

# Technology News

Learning & Information Technology Services June 2023

As the school year draws to a close and summer break approaches, it's important to ensure that all necessary steps are taken with our school technology to ensure a smooth transition into the next academic year. In this newsletter, we'll cover some of the essential tasks that need to be completed before you leave for the summer.

**These tasks include backing up important files and data, updating software and security systems, properly shutting down and storing hardware, and returning any borrowed equipment.** By completing these tasks before you leave, you can help ensure that your technology is well-maintained, secure, and ready for use when you return in the fall.

Do not forget to sign up for professional development opportunities provided by our LMS PD Team.

Our LITS team is available to provide assistance and answer any questions you may have during this process. By working together, we can ensure that our school technology is in the best possible condition and ready to support student learning when classes resume.

Thank you for your attention to these important tasks, and we wish you a restful and rejuvenating summer break.

## Looking Ahead

### Summer PD: June 23 and June 26

Choose your own adventure with four courses to choose from each day. See the flyer below and search for Tech PD in Frontline. Courses provide Stem clock hours.



## All Unmounted Projectors Will Be Removed This Summer

### Projector Removal

Equipping teachers with greater innovation more than just projection, the LITS department worked with representative teachers in the selection of the Boxlight Interactive Panel to replace current projectors. Panel installation for elementary schools was completed last Spring, and installation for secondary schools was completed in the Fall of 2022. The projection updates in the classroom are funded by the 2016 and 2022 capital levies



Since the panels are in place, LITS has begun planning for the removal of the old out-of-warranty Epson (desktop) projectors from classrooms. Elementary and Secondary schools with projectors on tables/desks will have them removed from classrooms over the Summer. Schools will have a small supply of projectors for check-out if needed.

Any instructional space without a panel at this time will still have access to a projector. The LITS department is identifying an additional smaller interactive panel to be utilized in these smaller instructional spaces, with expected implementation in the Fall.

## **Projector Removal FAQs**

### **Why are the projectors getting removed?**

Our new district standards for classroom projection are the interactive panels.

These panels were selected through feedback from EPS Everett Education Association members and provide updated functionality of our classroom technology.

### **Why can't I keep my projector?**

Epson (desktop) Projectors are well past warranty and are considered end of life devices. Even though some still function, they are experiencing a much higher rate of failure. Support for failing projector devices is not available.

### **What if my projector is mounted to the ceiling/wall/is a special projector purchased for my specific curriculum?**

Standard-ceiling-mounted projectors will continue to be present in classrooms until a removal schedule with maintenance is created. Short-throw projectors (the newer models mounted to a wall) will remain in classrooms. Special projectors purchased for specific curriculum will remain in classrooms.

### **I have a strong instructional case for why I need a projector AND an interactive panel. Can I use my projector until it dies?**

Teachers should work with their administrators to discuss specific instructional needs/use cases for keeping both a projector and a panel in their classroom. Administrators will then work with the LITS department on a plan for that specific case.

### **Can I buy my projector?**

Everett Public Schools does not sell surplus district assets.

### **Projector Removal Schedules:**

Any non-mounted projector (those that sit on desks or tables) will be removed this Summer. Mounted projectors will be removed in partnership with maintenance, which will require a longer-term schedule. More info to come.

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**Action Requested: Staff Devices**

**Return of Equipment**

Several staff still have laptops that need to be returned. For example, HP Elites – the computer supplied to certificated staff in 2015 and used by some during remote learning are out of warranty and no longer supported.

The devices are a risk to the security of student and staff data because they no longer receive updates.

While older computers remain in circulation, they are also 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

Policy and procedures connected to district technology are included below.

In accordance with Board [Policy](#) and Procedures [5225](#)(P) district devices should be connected 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 purchasing standards and work with your supervisor and the LITS department to assist in the purchase of technology.



### HUMAN RESOURCES

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#### Technology

The goal of the use of technology in Everett Public Schools is to improve performance and achievement for all students and employees and increase productivity and efficiency in the day-to-day operations of Everett Public Schools.

Appropriate safeguards will be in place to ensure the security of Everett Public Schools' systems, records or data that may be accessible through the use of technology.

The superintendent will develop a procedure for carrying out this policy.

Cross references:

[Board Policy 2124](#)  
[Board Policy 2125](#)

[Board Policy 3245](#)  
[Procedure 3245P](#)  
[Board Policy 4400](#)  
[Board Policy 5215](#)  
[Procedure 5225P](#)  
[Board Policy 6505](#)

[Board Policy 6550](#)

Digital Citizenship and Media Literacy  
Web-based Resources and Other Online  
Educational Services  
Technology  
Technology  
Election Activities  
Conflicts of Interest  
Technology  
Video Security on School District Grounds  
or Property  
Data Security and Privacy



## Human Resources

### Technology

The use of district technology by Everett Public Schools employees is vital to its daily activities. Effective instruction and efficient operation and management require a staff that is skilled in the use of technological tools. Ongoing training is essential.

Additionally, Everett Public Schools permits the use of personal electronic devices ("PEDs", e.g., smartphones, tablets, slates, notebooks, laptops, cellular phones, and other similar mobile electronic devices.) We believe that a PED can play a positive role in furthering our staff and students' learning. The Everett Public Schools wireless network permits individuals with a district network account and a PED to access the Internet.

### Access

Employees will have access to job-appropriate technologies while being provided opportunities to use those technologies.

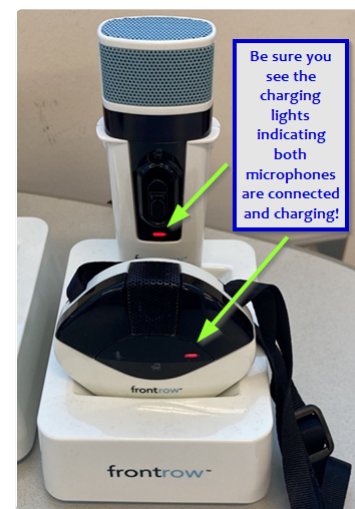
### Appropriate Use

1. It is the expectation of the district that employees effectively and appropriately use available technology.
2. Inappropriate use should be reported to appropriate district officials.
3. All users of district technology shall comply with current copyright laws ([Board Policy 2312](#) and [Procedure 2312P](#)).
4. No user will attempt to breach or modify device hardware and software security measures. Employees will immediately notify the site technician if tampering with the device is suspected.
5. No user will attempt to modify the physical appearance or operating system of any technology equipment. This includes, but is not limited to, unauthorized software updates, and copying or installing non-district licensed software.

## 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 15. If you have not updated your password recently, we recommend doing so ASAP to help you remember.
- 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 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.



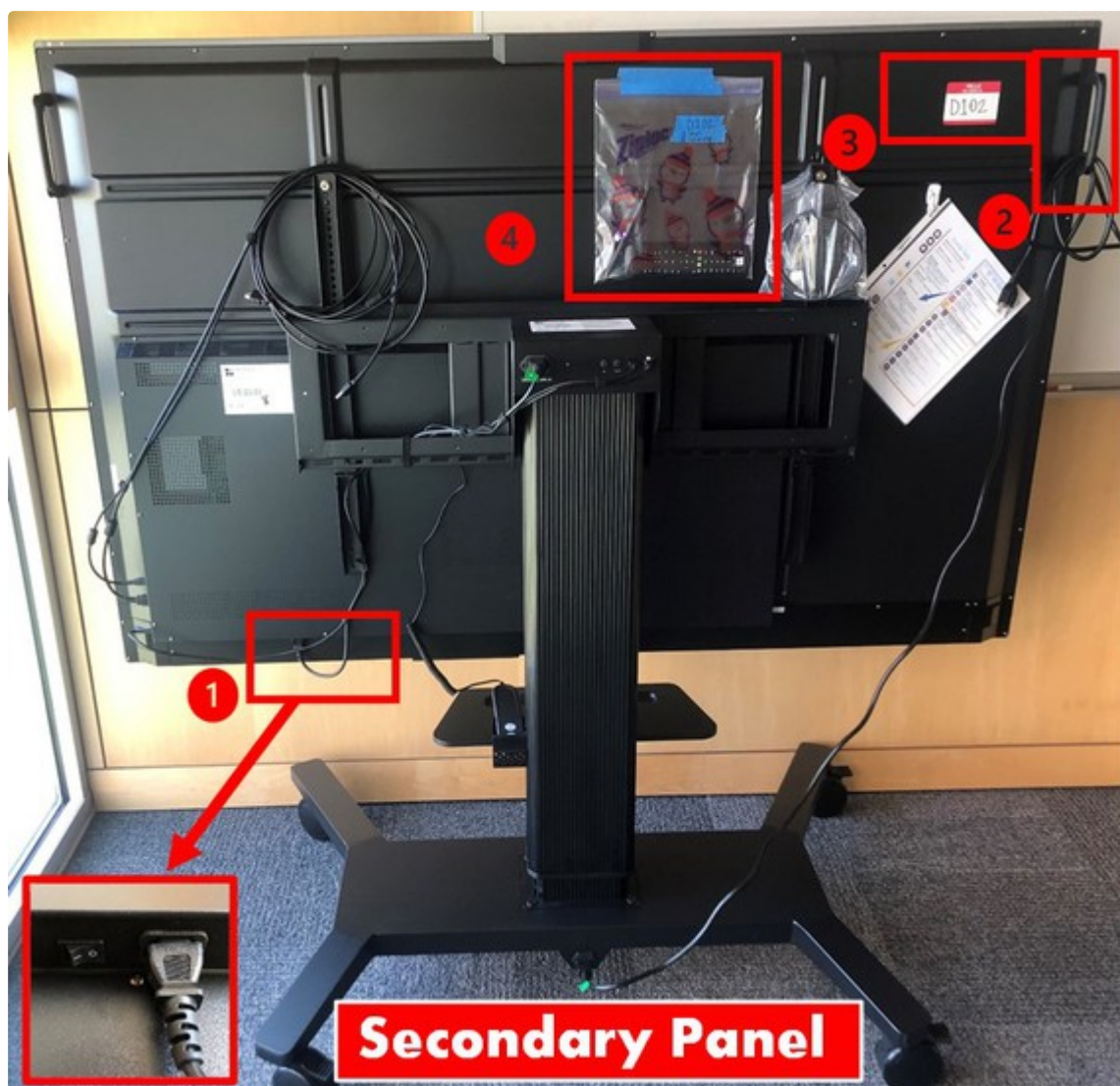
## Elementary teachers

- Please assure all Chromebooks are in their assigned cart and slot number.

## All Teachers: PANEL

To keep interactive panels in good condition, please follow the instructions below as part of the end-of year checkout.

1. **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 ( [Elementary Deleting Files](#) or [Secondary Deleting Files](#))
2. **Power:** Turn off panel using toggle switch located on the back of panel near the power cord. Unplug panel from the wall. Unplug the power cord from the bottom of the stand. Leave the power cord connected to the panel, loop the cord through the panel handle.
3. **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.
4. **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.







Below is a summary of important dates and activities related to Semester 2 Elementary Progress Report (EPR) Process.

Important Dates	Activity
Thursday, June 15, 2023 (end of day)	Deadline for teachers to enter grades and comments in Gradebook.  Please do not update EPR Gradebook beyond this date. We need the printed and electronic versions of EPR to be consistent.
Friday, June 16 - Wednesday, June 21	Office will start printing and prepare printed EPRs for distribution to families.  Transitional Kindergarten teachers will print and mail out their own EPR Comments.
Thursday, June 22, 2023	End of semester 2. Parents and students will see EPR in Gradebook.

## 2022-23 Secondary Semester 2 Report Card ~Teacher Preparation

Below is a summary of important dates and activities:

Important Dates	Activity
Thursday, June 15 BY 3pm	<b>SENIORS ONLY:</b> It is recommended to have grades finalized in Gradebook. However, any grade changes made between June 15-22 will import on June 22 for all grade levels. Contact your building principal in advance for any concerns with seniors.
Wednesday, June 21 BY 3pm	Due date for teachers to update grades and comments in Gradebook
Thursday, June 22 BY 3pm	Teachers can do grade and comment proofreading in Teacher Access Center (TAC) upon receiving an email from your school office staff.  For any grade or comment discrepancy, please fix it in Gradebook and TAC.
Friday, June 30, 2023	Semester 2 report cards distribution via USPS mail due date.  Grades will be published in Home Access Center for parent/student viewing.

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## Action Requested: Canvas

### Virtual Classroom "Packing up" Canvas at the end of the year

- Communicate to students that they have access to courses until June 21 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 28 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](#).
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## 2022-23 Elementary Progress Report (EPR) Semester 2 ~ School Office Preparation

**Important reminder:** All sections of the EPR must be complete. Click [HERE](#) to access the EPR Teacher Checklist

Teachers can find more information on Gradebook in Gradebook Portal

- Elementary <https://everettsd.instructure.com/courses/28881>

### First time accessing gradebook portal?

Self-enroll using these links to join [Elementary Gradebook Join Link](#)

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## Digital Exit: Digital prepping for staff getting ready to leave Everett Public Schools

Exiting staff should assure that any files they own are transferred to colleagues and those files staff want to keep are saved on a thumb drive or copied over to a personal cloud service.

Exiting employees will lose access to files in their district network, Google, Office 365, and email accounts.

If Prior to leaving our system, you will want to consider what to do with the content you have saved in your Everett Public Schools accounts such as, your network drive (My Documents), EPS Google Drive, and Office 365.

Here a document that will help you make sure you are all set with your digital files [Exiting Staff Digital Checklist](#)

*If you collaborate and share files with colleagues, consider all below:*

- Staff who have been sharing files will want to make a copy of shared work if they are not the file owner.
- Staff who are leaving and are owners of a OneNote Notebook will want to have a colleague who will be the
- New owner create a new notebook in Office 365 and then copy over the existing notebook's content.

- Canvas courses are archived for continuing staff but may be exported for staff leaving the district.

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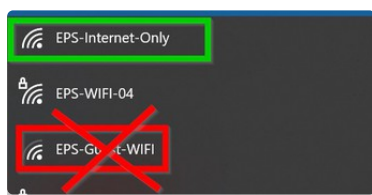
## Software Installation Process for District Computers

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.



Once approved, software will be available through one of the following methods: Software Center, Google Play 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. Learn more about the need for security enhanced practices.



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## Internet Only

Reminder for staff- visitors needing internet access can utilize the EPS- Internet Only wireless network when on campus. This network **does not require** any special password or permissions to access. The previous Guest Wi-Fi Network/Process is no longer utilized.

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## Password Security Maintenance

### Planning Ahead:

**Secondary students** will update their passwords 2 times a year (fall & second semester).

### **Phase II: Password Security**

**Elementary** Students will update their passwords at the beginning of second semester.

## Password Requirements



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

## The Lenovo L13 vs. the Nano

The certificated laptop (silver Lenovo L13 with touch screen) assigned to each teacher has significantly more processing power and storage space. It is designed and intended to be a teacher's main work device.

The Nano is intended to be used as a presentation station, as well as a substitute teacher's computer when a classroom teacher is absent. It is great for connecting to the interactive panel and showing web content, PowerPoint and Google Slideshows. Due to its relatively slow processor and small hard drive, it is not designed to be a teacher's main work computer.



## Panel Resources

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](#).

## Panel Tips

Check out the Instructional Hardware Portal for print and video resources to help you use the interactive panels.

Use [this link](#) to self-enroll FIRST. Then you can explore on your own or use the links below to find the info listed.

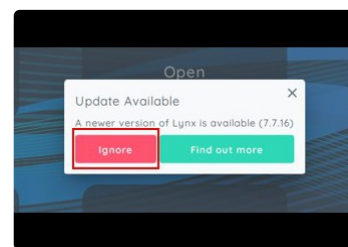
# Managing your Interactive Panel's Styli and Remote Control

To help keep your interactive panel's styli and remote from getting lost, we recommend:

- Label your styli and remote with your room # (ex: D217) using a label maker, masking tape, or permanent marker.
- Store your items in an envelope/bag on the back of the panel or put Velcro on each object and stick to the back of the panel.
- Replacements are found on the [EPS Technology Standards List](#) and can be purchased with building funds via a Help Desk ticket

## Managing the Lynx Software Update Messaging

The interactive panel's software Lynx on teacher computers has regular updates with new features and bug fixes. The software will alert the user with a pop-up whenever there is a new update. When you see this pop-up after you open Lynx, please press the red ignore box, and do not perform any actions. When there is an update available for Lynx, the LMS team must first test it. Once testing is complete, we will communicate with staff that the new version is available in Software Center for you to download.




### Why does LMS need to test it?

To ensure the update will work with our district technology infrastructure.




## Learning & Information Technology Services

 @Technology\_EPS

 3900 Broadway Everett, WA 982...

 [mwaddel@everettsd.org](mailto:mwaddel@everettsd.org)

 425-385-4200

 [everettsd.org/domain/108](http://everettsd.org/domain/108)