

Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER



June 8, 2022

VOLUME 5 ISSUE 7

Technology News

Monthly Newsletter

In this year's 7th edition of the district Technology News publication for the 2021-22 school year we are highlighting closing out our year, summer school preparation and a look ahead to next fall and the hopes for gathering again as a community. Please note the Action Requested section for staff and students for the end of the year.

Digital Exit

Graduating seniors and other students leaving the district need to make a "digital exit". Besides turning in their computers, they will need to transfer their files. [Use this information to work with students on saving their files.](#)

Staff leaving the district should assure they return all mobile computers and any technology equipment they may have at home. For computer files that the staff leaving owns and wants to keep, they will need to be copied prior to last day of work onto a thumb drive or transfer to a personal cloud account. If you have files shared with colleagues, they will need to COPY those files so they can access those files next year. [Find out more about how to prepare for preserving your digital work to take with you.](#)

Change Notification for all Staff

Personal cloud accounts and other filtering restrictions

Everett Public Schools Policy 5225 specifies that the use of technology in Everett Public Schools is tied to the district's mission and day-to-day operations. Each staff and student are provided a district account in both Google Drive and Office 365 along with an email account in Outlook.

Personal accounts accessed on district computers are increasingly interfering with integration of district-approved systems and standards. As a result, the following adjustments are being made in accordance with 5225P for the improved performance of district technology utilization.

Security Enhancements: What this means to end users

Beginning July 1, 2022, access to personal Cloud accounts will be limited, synchronization to browsers (signing into a browser like Chrome) will be limited to district-provided accounts only.

- Access to files in your personal drive should be through sharing the folder/file with your district ID#@apps.everettsd.org account in Office 365 or in Google.
- Personal email accounts are best accessed on your personal devices.

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Filtering Updates

Free services change their use practices and policies, and those changes sometimes lead changes in filtering allowances for students. One filtering change that will be made June 23, is to remove student access to Spotify. If within curriculum students are making music lists please plan to use Youtube Music as a viable alternative.

Software installation process for district computers

In phase two of improved security practice, district computers will require that applications are approved and prepared for installation. This shift in practice is in response to the need to improve safety and security of personal information and the district network. The first stage of this work began summer 2021 with the issuance of the updated certificated laptops. New laptops have been issued over the course of the last year with this practice already in place. This practice is now being extended to include all in use computers such as desktops.

In accordance with board policy and procedures, all software requires formal approval. For a list of already approved or requested software, current status and how it is available, visit the [Digital Tools Portal](#) in Canvas and look under Approval Status. (First time to the Digital Tools Portal, [enroll here](#)). Once approved, software will be available through one of the following methods: Software Center, the Microsoft Store, Office 365, EPS Google Store, or through installation by LITS staff.

Software not found on the list can be requested by opening a [new digital tools request ticket](#). Individual requests for software or online digital resources will be reviewed twice a year, in December and in May. At that time approved products will be technically processed and made accessible based on complexity of preparation. By fall, all staff will transition to the new software installation process with district and program level applications being reviewed monthly. [Learn more about the need for security enhanced practices.](#)

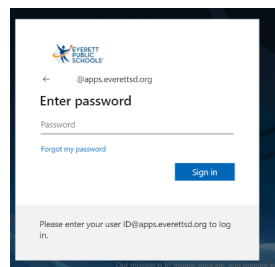
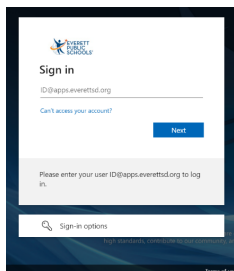
New Sign In – Using ID#@apps.everettsd.org

To assure secure access to our district applications, several applications will be transitioning to Microsoft Azure access. Two applications scheduled for updates this month are Frontline and Canvas.

- June 15, 5:00 PM - Frontline Absence Management, Professional Growth, Recruitment and Hiring
This log in change applies only to employees. There is no change for substitutes, who shall continue to log in with their personal non-district credentials.
- June 23, 5:00 PM – Canvas for Staff and Students
Canvas for parents will have a separate log in with a new option appearing on the Student Tools page and throughout the website.

The log in change is mostly impacting access from home but will require first time and periodic requirement on Windows and Chromebooks when within the district. The username will be [ID#@apps.everettsd.org](#) and mirror the updates already in place for Zoom and Destiny Library.

Staff Sign in will be using your ID#@apps.everettsd.org with your computer password. *Staff and students may have used the Microsoft Azure sign in on their Windows tablet or Chromebooks previously. If so, you may be logged in automatically.*





Action Requested: Staff Devices

Return of Equipment

Several staff still have laptops that need to be returned. For example, HP Elites – the original computer supplied to certificated staff and during remote work and checked out to other staff are out of warranty. While the Elites and other older computers remain in circulation, they are using up device-based licensing which is a significant additional cost for the district. Staff are asked to return all devices to their worksites that are not their current primary device.

District Technology

In accordance with Board [Policy](#) and [Procedures](#) 5225(P) district devices should be plugged in to the district network. Older equipment or personally purchased items will put the network at risk. If there is technology required to do work, please review the district technology purchase standards and work with your supervisor and the LITS department to assist in the purchase.

Action Requested: End of Year Technology Prep

Below are the checklist items related to classroom technology in preparation for summer.

- ☐ Staff password resets will be paused starting June 16. If you have not updated your password recently, we recommend doing so before June 10 to assure a new password is used enough to remember, or wait until fall.
- ☐ Assure the classroom has all technology accounted for and is located in its assigned classroom including monitors, keyboard, mouse, speakers, classroom presentation computer (NANO), document camera, projector, sound enhancement equipment, and (for elementary) panels.
- ☐ All students will be turning in their devices. Student device collection is determined by each building. Please check with your building leadership for details. Exceptions are being made for students who need their computers to participate in summer school, iReady, or other district supported programs.
- ☐ ALL Teachers
 - Unmounted projectors, cords and remotes should be left in place OR on the teacher's desk.
- ☐ Elementary teachers
 - Please assure all Chromebooks are in their assigned cart and slot number.
 - To keep interactive panels in good condition, please follow the instructions below as part of the end-of year checkout.
 - **Files:** Delete unnecessary files on the panel to clear storage space for next year. For directions on how to delete files, please see the document [Deleting files from the panel](#) in the [Instructional Hardware Portal](#).
 - **Power:** Turn off panel using toggle switch located on the back of panel near the power cord. Unplug panel from the wall. The power cord should remain connected to the panel and looped through panel handle.
 - **Placement:** Panels are assigned to the room, not the teacher. They will stay in classrooms over the summer. Custodians will move them as needed for cleaning. They should remain away from water or chance of overspray during cleaning. If you have something cloth you can cover it with, please do so.
 - **Remote & Stylus:** Each panel came with one remote and two styluses. Please secure these so they don't get lost during summer cleaning moves. We suggest putting them in a manila envelope taped to the back of the panel or in a desk drawer.

Action Requested: Progress Reports and Grades

For families, we now offer online access in addition to printed reports at the end of the school year.

- Elementary school progress reports will be available in the EPS Gradebook Internet Viewer.
 - Elementary school staff need to complete reports by Wednesday, June 15, end of workday.
- Middle and high school report cards will be available in the Home Access Center (HAC).
 - Middle and high school staff need to complete grades by Tuesday, June 21, no later than 3:00 p.m.



Action Requested: Canvas

Virtual Classroom "Packing up" Canvas in the new year

- Communicate to students that they have access to courses until June 22 at 11:59 p.m. After that, students will have read only access to all past courses [unless the teacher manually extends the course end date](#).
- Teachers will have access to make edits, score assignments, and make changes to grades in courses until June 30 at 12:00 AM. After that, you will have read only access.
- All student grade information used for end of year reporting should be entered in the Everett Public Schools gradebook. To retain a copy of your Canvas gradebook: [Exporting Canvas Grades to a CSV File](#).

Don't worry though, you will still have access to import that content into next year's courses, so you won't need to start from scratch or to download, or to save to Sandbox or save to Commons. Take advantage of your Sandbox to build or revise content.

Summer Key Dates

For most instructional applications, students remain in 21-22 classes except summer school students until mid to late August when products begin to be set up for the new year.

Specific application information:

- **Remind** will set up for summer school separately and 21-22 school year class will be in place until roll-over to the next school year at the beginning of August.
- **iReady** is available and will be promoted for use for elementary students until set up for new year on August 14.
- **Accelerated Reader** is transitioning to site-based determination of use, please connect with your building principal to see if plans are to continue use beyond June 30, this year.
- **eSchoolPLUS** is rolling over to the new year so admin eSchool access, Teacher Access Center and Home Access Center will be offline July 19 and 20.

Summer PD

- **Canvas Camp – June 28th and 29th, See Frontline to register.**
- **Elementary Interactive Panels – June 24th and 27th** - New courses are available! Introductory courses for those who missed them (or want a repeat) are also available. See Frontline for details about courses below:
 - Introduction to Interactive Panels
 - Introduction to Lynx Interactive Panel Software
 - Lynx Make & Take for Classroom Routines
 - Using Lynx with Stories and Books





Interactive Panels

[Instructional Hardware Portal](#): This portal is where all documentation for the interactive panels and Lynx interactive software are housed. All documents from trainings, additional information about the panels/Lynx, and ready-to-use Lynx slides are here. This portal is updated regularly to add additional information and resources.

Middle and High School Interactive Panels

An earlier model of the panel is currently at each middle and high school for teachers to understand the size and mobility of the panel on a cart. Professional development for the middle and high school version of the panel will be offered after actual model is installed. Middle school interactive panels will begin to arrive in classrooms this summer. High school interactive panels will arrive in September and October. Panels will be replacing classroom projectors starting in August. Professional learning opportunities will be offered for secondary teachers as the panels are installed. Check in Frontline this August.

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Need technology support? Please open a [HelpDesk Web ticket](#).