



Spring 2018



The BWRSD IT Team News!

Continuously improving technology in our schools and helping to provide the foundation for us to be Future Ready!

UPCOMING EVENTS:

Our next BWRSD Technology Planning Committee meeting is **Wednesday, June 6th, 2018 at Kickemuit Middle School in the library, 3:30 p.m. - 4:30 p.m.** All are welcome!

NEWS:

Budgeting Process - Beginning in October, the IT Department begins conversations with School and District Leaders to prepare the technology budget for the following school year. (October 2018 conversations are in preparation for Fall 2019). ***All staff are encouraged to communicate needs with their Principals to prepare for the following school year.***

The budget is presented to Central Administration in December and discussed with School Committee members in January. Based on these conversations and preparations, the IT budget is included in the entire school budget proposal which is voted on by the Joint Finance Committee in March.

Grades K-2 - After holding a number of focus-group meetings, we are working with District Leaders to increase technology access for grades K-2. These grades can expect more technology in their classrooms for the 2018-2019 school year!

Projection Upgrades - We have been working with a number of stakeholders to determine the best projection solution for our classrooms. Over the summer, KMS classrooms will be outfitted with new LCD projection displays! An app "Kami" will provide interactivity via Chromebooks. All usable projection devices from KMS will be rotated through other buildings as legacy equipment fails. As funding becomes available, other buildings will be upgraded.

Password Tip - Use a passphrase instead of a password. Passphrases are usually 16 characters or more and include a combination of words or short sentences that is easy to remember (e.g., MaryHad1LittleLamb!)

BWRSD passwords must be at least 8 characters, have a number and a CAPITAL letter. They cannot contain a sequential 3 letters of the user's name.



MORE NEWS:

App Evaluation Process - In an attempt to [protect our student data](#) and comply with [FERPA and COPPA](#) regulations, there is a quarterly process to evaluate apps, extensions and web based software for staff and students. The next session will be held in the summer so that resources can be available for the start of school. Please use the links below to participate in the process.

[BWRSD App/Extension/Service Request & Privacy Evaluation Form](#)

[Resources that are already approved in the district](#)

- Recognizing that a number of staff members may submit a request for the same product, [the requested list \(as they are entered by users\) available to you on our website](#). If you would like to participate in the App Evaluation Process, please contact Tom Driscoll or Rose Muller.

Account Creation - All new employees have accounts with BWRSD the day after the Human Resource Department notifies the IT Department of the new employee. The accounts are shut off when the Human Resource Department notifies the IT Department of the departure.

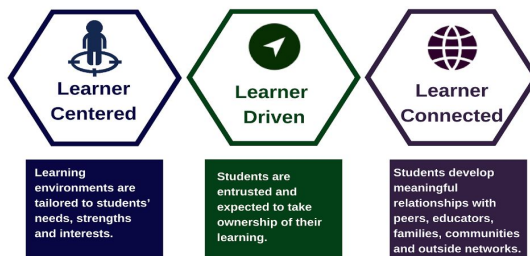
Employees may use the [firstname.lastname@bwrzd.org](#) convention with the default password. Please see your building representative for the default password.

All new students have accounts with BWRSD the day after they are enrolled in the district.

Students may use the [lastnamefirstinitiallasttwonumbersofYOG@bwrzd.org](#) convention ([smithj24@bwrzd.org](#)) and the default student password.

Rostering - All software and subscriptions that can be rostered will be automatically rostered the day after the school secretary who performs scheduling, schedules the student in Aspen. Students must be scheduled to be rostered in the software/subscription.

[READ OUR AWESOME STORIES FROM THE CLASSROOM](#) by BWRSD Teachers



[Digital Learning-Personalized Learning Fellowship 2018-2019](#)

This fellowship is designed to establish a cohort of teacher leaders (minimum 1-2 per school) that can build each school's capacity for ongoing experimentation with personalized learning, teaching innovation, and learning among faculty. Immersive learning experiences, both online and face-to-face, will take participants on a deep dive into personalized learning and provide opportunities to develop specific strategies and takeaways tailored to their specific role and professional learning needs and interests of their school. If you are interested, please see your Principal!

[Posting for Personalized Learning Fellowship 2018-2019](#)



REMINDERS!!

Teacher Website Conversions - Our new BWRSD Website and App went live in January 2018. All teachers were asked to have their classroom webpages converted into the new software by the beginning of the 2018-2019 school year. At that time, BWRSD will not link to any outside sites. If you want support in converting your material or setting up a page, see your building Webmaster, your Library Media Specialist or submit a Spiceworks ticket and we can help! Support will be available over the summer. Just submit a Spiceworks ticket and support will be available for you!

BWRSD Share Drive - Documents and resources that are helpful for all users in the school and district should be shared with the school secretary who has rights to the school Share Drive. The resource can then be placed in the Share Drive. This process will help to centralize important resources and prevent sharing permission issues in the future.

Teachers who are leaving BWRSD - Please return the Chromebook and charger to the HR Department upon leaving.

Upgrades & Projects

Project: Online Student Registration System - IT Team members are working with district enrollment secretaries and the Director of Literacy to provide our families with an Online Registration portal. This will provide our families with convenience and create efficiencies and streamline data for our staff members. Anticipated implementation is for the 2019 Kindergarten registration window!

Project: Online Free and Reduced Lunch Applications - IT Team members are working with the Business and Administration Office to provide our families with an Online process to apply for free and reduced lunch. Anticipated implementation is for the 2018-2019 school year!

Upgrade: Wireless Network Upgrades are planned for the Elementary Schools in the 2018-2019 school year. Preliminary work is currently being conducted. These upgrades provide us with the strong infrastructure which is essential for our 1:1 chromebook and expansion of K-2 devices.

Upgrade: BWRSD Single Sign On-LaunchPad - Implementation Plan

May 7, 2018 - The "Clever Portal" will be added to the BWRSDLaunchPad (Classlink) portal.

- Users are asked to begin to set up this portal by inputting usernames and passwords of non-managed applications.

- Users are asked to become familiar with using this new portal to prepare for the June 1, 2018 cutover.

- Submit a ticket if the application is not in the Clever portal.

You will need to include the link to the login screen and a username and password for the application. This may be subject to the app evaluation process if the app is not already in the Clever portal.

- ASK lots of questions if there is any confusion with the Clever portal.

June 1, 2018 - Cutover to Clever-Building support available-(Library Media Specialists/IT staff)





Tech Tip - Submitted by Jen Saarinen - How many times have you accidentally closed the wrong tab? Grab that tab back with this keyboard shortcut.... Ctrl Shift t

Student Showcase!! MHHS-Student Husky Helpdesk - Our Mt. Hope High School students



have been learning and practicing technology support while helping our high school teachers and students! In the 2018-2019 school year, we are implementing a program in which our MHHS Husky Helpdesk students can earn certification in Dell user systems and enterprise systems. If you know of a

MHHS student who is interested in learning about technology support while earning credits, [please provide them with this resource.](#)



IT Spotlight - IT Member Joshua Parkinson

Josh spends his spare time learning about emergency management as he serves as a volunteer firefighter for West Greenwich, RI. When he is not fighting fires for West Greenwich, he keeps the BWRSD systems current and helps us to avoid the technology “fires”!! Josh holds a Bachelor of Science degree in Digital Recording Arts and an Associate of Science degree in Video Radio Production; both from New England Institute of Technology. He enjoys keeping current with technology. Josh and his wife Mal are newlyweds who enjoy camping and attending Red Sox games. They live in their new home in Coventry, RI.

Your Technology Team

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|------------------|------------------------------------|
| Rose Muller | Technology Director |
| Brian Coutu | Network Manager |
| Chris Csanadi | Systems Analyst |
| Tom Driscoll | Director of Educational Technology |
| Barb Kelleher | Data Manager |
| Ryan Laverdiere | Technology Intern |
| Kate Mills | Technology Support Specialist |
| Joshua Parkinson | Systems Administrator |



(Find us on Twitter: [@BWITDreamTeam](#))

[BWIT Website](#)





The BWIT How-To Info-Hub



Helpful Information - Policies & Guides

Take a few moments to review the important documents that provide us with guidelines, processes and help us to plan for technology in our schools.

- Use this path to navigate to the [Technology/Technology Related Policies](#): -BWRSD Homepage>District Offices>Technology Office>Policies
- Access our new employee technology guide from BWRSD Homepage>District Offices>Technology Office>New Employee Tech Handbook link [New Employee Technology User Guide 2016/2017](#)
- [Five Year Device Refresh Plan-The Road to 1:1 by 2020](#):BWRSD Homepage>Future Ready Schools Website>1:1 Initiative
- [Common Tech Issues and Their Solutions](#): We have compiled a list of the most common technology problems and their solutions.

Methods of Contact

The IT Department supports staff and teachers. If students require support, please coordinate via the staff and teachers. Parents are supported via email for the Parent Portal. When requesting support, please make sure that you are as specific and detailed as possible so that we can troubleshoot the issue.

1. Submit a ticket via the **orange Spiceworks icon** on your LaunchPad or via the **Spiceworks** link on the Technology webpage.
2. Email us- ithelpdesk@bwrsd.org
3. Phone - x5200-Please leave a message with your full name, and a telephone number. Please speak clearly and slowly as an electronic ticket is generated.

