

Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER



June 2019

VOLUME 1, ISSUE 2

Technology News

Monthly Newsletter

Summer is almost upon us! This is our last edition of Technology News until the new school year. It has been a great year, and we thank you for your continued support of the district's integrated technology plan. The Learning and Information Technology Services (LITS) department is committed to supporting staff and students with the integration and use of technology and understand that communication is key to success of these efforts.

Enjoy these summer months!

Brian Beckley

Chief Information Officer

Certificated tablet imaging summer update

We will be collecting all certificated tablets before you leave for summer. To successfully bring all the certificated tablets to the same version of Windows 10, we need to reimage the devices. Here are some tips to ensure you don't lose any critical data and can get back up and running in the fall.

- Buildings have each developed a plan to collect and store tablets. We hope to have all of them ready by August 1st for pickup.
- Staff members attending professional development at the CRC the last week of June will keep their devices until they wrap up their PD sessions. These devices will be collected at the CRC.
- Staff members teaching summer school will keep their devices and they will be collected on the last day of summer school.
- For any other potential issues, please email [Scott Jenkins](#) to coordinate a time when they can drop off their devices (after July 8) for imaging at the CRC.

There are several exceptions and concerns that can be addressed to ease the stress.

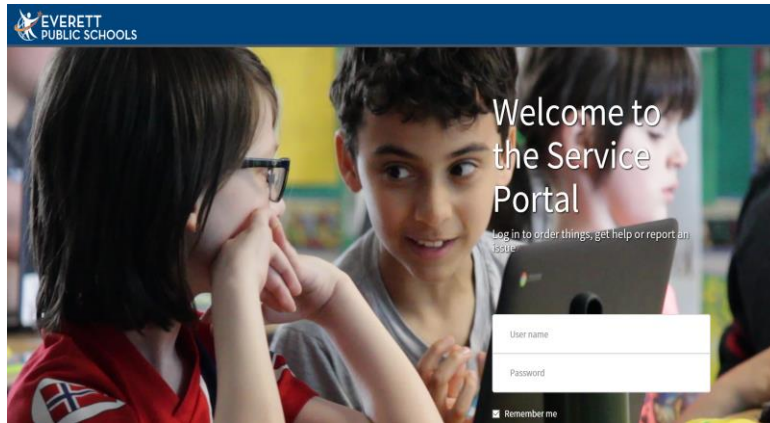
- You will receive your same laptops back in fall. The laptops are officially checked out to you.
- To make this as easy as possible, we are sending out blank computer ID tags to each school for distribution. Please put your COMPLETE NAME, COMPUTER ASSET TAG#, and SCHOOL on these tags. Please print clearly and legibly so your device gets back to your school.
- If you are moving to a new school, turn your device in at your current school and include the name of your NEW SCHOOL on the computer bag tag. We will sort devices and deliver appropriately.
- We only need your laptop placed inside the computer bag with the tag! All cables and connectors can be kept at school, especially if they are already connected to the projector.

Classroom management tool

This June, the LITS department will review proposals submitted for classroom management tools. The tool allows teachers to manage computer applications for students when they are in the classroom at the schools where there is 1:1 student to computer ratios. The goal is to see if a vendor can offer a solution for both the Windows and Chrome operating systems. The decision should be made by the end of June with implementation in September.

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HelpDesk Web

The look of HelpDesk Web is being updated, and the landing page is complete. In the coming months you will see more user-friendly features added.

Computers running slow?

The Help Desk is receiving more reports of computers running slow. This is likely an indication that a computer needs to be imaged. Imaging a computer essentially wipes the hard drive clean and installs a new and updated image (operating system and essential apps like Adobe Acrobat Reader). If your machine seems to be running slow, save your information on the computer to your [file server](#) area or to the [cloud](#). Then submit a Help Desk work order for a technician to image the device.

Summer password changes

Most staff passwords will need to be changed over the summer. If that happens and you are away, you will be locked out and will need to call the [Help Desk](#) when you return in the Fall. You can either change it now or wait until you return in the Fall. To ensure it is an authentic call, you must call from a district phone, not your home or cell phone. You can also visit the Help Desk at the CRC.



Email retention

Email messages received over the summer will be waiting for you upon your return. The email system now retains email messages in your email box for at least one year.

Middle school device selection

The LITS department conducted a review and selection for the middle school student device. We received ten units from five manufacturers for consideration. For each device, district technical staff analyzed and documented the technical specifications, the various device form factors, manufacturing quality, device durability and suitability for classroom use as well as the technical support, device management requirements and costs for each unit.

We reviewed these results with the Technology Advisory Council, Cabinet, EEA/LITS Technology Committee, and middle school teachers and students. The final device selection decision for approval was the [Lenovo 500E Gen2 Chromebook](#). The new Chromebook features a rugged 2-in-1 configuration, touchscreen, two cameras, and a pen for digital inking.

The deployment schedule for the middle schools will be:

- Eisenhower: September 17
- Heatherwood: September 18
- Evergreen: September 19

Google tools and extensions

At the request of staff, students have been limited to only those Chrome extensions, apps and themes that have been requested by teachers. The change from students selecting from a multitude of options to being limited to those selected for acceptable use by staff members started as a pilot, first at one school and then across six schools. First pilot staff identified what apps, extensions and themes they were using and then students were limited by LITS. If staff wanted to make additions to what was allowed for students, they opened a HelpDesk Web ticket.

Feedback was positive and now all elementary school students have access to staff-designated apps, themes and extensions. In the fall, as the 1:1 computer initiative is implemented at the middle schools, students will be limited to staff-approved acceptable use apps, extensions and themes as well.



Grants

The district supports staff who apply for grants to enhance instruction and learning. The source of these grants may be federal, state or local agencies, foundations or private donors. All grant applications must go through a pre-approval process that is coordinated through the district to ensure that they are consistent with Everett's policies, procedures, and strategic goals.

The [Grant Pre-Award Process form](#) is available on the [grants web page](#). The form contains items you need to have reviewed and approved before applying for a grant. This includes grants from outside agencies as well as internal grants such as PTA or Everett Education Foundation.



For questions about specific parts of the form contact the department reference on the form.

For questions about the grant process contact [Brian Beckley](#), Chief Information Officer at 425-385-4200.

Look for this information in the next technology newsletter:

- Parent access for elementary gradebook and Canvas
- Digital tools review
- Classroom management tool selection
- eSchool down-time schedule
- HelpDeskWeb getting a new look!

Have questions about items in this issue of Technology News? Email technology@everettsd.org for more information.