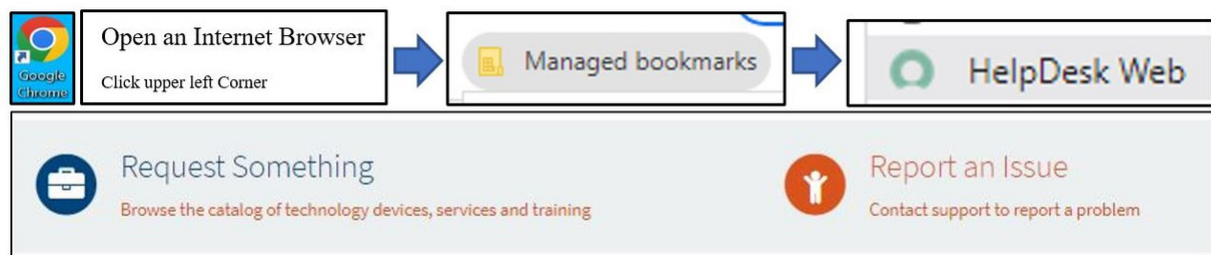# Technology News

Learning & Information Technology Services Fall 2022-23

## Fall is Here

Learning and Information Technology Services (LITS) will work in collaboration with schools to assure safe and secure access to instructional resources that support student learning.

Do you need technical reminders? Don't forget the support you can find within our EPS Portal. Please open support tickets if you have individual needs.



## Status Alerts Page



- Our Status Alert page provides an opportunity for our staff and families to see if the challenges they are having with technology require support from the district or are part of a larger issue.

## Cyber security Month

What is Cyber Security? How You Can Protect Yourself from Cyber Attacks

## Phishing and Spoofing

Staff are reminded to be careful with emails that look suspicious. Please do not forward these for verification – take a screenshot if you need to ask questions. Bad actors are getting bolder and are even using legitimate email accounts to send emails to get personal information or have recipients click on a link that gives them access to district systems. Stay alert and informed to protect your information, your colleagues' information, and our families.

**Stop - Think - Verify:** This email message originated from outside of Everett Public Schools. Please do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

## Stop - Think -Verify Banner

Any email originating outside of Everett Public Schools will have the banner above. Please be sure that the email is from a known source before opening the email and/or clicking on any links.
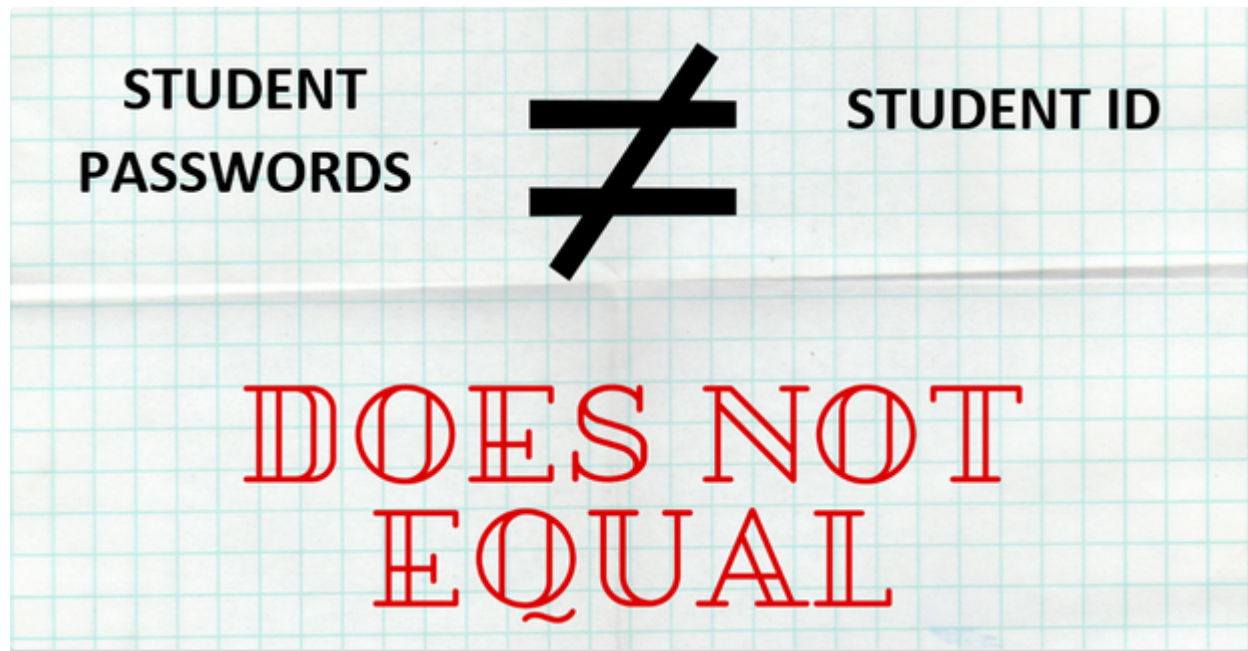
## Password Safety

**Staff Password:** .

- *Optional:* Add security questions to help whenever you forget your password: How to Directions.

**Password Requirements**

Protect Your
*********

☐ Remember me

- ✓ 8 Characters
- ✓ New Each Time
- ✓ Upper Case
- ✓ Lower Case
- ✓ Special Character

CHALKER

STUDENT PASSWORDS ≠ STUDENT ID

DOES NOT EQUAL

## Passwords: First Line of Security

Forgotten passwords at the start of the year do present a definite challenge for staff, students and guardians alike. Strong passwords are the best way to protect identity, sensitive information, email and files.

**FOR STAFF:** Start with your own secure password
- Add security and rest your own forgotten password by answering a few questions. Directions for setting up challenge question responses for self-serve forgotten password option.
- Never share your password information. That is part of EPS Board Procedure 5225P regarding data security. Staff are granted certain security and access to data based on their role and actions are logged by that log in.

**FOR STUDENTS:** Help students be aware of online safety and help them update their passwords
- Student identification numbers are not secure and so any student who has their password as their student number is open to having others log in and misbehave in their accounts in all platforms (google, Zoom, Canvas and more).
- For our youngest students, the teacher can work out a teachable pattern, but all students at every grade level need a password that is not their ID or name for their own safety. Teachers have the Password Reset Toolbox on their desktops. Any teacher missing the toolbox should open a support ticket for a software install.

Parent University has a [link to this video](#) to show parents how to do their own reset.

## On Demand Resources: EPS Portal

## Instructional Hardware Portal

✎ Edit    ⋮

### WELCOME TO THE INSTRUCTIONAL HARDWARE PORTAL

Everett Public Schools is supported by our community through technology levies which provide classroom technologies and student computers to support, enhance, and deepen student learning. As staff increase their technical capacity, the hardware and software provided for instruction evolves. This portal has information about the basic hardware available to classroom teachers for instructional use.

*Click on each icon to learn more.*

| | | |
|---|---|---|
| Document Camera | Boxlight Panel + Lynx | Monitor |
| Wireless Mouse | Lenovo Nano Computer | Frontrow Mic and Speaker |

## Panel Resources

Our LITS team will be joining buildings to support the first week of Panel implementation. See the Panel Delivery schedule for High Schools and Session 2 Training dates below.

Access training resources on demand via our Hardware Portal

Request additional PD for your school, PLC, and/or grade level via the Request Panel Help Desk Ticket

## Safety First: Shut down your Panel when unattended and at night

Make sure you physically use the power switch to shut down the panel EVERY DAY and/or WHEN YOU LEAVE YOUR ROOM UNSECURED This protects your files and confidential information.

**SAFETY REMINDER**
SAFETY
STARTS WITH YOU!

# Audio Enhancement Devices

The district provided sound enhancement systems to support both staff and students. These devices help staff to project teacher voice for all students to hear without compromising their vocal cords. This also ensure that students can hear the full lesson to engage in the learning.

Check out the videos below to learn more about how these devices help all (students and staff).

**On Demand Resources:** Available on our Instructional Hardware Portal in Canvas [Link](#)

### Sound Enhancements JUNO Intro



### Sound Enhancements Secondary Intro 1



CleverShare: New Look

# DT: Clever- P-12

## Clever

One username and password unlocks any app on any device for students, teachers, and staff. Clever offers a way for students and teachers to log in and connect to key district resources.

In Everett Clever is used for:

| | |
|---|---|
| • EMC Passport | • SchoolPace |
| • Everfi | • SpringBoard |
| • GoGuardian (Staff only) | • Savvas Realize |

Access Directions ⤓
New Clever Interface for Teachers ⤓

## Software Installation Process

To improve safety and security of personal information and the district network we use our software installation procedure.

Core applications and updates are loaded into the Microsoft Store or Software Center.

Requests for software or online digital resources occurs twice a year: December and May

- Digital Tool Review support ticket -building-based or individually requested applications will be reviewed.
- Current approval status and the review process on instructional tools can be found in Canvas on the Digital Tools Portal.
- Learn more about why we the need enhanced security practices

## Learning & Information Technology Services

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