

Technology Liaison Meeting MINUTES Thursday, September 6th - District Office Board Room

Welcome new Liaisons, Quick introductions-Name, Site, and Position

Toby from Pajaro Middle
Diane Sampson from WCSA
Dawn Weathersbee from New School
Craig Miller from Renaissance
Danielle Cruz from Ann Soldo

"Tech Chair" -Activity

All chairs to be filled except one, say something relating to technology and if it relates to you must find another chair, the last person to stay standing goes next.

Technology Services Department Updates (Tim, Dan, Robin)

Liaison Program,

You must do 6 staff development opportunities at your school site, there is a feedback form that must be filled out, those forms are your proof for the staff dev.

Have Collaboration with the Zone Technician at your site, to help them understand what the site priorities are, work together as a partnership.

Funded through Categorical, looking at support for liaison stipend, we applied, we will know by the next liaison meeting, there is a chance that we might not have tech liaisons, just to be aware.

E-rate 11

Federal program for schools with high counts for free and reduced lunch programs qualify for new telephones, new serves, and such, it pays for 90%. Two years ago we applied for two school computer labs-Radcliff & AnnSoldo. This year we will not apply for internal connections.

GAGGLE and School Loop student accounts is what we applied for this e-rate year.

Network accounts-students and staff

AUP's for students and Staff must complete paperwork through HR if they are new and do not have an account. There is a link for Forms and Procedures on our Tech Web Site. We are going to have all students login in elementary through high school - its coming. There are specific rights and resources by grade level; it's going to improve our security. A generic account to a specific location such as a library is an exception. There are bumps in this road but we must move forward to this step. Last week we created all the students accounts, if you have a student that can't log in, please let us know.

New SIS training schedule (Bruce Burnett)

This is for the primary SASI users training. Technology Services will provide additional trainings throughout the year. This schedule is for training by eschool. We are hoping to have all teachers to come together for one day of training for attendance, the date is TBD. In May we have a tech liaison training where you will be trained on SASI; December is the first training for all other groups, moving on from there.

Boardroom AV upgrade

We got new speakers, video, sound in the DO

SUCCESSMAKER (Jose Anaya)

Exported all student data from SASI by grade level. The program is only installed in computer labs. Your user account first letter of your name followed by your last name is the user name, e.g. CMARTIN the password is the first abbreviations of your school site followed by TEACH, e.g. OHLTEACH

The minimum of licenses is 35 computers per school site, only in labs.

At the PC labs only one computer has access to print reports.

Gaggle

Secondary ONLY at this time, a paper will be passed around please specify who gets the red flags for reviewing the student posts. This is for inappropriate emails. We are working on getting the student accounts to be imported from SASI. If you are a teacher from last year your accounts should be ready to go

DeepFreeze

For student machines and labs. Deep Freeze locks machines down so students cannot mess with the computer settings. Teachers should not use DEEP FREEZE unless they want to.

Staff Dev

There are a lot of classes listed to attend. There are some phone training classes. A lot of teachers are getting interested and classes are getting full. There is a need for instructors to do gaggle, school loop and other secondary level programs for Staff Dev. Contact Dan if you are interested. The new Staff Dev is much better than past version, it automatically emails reminders.

[Zone tech schedules](#)

These are up on the site- Saul, Katherine, Sean(currently looking at the replacement person)

[Review password reset and Email Distribution List management](#)

It is currently not working, but it will be soon. Once you log on to Citrix you can do this. We will train the Office Managers on this on Sept. 12th

[AUP tracking](#)

We set a specific date, Use Code 3, on SASI, what it allows us to do is query in all the students who are allowed to use computers, for secondary level, we will disable all the accounts that do not have permission. September 13th, we will start disabling accounts. The AUP's are filed at the school site; the form is on the Agenda and in our Web Site. You can run a report to find out who has not turned in the form.

[K-12 Voucher Funds](#)

We purchased:

1. DEEPFREEZE, freezes computer for security purposes for students and labs.
2. BRADFORD NETWORKS, a way to secure the wireless network.
3. AMP, allows us to update all Apple computers with the latest software, such as iLife8 licenses.

[Computer labels and network naming scheme](#)

On computer labels the first three characters are the school initials, the second three digits refer to the room number and the last three digits number the computer if there is more than one in a classroom. Use this network name correctly on Help Tickets. We are naming the machine based on the room number, so if computers change rooms, please contact us as we need to rename that computer. For Extended Learning computers used afterschool contact Alec Vanderwoude.

[LightSpeed Filter](#)

Yahoo mail, we are not intentionally blocking it. They got a new JAVA client which needs us to reconfigure our server. We are aware of it but it is not a priority at this time.

[Spam Management](#)

Override for a certain web page, we track the overrides of sites so please be careful Google/Yahoo for translating is blocked, there is a different web page that is free for translation for teachers, Betty Geesman will email the link to this translation page. SPAM Filter is SOPHOS, log in with district network account and you can white list and black list email accounts. You can select Deliver and Approve Sender.

[Data Director](#)

EduSoft - We are no longer using it! We are now using Data Director, first training starts in October. It is web based and works on Macs and PCs.

[CLMS/CLHS](#)

Contact Rosa if you are interested to get the FIVE Group rate of \$199 per person

[Atomic Learning](#)

We are no longer paying for Atomic Learning so log-ins may no longer work. If your school site is interested in purchasing Atomic Learning there is an educational discount purchase. The link is on the agenda.

[EETT Competitive Round 6](#)

We should here sometime in September to see if we got the grant money. Thanks to Grant Coffin who put it together.

[edtech profile](#)

What month - January, it must be done or we don't get EETT grant funding.

[Tech Purchases](#)

We will need to work with Purchasing to get the ProScopes, Whiteboard for the web site.

[COMMUNICATIONS-PHONES](#) (Jason Velasquez)

Jason deals with anything to do with phones. VoIP installation problems is at school site, the systems voicemail is linked to the inbox in your web outlook, that directly connects via email. We get help tickets with ext. change password, we need specifics as name, locations for that ext. Please enter separate tickets per problem, do not group one with multiple help requests. Do individual tickets as each is assigned to different technicians.

[ProscopeHR demo](#) (Mark Hoffman)

STR (School Technology Resources) Plugs directly to the USB, comes with software, the camera has different lens, you can capture a digital picture saved as a JPEG. You can capture the pictures and compare them. Lens pop on and off, 15X, 100X, also a video camera lens which allows you to go into a video view.

\$259 is the starting package

We have a loan program for 2 week-loan period for teachers and anyone can set that up. Loan forms are available today for those interested. Rosa will email Mark's info to *Liaisons

Tech4learning -Recipes4Success (Joseph Machado)

User name and password to log-in, (logs came from an email from Dan)

- Levels are in Diamonds one through three
1-Lowest
2-Medium
3-Advanced
- All the Tech Learning Tools > Choose Mac or PC
Click on Recipes >
There are two ways to view the Recipes, PDF or a floating pallet.
- Click on Snacks > There are alphabetized but you can search
- At this point there are licenses for you (tech liaison)
- Accounts are set-up to use one generic account
Click on My Account > Go to User Access
No more than 30 at a time logged on at once, choose any user name and password
- Click on My Books >
You can specialize what you want your users to learn and title the application, you can have up to Ten Snacks, you can re arrange the snacks in any order, and you can save them by level as well.

Accounts and Passwords - Liaison Logins and Passwords:

Resource	Login	Password
HelpBox support request system	Lia_lastname	No password until changed
Lightspeed web filter override	Network login (first_last)	Network password
Ed1stop Admin Acct.	Site_admin	ed1admin
Eval System	"Instructor Sign-in" button	First name
Citrix-staff pwds and site distribution list	Network login (first_last)	Network password
Site tech blogs	Network login (first_last)	Pass123 (new blogs)

Tech Support - Helpbox analyst accounts

For each site, for each liaison, you should be seeing your site help tickets. You should see if they are open or closed. You have to enter your site, even though you will only see your site. Under Report> Open request by site> You can do a report on list by date. Your account should have permissions to create and view reports. Dan will check all the settings for the tech liaison analyst accounts.

Ed1stop

Login for Admin is different. Group: Pajaro District Admins, each site has a different login (site name_admin)

Password: ed1admin

Site Technology Blogs

The link is: <http://blog.pvUSD.net/>

We are going to start a district blog with new software, and technology news. When you get a comment you get an email sent to you, you approve the comment and it gets posted on the web site. Teachers request the blog by clicking > Request a Blog. Only PVUSD accounts will be accepted. We want you to update the Tech Liaison Blog with your site's technology news. You can subscribe to other teacher blogs and you will get an email sent when the blog site gets updated. Dan will post the Tech Liaison Blogs

Tech Loan Agreement's

Two per Tech Liaison

