

District Technology Team

Meeting Minutes

May 15, 2014

3:28 PM – 4:20 PM

Present Stakeholders: Scott Burdick, Chris Collins, Andrea Garrison, Christina Lyndsley, Terry Mansfield, Lisa Kelley, Sarah Rich, Rose Park, Sonja VanSlambrouck, Paul Mihalko, MaryAnn Jones, Danielle Lincoln, Elizabeth Beaver, Lynn Kutchke, Pete Morgante, Chris Latshaw, Kelley Ivett, Kelsey Braun, Matthew Bromberg, Deanna Schettine, Beth Rich.

Issues & damage to district head phones and laptops in labs/carts:

Pete spoke about the newly remodeled the elementary lab. He is sad that the lab is being left a mess and headphones are being damaged, as well as the removal of keyboard keys in the elementary Research/Linux lab. Both schools have an ongoing problem of damage to computer equipment. We may have to begin monitoring labs and restrict usage for those classes found not to be in compliance. Other schools are having the same problems, too.

Kelsey spoke about keyboard damage not being repairable. Once a keyboard has been compromised (keys removed), there is no fix for it. The entire keyboard needs to be replaced, which is not cost effective and very seldom can laptop keyboards be replaced.

We hope to have more labs up and running next school year and pull back netbook carts because a desktop computer is more durable and easier to use. Multiple platforms are desirable because not all programs are available on the iPad.

School supply lists can list headphones as a suggested item. Sonja brought up the fact that we no longer require many items, such as paper and pens, because of the use of iPads so the cost to parents is now less. Parents may still be concerned about the cost for supplies, but we can look into getting a small supply of headphones that could be signed out/assigned like a library book. If lost/broken, student assumes the liability and would be charged to replace.

Deployment of iPads

Matt discussed the deployment of 1:1 iPads to Chris Collins' class and UPK, K, & 1st grade now have a set of 5 each room for centers. The remaining kindergarten and first grade classrooms will be 1:1 next year. We currently have 700 iPads deployed.

Andrea asked the question, will the iPads her students have stay with her grade? Matt replied, yes because of the age specific apps for grades K-8. Beginning after next year, 9th – 12th grade students will receive iPads that will then follow them until graduation.

iPad keyboards

The district has purchased about 150 to date at a cost of about \$45 per. They are all wired and we will not be purchasing any wireless keyboards.

All ELA HS teachers have a classroom set. Teachers are scanning each Keyboard out to students so we can track who has which keyboard. There are currently 3 sets of 10 in HS library, two of those sets are intended for teachers to sign out and one of those sets is for students to sign out while in the library (only). Lisa Kelley commented how nice the keyboards are to use with her middle school students.

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The district intends to purchase more keyboards next year as classroom sets (for both buildings). Possibly multiple sets of at least 15 will be available next year in ES through technology sign out calendar.

Apple is no longer making the iPad2. Any new iPads will require a lightning to 30pin adapter to connect iPad keyboards, etc., and this will add another item students will need to be responsible for.

Sarah Rich wondered what if keyboard use is included in an IEP? Contact Kelley Ivett to bring any need to the Assistive Technology Team, such as the need for an iPad keyboard.

iPad Apps

We have many Apps now and realize that new ones will become available as time goes on. If there is an App that is no longer needed in your grade level, please let us know so we can remove it from the iPads and free up space. Also, for the many Apps that are performing similar function we would like to consolidate. The district would like to see My Big Campus be the curriculum system used across all grade levels for familiarity.

You can request all paid Apps through WHD ticket (for student and/or teacher iPads) We already have a growing list for next year. If there are other paid Apps that will be needed for your classroom, a WHD ticket **must be filled out ASAP** so we can budget appropriately.

Matt spoke about iPad Management and how it is constantly changing. The move is to consolidate to fewer apps for easier manageability. There is not enough storage in the iPads for all eBooks, etc.

iPad Stylus

We will be purchasing 1000 stylus and will hand out one per student with iPad at the beginning of the school year.

iPad storage/charging

We are looking into shelves/cubbies for the younger grade levels for next year. Each classroom could use a few extra chargers. Central charging stations

Matt asked if students have been coming prepared to class with a charged iPad? Danielle L stated that many middle school students are not being responsible for bringing charged iPad to class. Lost chargers with makeshift chargers have been seen. Any charger not supplied by the school, must be reported and/or written up because using makeshift chargers can damage the iPad. There is a replacement cost for all items listed in handbook. We will not be collecting chargers at end of year. If any student has lost their, they will need to pay replacement cost of \$24. (Our cost for iPad accessories expensive and time consuming on our end.). How can we get kids who damage iPads and accessories to pay for damage and what is the best form of action?

In dealing with students who come unprepared with a dead iPad, Christina talked about her classroom policy. She has kids handwrite project if iPad is not charged. She has 6 chargers

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she rotates out to students to take home. Sonja allows students to sit by the classroom charging station and do their work.

Accessing network shares from iPad

Access the H drive is not feasible due to the hidden share security, though we will be able to access Network Resources next school year using WebDav. We may not be able to directly open website links from these folders and it may require an additional App on the iPad.

Castle Learning

Castle Learning will be syncing with Active Directory next year. We are hoping to have student network password be the same for as many online programs as possible for continuity.

Communication cart (Skype, Movi, etc.) for classroom collaboration

We have a mobile communication cart that enables the use of Skype, Movi, etc., for classroom collaboration. Please fill out a WHD ticket (Audio Video>Conferencing DL), if you have a collaboration/connection you would like to do.

Recently the cart has been used in classroom to connect with Peru and Australia and also to connect with a school in Texas for Zumba fitness.

Distance Learning/Flipped Classroom - new recording/presentation equipment in DL

We have new recording/presentation equipment in the high school Distance Learning room that can be used for recording presentations, flipped classroom, etc. Please fill out a WHD ticket if you would like an overview (Request Type: Audio Video>Epiphany Recorder DL) Rose commented that she has recorded with the new equipment and projected her iPad as she recorded.

eBooks/Digital Textbooks

There will be a Discovery Ed K-8 Science TechBook meeting next week about trying this out for next year in the elementary school. They have much more than just K-8 science: Math 6-8 TechBook, HS Science TechBook, HS Social Studies TechBook. Danielle L. will be trying out the Social Studies next year. If anyone would like the trail account, info please let Matt know. The goal is to get all textbooks on the iPads.

We are seeing continued use of iBooks, Follett Shelf, & National Geographic for Schools K-8 (Interactive Digital Content). Sonja commented that she uses eBooks in one of her centers. If you are not yet taking advantage of this, please seek assistance from Mark Chase, Mary Mills or Sarah Olson. Information about accessing Titlewave/Follett can be found in the MBC Group "iPad Information." If you would like to test a new book for your classroom, please put in a WHD request.

With the increase in eBooks, we need to teach common storage management since these are 16GB iPads. Please watch for documentation on Opening Day.

Matt would like to put in a touch screen unit in each library to look up Follett eBooks.

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Christina is using Peter Pan in her room at present. Students have had some problems with login, etc. For the most part, the experience has been great. Notes can be added on to the book and the kids really like it.

Matt buys eBook copies according to the size of grade and usually rounds up so there are extra copies available for new students, other students who want to read, etc. Some of the eBooks have MP3 files that will read aloud to students. The issue may be that the students don't read....they listen.

SMART Notebook - changes

Smart Notebook now requires a paid subscription for all updates. We will not be pursuing this as a district, rather just continuing to use what we currently have for SMART software. We will no longer be receiving updates.)

We are looking into a paid license for the areas where we have a SMART Board installed. Possibly in the computer lab in each building and we may, in the future, install the software in the HS band room and Elem music room.

“What’s New Document for Opening Day?”

*** Please keep an eye out for this document coming opening day; we will be listing what is new and what has been done over the summer.

- There will be a mail server upgrade (new look for webmail). We are looking to utilize shared calendars, more details to come from your building principals.
- Office for iPad was just released a few weeks ago and in testing phase. Our current Microsoft licensing agreement allows students to have read/write access to this app by logging in with their school issued email (which will also be synced with their network account next year). BOCES is negotiating a price for faculty/staff editing access.
- Student login for content filter will be required next year (login for Internet). We have been researching the best option for this. This will help identify student Internet usage while out of district.
- Student/Parent iPad handbook & Acceptable Use Policy will be acknowledged through parent portal.
- New HS Aud equipment installed through capital project

Future direction of professional development

Intellectual Technology Partners through BOCES for selected areas. Please watch for another survey asking for input.

Paperless Initiative

Pete stated that we print well over a million copies a year (100,000 per month). Financially we need to need to control our costs by cutting down on waste, the breaking down

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of copiers, etc. The district is planning to utilize a system to limit copies to certain amount per year. Special accommodations will be made for UPK to grade 1 (non 1:1 iPad classrooms). Our BOE supports this district initiative, uses iPads for communication and meetings, and is paperless.

Rose moving toward paperless, but time factor is huge. It is way more time consuming to grade papers online. Sonja's concern is that some parents may request paper copies for students at home. Sonja suggested a need for administrative support to explain our paperless initiative to parents. Lisa Kelley brought up the need to print for student data collection so that she can justify goals worked on and met.

The district wants this to be a gradually transition. It is their aim to calm staff fears about the move to paperless and help everyone to become more efficient. This can be accomplished by in-district professional development. We have set the goal to assist and teach staff how to scan to email and get docs to students. If you are looking for ways to support this initiative please contact Matt. We have many technologies in place that will allow access to documents and data electronically.

We want your suggestions and input on this topic. Because of time, we tabled this topic. We are planning another Technology Team meeting/open forum. This will take place at end of this school year.

Electronic Forms

We are currently researching different products for electronic forms. We plan convert all business process forms, including a workflow for the approval process. Next year will definitely have electronic forms for field trips. There will be more information to come on that soon.

We are looking into an electronic 4:00 buss pass through [Versatrans](#). There will no longer be paper passes in the elementary school for after school busses. The program can print a picture of an ES student so that sub bus drivers will know what student looks like, as well as map the route to their home.

This cannot be used for High School due to tracking problem and paper passes may still be needed in the HS. A short discussion on what could work for the HS students brought up the possibility students would have to sign up by 2 pm and use s special form.

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Items From Agenda Not Discussed During 5-15-14 Meeting

Technology related conferences

Because of budget cuts **we will not** be sending anyone to NYSCATE next year. This includes presenters. Please note: For any future technology conferences whether free or paid, all requests MUST be made through the electronic technology conference request form and submitted to the Director of Technology first and then the request will go through the chain of approvals.

Computer Labs for next year

The Netbook carts are not being used properly. Students are not being monitored closely and are destroying equipment. We are discussing the creation of a new lab in each building. We will be pulling back the majority of netbook carts.

There is a possibility of a second PC lab in the ES (location TBA). The study hall will have computers. Extra Mac computers will be placed in each video studio and in the HS art room. These plans will assist with the iReady testing scheduling.

Drive - Doc App - Changes!

All students now have a Google Apps for Education student account. Google has now made it a requirement to download additional Apps 'Docs', 'Sheets' and 'Slides' in order to edit documents through the Google Drive App. You will be made aware of this the next time you try to edit from Drive.

Q & A - concerns/comments?

- How have AirServer & Splashtop been working out?
- Open table discussion