment if set up the day prior by office staff.

Student teachers and short-term substitutes cannot be added to the primary or secondary teacher assignment fields because those fields report to the state and student teachers are not certified yet. Some vendors have allowed us to create school-based generic access to the content in a platform. These access accounts can be provided by the school's office staff to both short-term substitutes and student teachers.

Interactive Panels

Elementary staff - Have questions about the panels or Lynx? Come to a drop-in session! Get your questions answered via a Zoom meeting. You can come and go as needed; you do not have to stay the whole time.

- April 15 10:30 a.m.- Noon <https://everettsd.zoom.us/j/94537664074> (passcode: panels)
- April 21 7:00-9:00 a.m. <https://everettsd.zoom.us/j/91335340429> (passcode: panels)
- April 28 3:00-4:30 p.m. <https://everettsd.zoom.us/j/93743905786> (passcode: panels)

Middle and high school classrooms are slated for a projection equipment upgrade in the next levy cycle as part of the 2022 Integrated Technology Plan. More information on roll out will be available this fall.

Learning and Information Technology Services (LITS) newsletters archive now on website after logging in- Staff > [Staff News Hub](#) Suspect something is wrong with Zoom, Canvas, or other digital tools? > Check out the [Status Alerts Page](#). Need technology support? Please open a [HelpDesk Web ticket](#)
Have questions about items in this issue of Technology News? For clarifying information email technology@everettsd.org