

COWICHAN VALLEY SCHOOL DISTRICT SUPPORTED TECHNOLOGY TOOLS





INTRODUCTION

The following resources have been vetted as FIPPA compliant and are actively being used in The Cowichan Valley School District. If there is another tool you are considering, please check with your PVP to ensure it meets the guidelines of FIPPA. Please refrain from signing up for free resource offerings that require student accounts and possible collection of personally identifiable information unless you have vetted the resource through your PVP and it is approved through Instructional Technology Services.

Communication Tools Connecting and Interacting with students and families	Delivery Tools Providing learning opportunities to students and families	Collection Tools Collecting demonstration of learning from students	Live Meeting Tools Creating online collaboration opportunities
Email	Email	Email	Zoom
Phone	Office 365 Shared Folders	Office 365 Shared Folders	Office 365 Teams
Ed Inform	Microsoft Teams	Microsoft Teams	
Office 365 Teams	NextCloud / OwnCloud	NextCloud / OwnCloud	
Zoom	Ed Inform	Ed Inform	
	Moodle	Moodle	
	Zoom		
	YouTube *No personally identifiable information about students may be uploaded		
	Facebook *No personally identifiable information about students may be uploaded		

Tools	Communication	Delivery	Collection	Meeting
Office 365		X	X	
Email	X	X	X	
Zoom	X	X		X
Phone	X	X		X
Ed Inform	X	X	X	
Microsoft Teams	X	X	X	X*
YouTube		X		
My Education BC	X			

*Need to move to the new mail system for full features

REMINDERS AND MORE

Contacting Technology Services

- Ticket Submission <https://www2.sd79.bc.ca/helpdesk/> Email techservices@sd79.bc.ca Phone (250)748-0321 ext 217

PRIVACY UPDATE

The province has announced some reduced restrictions on FIPPA to allow people in the public sector to work from home. This does not mean we can move away from our existing posture around protecting the privacy of students, families and staff. What it does mean, is that if there is demonstrated need that cannot be supported by already approved resources or resources that are privacy compliant, consideration will be given to authorize use of a tool that would normally not meet our privacy standard. Please do not register for a free or paid resource tool that requires student accounts and data storage outside the country without having it vetted through your Principal and Technology Services.

OFFICE 365

Office 365 is our core resource for collaboration and sharing. We endeavor to provide every staff member an account in the system. However, if you find you do not have an account in the system when you try to access please connect to Technology Services. If possible, please include your first name, last name, worksite and employee number in the message.

For our students, we strive to have accounts available in grades 4-12. We will be adding K-3 if schools request that access. If a student is new and has not been imported into our directory system, they will not be able to access Office 365. As above, please contact Technology Services to have students added who are not in the system.

For all users we ask that the first action you take is to setup your password recovery challenge questions and then to update your password. Please find those steps and training resources here

<https://sd79.bc.ca/services/technology/office-365-cowichan-valley-staff/>

Microsoft Teams and Classroom NoteBook are excellent tools in Office 365 for delivering content and collaborating with students.

If you require support using these tools, please reach out to the Learning Team at **learningteamsupport@sd79.bc.ca** and one of the team will get back to you ASAP.

ZOOM

Zoom has been licensed by the Province of BC for all K-12 Students and Teachers. Recently Zoom has come under scrutiny for its privacy and security with concerns raised about vulnerabilities not being closed quickly enough that would allow hackers to execute malicious activities and access personal data. Acknowledging that no system will ever be 100% secure, we are supporting and recommending the use of the Zoom tool, as has the BC Government. We will however continue to monitor that the vendor is being diligent about security and privacy risks that become exposed. Some important precautions you can take to respect student and parent privacy when using Zoom are:

1. To include a password for all meetings so that you cannot be “Zoombomb” by outside people who somehow get access to your meeting link.
2. Request that students turn on a virtual background when using the system (provided their technology can support the feature)
3. If a virtual background cannot be used, suggest that the computer or iPad be situated to face a blank wall or private space rather than looking into a bedroom, family room, kitchen or other area of a home that should remain private to the family.
4. Teach participants to turn off their microphone and to keep video off when not needed in the learning process.

ED INFORM

The approved digital portfolio App for the school district is Ed Inform. All students in the school district have an Ed Inform Account. The default username is their student number and password is welcome. The first thing students should do is change their password in the system. This can be done at <https://www.awinfosys.com/das2/sd79/> the change password tab is on the left. As a teacher, you need to request activation of your classroom for using the tool. Do this through Technology Services.

NEXTCLOUD / OWNCLOUD DROP BOX SERVERS IN YOUR SCHOOLS

Each school has its own on premise cloud server that is reachable from the broader internet. For example, if I am a student or teacher at Maple Bay Elementary I can access this file space at <https://ocmaplebay.sd79.bc.ca/> Your username is the start of your email and 0365 password. Check with your site PVP if you require your site's address - usually ocschoolname.sd79.bc.ca. Students use their student number and 0365 password. This system allows you to share information out to students in your school and to setup a drop box folder where students may drop files. For support, please contact Tech Services or the Learning Team.

MOODLE

Moodle is an online learning management tool where you can host classes and courses in a structured online environment. If you would like to have a Moodle instance setup or take advantage of existing course content from BC, please contact Lisa Read at ditc@sd79.bc.ca.

WORDPRESS SITE

Wordpress can be used as a website repository for delivering content to students as well as a collaboration blogging space. If you are interested in having a Wordpress site, please contact Lisa Read at ditc@sd79.bc.ca.