Technology for the Business Manager

January 23, 2024

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Introductions

Kevin M. Hustek, CTO, Director of Technology, Warren Woods Public Schools

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@wawncassabon

Download Materials

https://www.msbo.org/msbo-certification-class-materials/

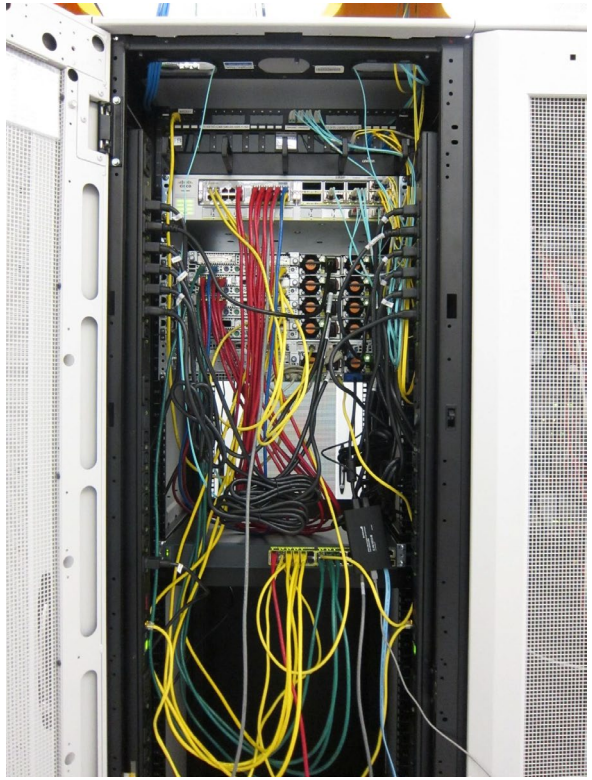
Objectives

Technology for the Business Manager

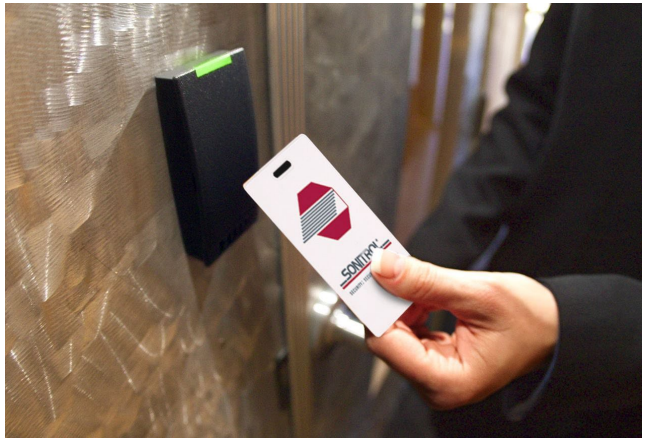
- Technology is everywhere in K12
- Where to start - Tech Assessments/Audits
- Technology purchasing/budgeting
- Leveraging Statewide Activities to Save Money
- Technology planning
- Technology financing
- Contracting/Shared Services
- Policy
- Security/Cyber Security
- Trends

Why Talk About Tech?

Technology is Everywhere in K12



Technology is Everywhere in K12



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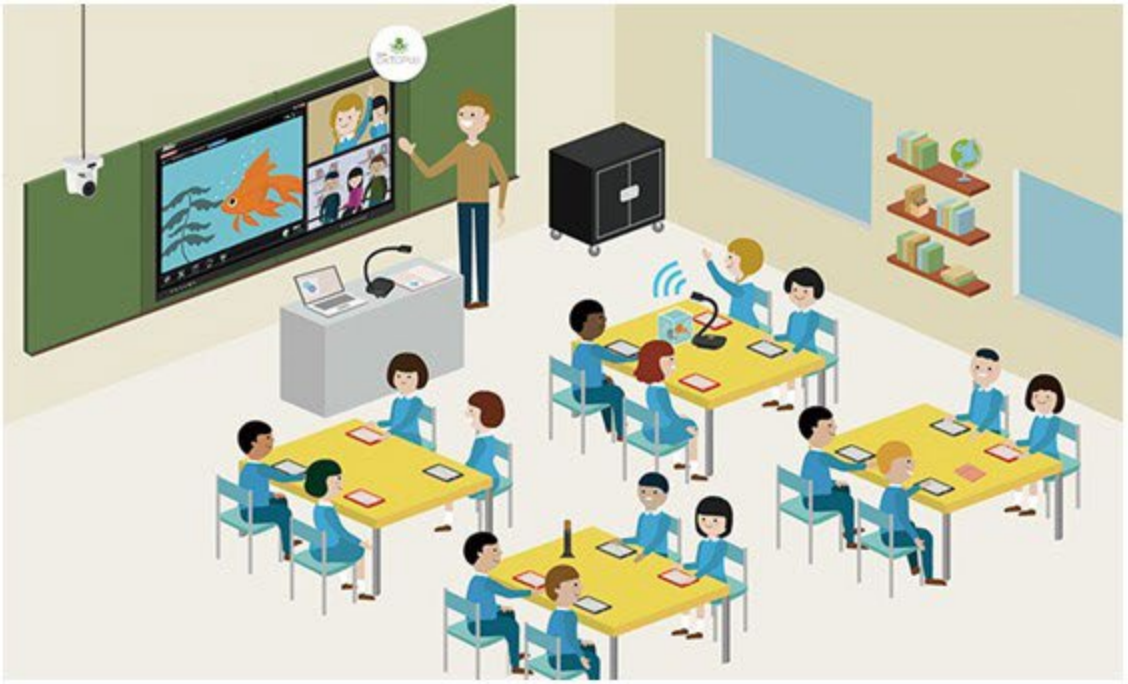
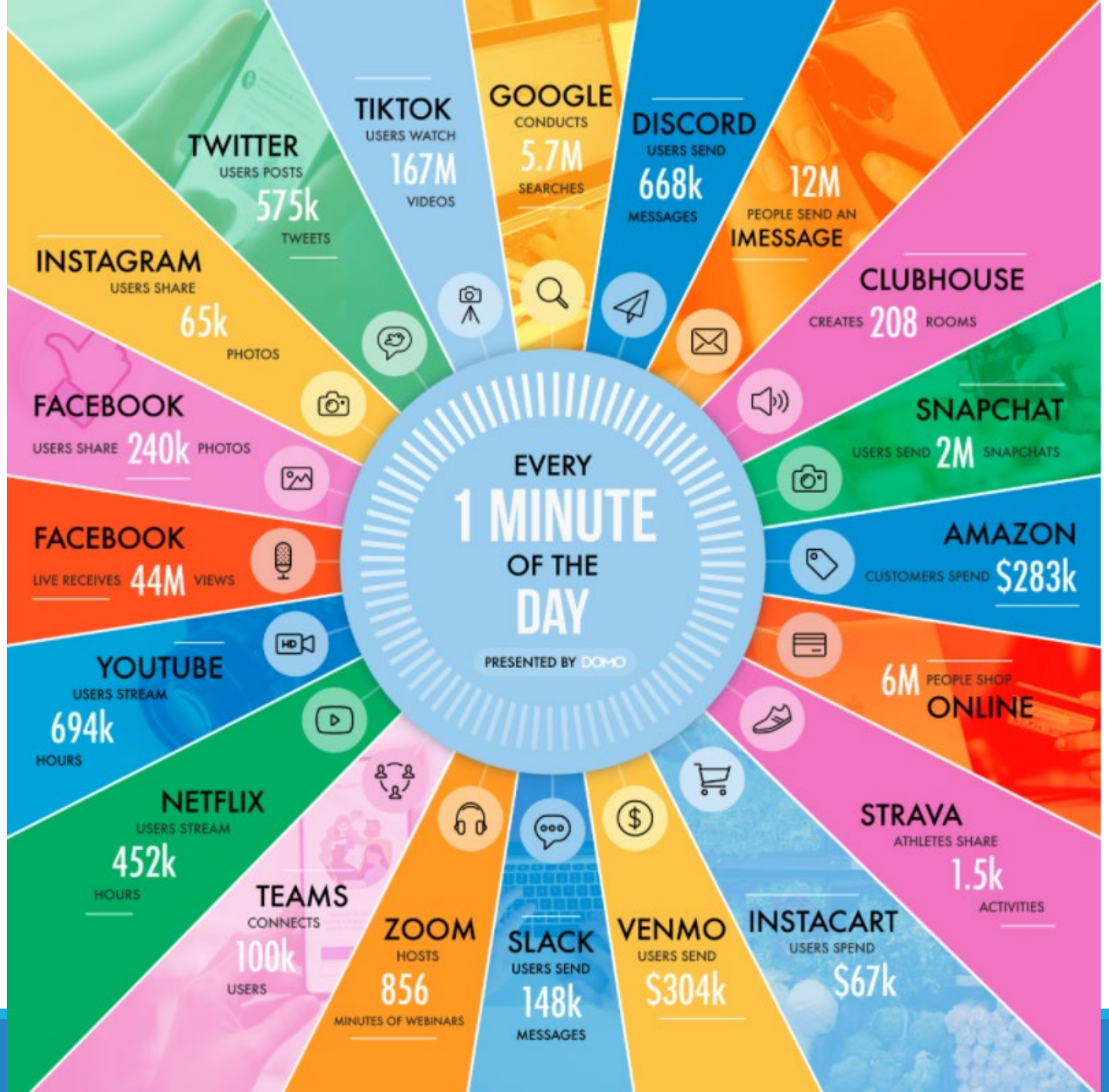
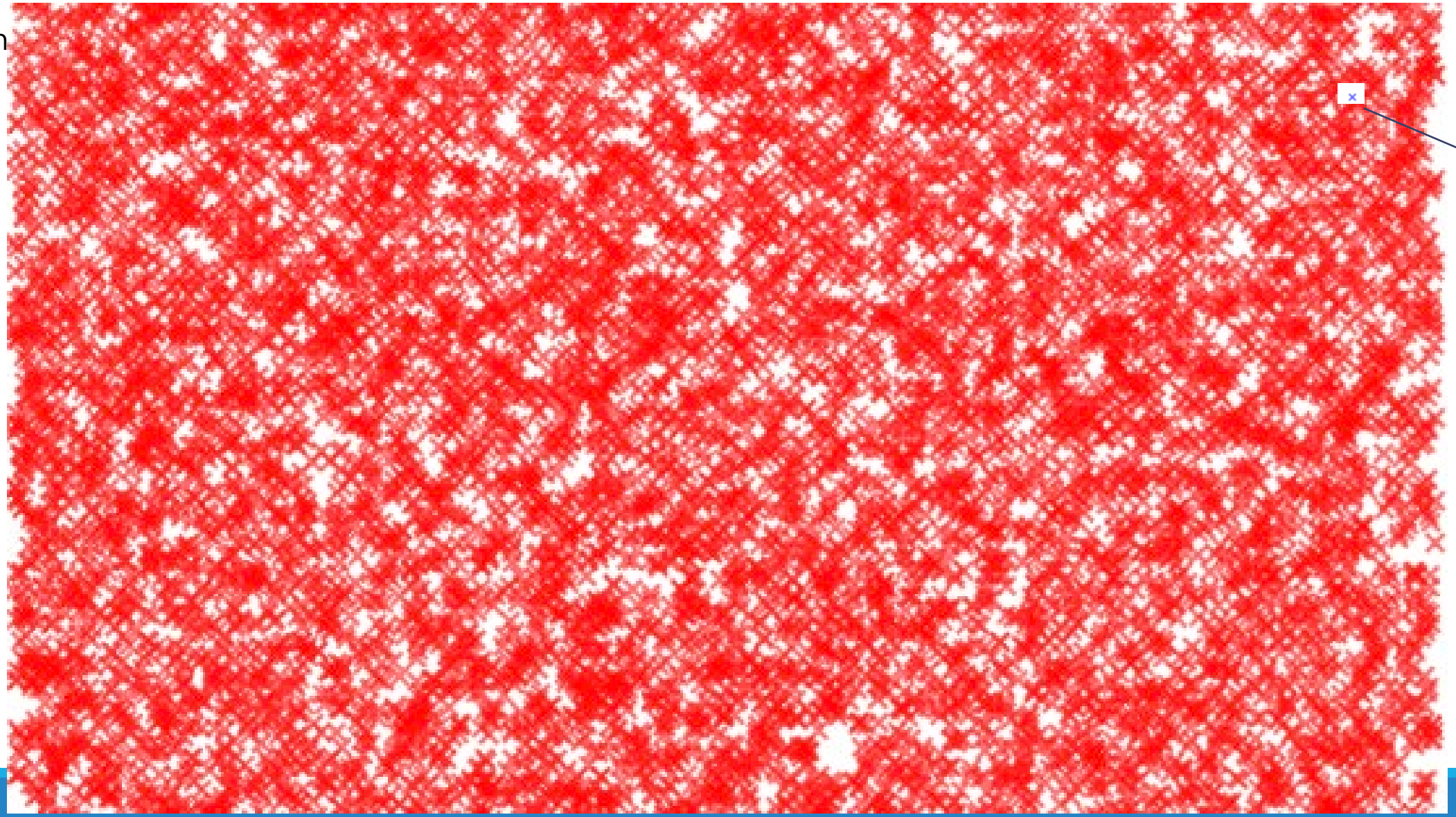



EVERY
1 MINUTE
OF THE
DAY
PRESENTED BY DOMO
TWITTER
USERS POSTS
575k
TWEETS
TIKTOK
USERS WATCH
167M
VIDEOS
GOOGLE
CONDUCTS
5.7M
SEARCHES
DISCORD
USERS SEND
668k
MESSAGES
12M
PEOPLE SEND AN
IMESSAGE
INSTAGRAM
USERS SHARE
65k
PHOTOS
CLUBHOUSE
CREATES 208 ROOMS
FACEBOOK
USERS SHARE 240k PHOTOS
SNAPCHAT
USERS SEND 2M SNAPCHATS
FACEBOOK
LIVE RECEIVES 44M VIEWS
AMAZON
CUSTOMERS SPEND $283k
YOUTUBE
USERS STREAM
694k
HOURS
6M PEOPLE SHOP
ONLINE
NETFLIX
USERS STREAM
452k
HOURS
STRAVA
ATHLETES SHARE
1.5k
ACTIVITIES
TEAMS
CONNECTS
100k
USERS
ZOOM
HOSTS
856
MINUTES OF WEBINARS
SLACK
USERS SEND
148k
MESSAGES
VENMO
USERS SEND
$304k
INSTACART
USERS SPEND
$67k

Global Indicators - Digital Acceleration

2023

14 billion

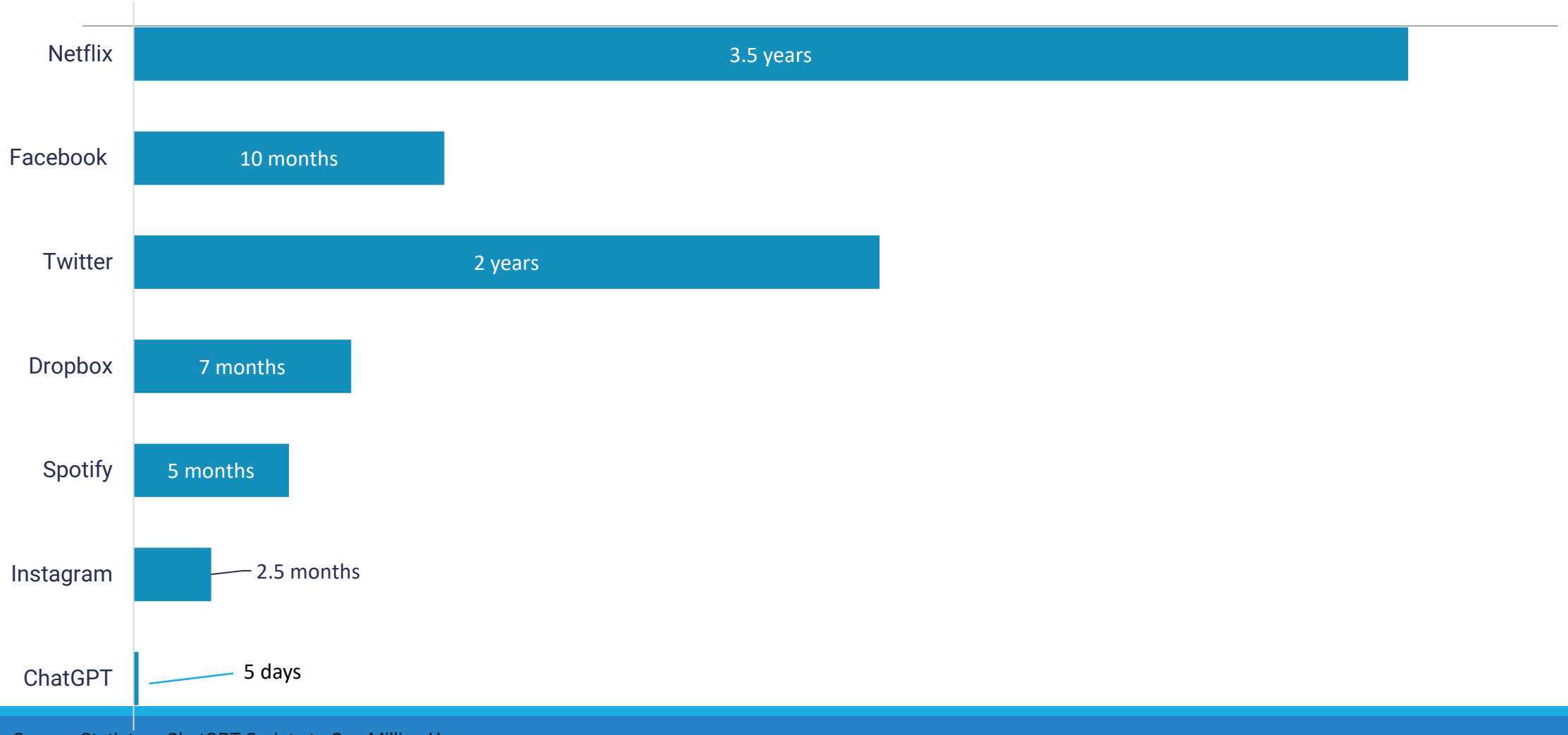


1983

562

Global Indicators - Digital Acceleration

Time to reach one million users from launch

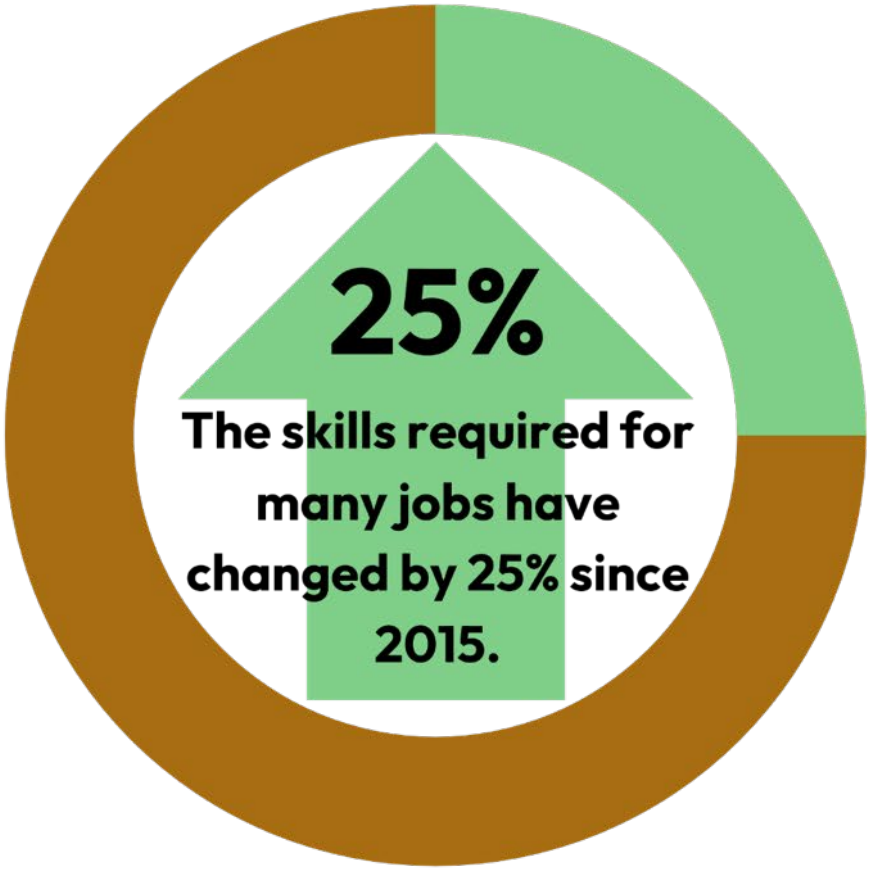


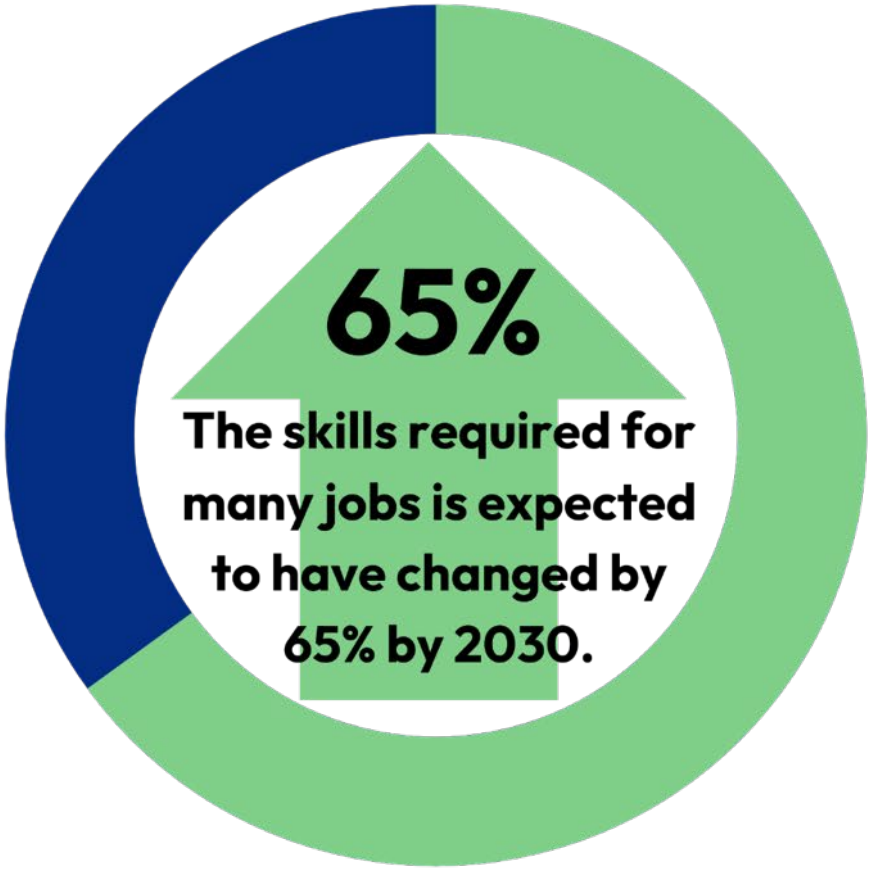
Source: Statista – ChatGPT Sprints to One Million Users

PIENSE
THINK
ΣΚΕΨΟΥ
DENKE
PENSER
$24,000
Who is Stoker?
(I FOR ONE WELCOME OUR NEW COMPUTER OVERLORDS)
$1,000
$77,147
Who is Bram Stoker?
$ 17,973
$21,600
WHO IS BRAM STOKER?
$5600

amazon

Global Indicators - Skills Required for Job Success are Changing





Source: LinkedIn Future of Work Report

Global Indicators - Skills Required for Job Success are Changing

- Analytical Thinking
- Creative Thinking
- Resilience, flexibility, and agility
- Motivation and self-awareness
- Curiosity and lifelong learning
- Technological literacy
- Dependability and attention to detail
- Empathy and active learning
- Leadership and social influence
- Quality Control

Source: World Economic Forum

Preparing Students for Post-Secondary

The Job Landscape is also Increasingly Digital

The Jobs Landscape in 2025

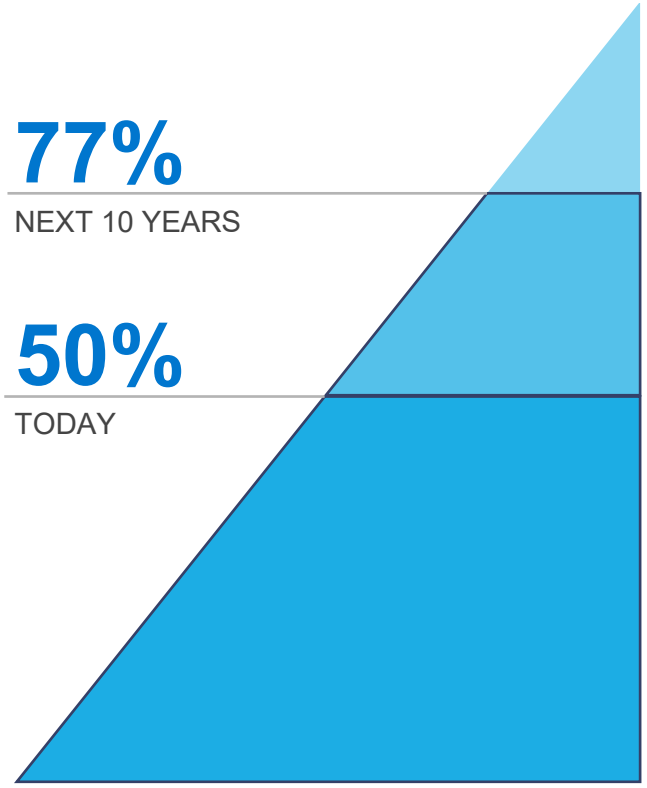
01 Data Entry Clerks	01 Data Analysts & Scientists
02 Administrative & Executive Secretaries	02 AI & Machine Learning Specialists
03 Accounting, Bookkeeping & Payroll Clerks	03 Big Data Specialists
04 Accountants & Auditors	04 Digital Marketing & Strategy Specialists
05 Assembly & Factory Workers	05 Process Automation Specialists
06 Business Services & Administration Managers	06 Business Development Professionals
07 Client Information & Customer Service Workers	07 Digital Transformation Specialists
08 General & Operations Managers	08 Information Security Analysts
09 Mechanics & Machinery Repairers	09 Software & Applications Developers
10 Material-Recording & Stock-Keeping Clerks	10 Internet of Things Specialists

97 MILLION
Emerging roles, global change by 2025

85 MILLION
Declining roles, global change by 2025

Source: World Economic Forum, 2020

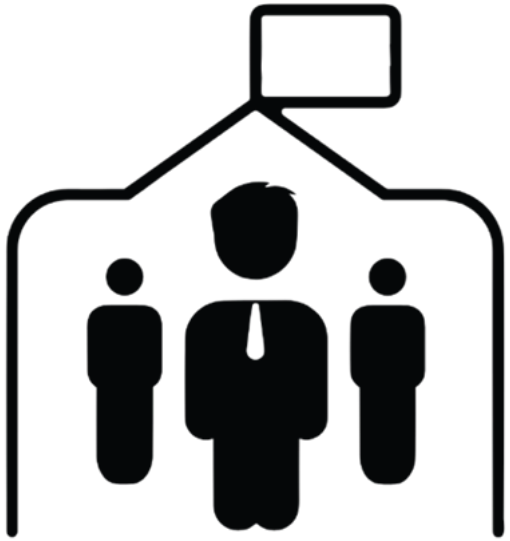
More than **50% of today's jobs** require some degree of technology skills, and experts say that percentage will **increase to 77%** in the next decade.



Source: US Bureau of Labor Statistics

AI and Machine Learning Jobs are Growing

AI or machine learning jobs will grow by 40%.



Over 1 million new jobs are expected by 2027.

Source: World Economic Forum

Employers are Looking for AI Experience

Globally, English-language job postings mentioning GPT or ChatGPT increased **21x** since November 2022.

Source: LinkedIn Future of Work Report

Technology Audits

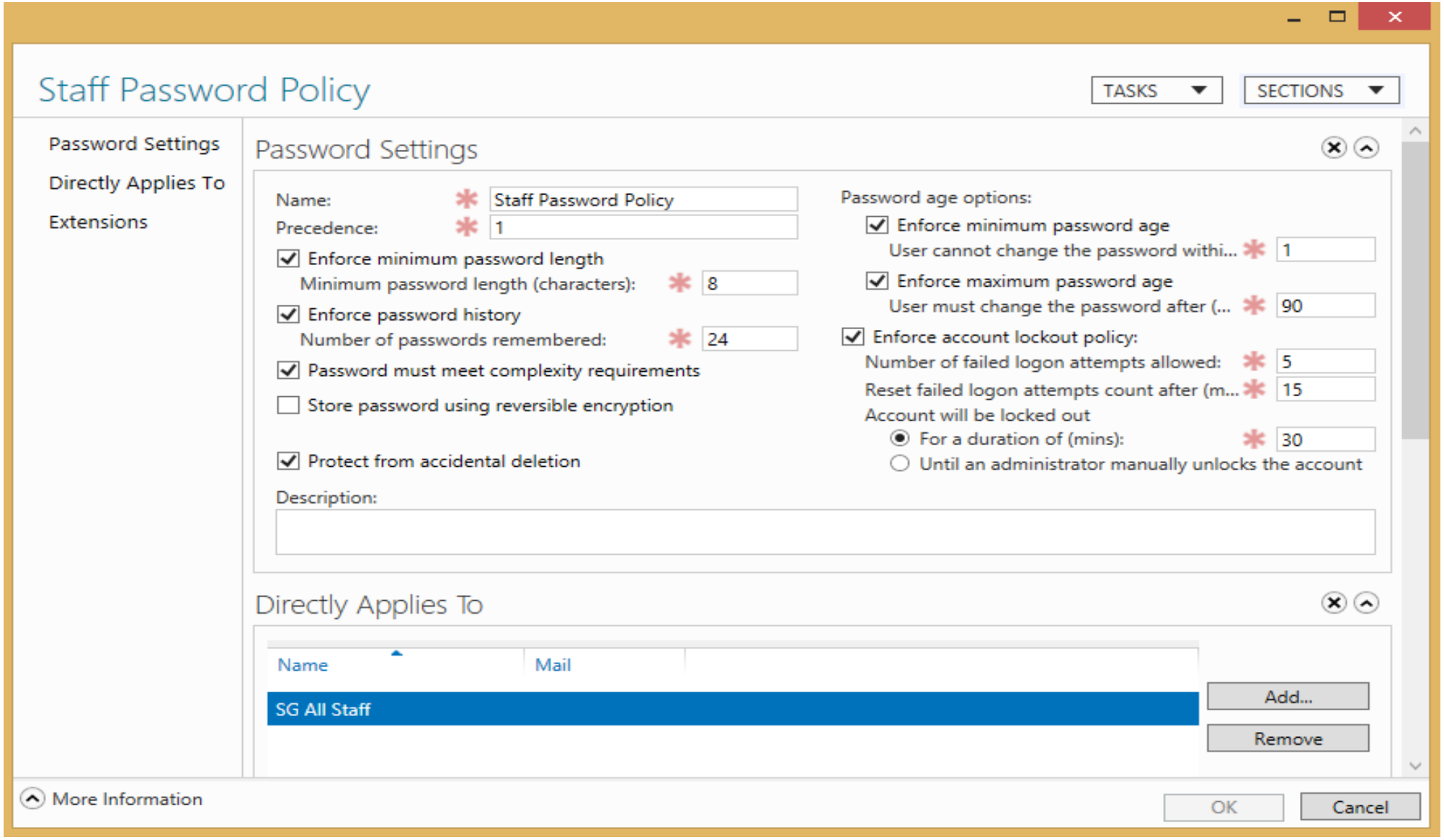
- Why do them?

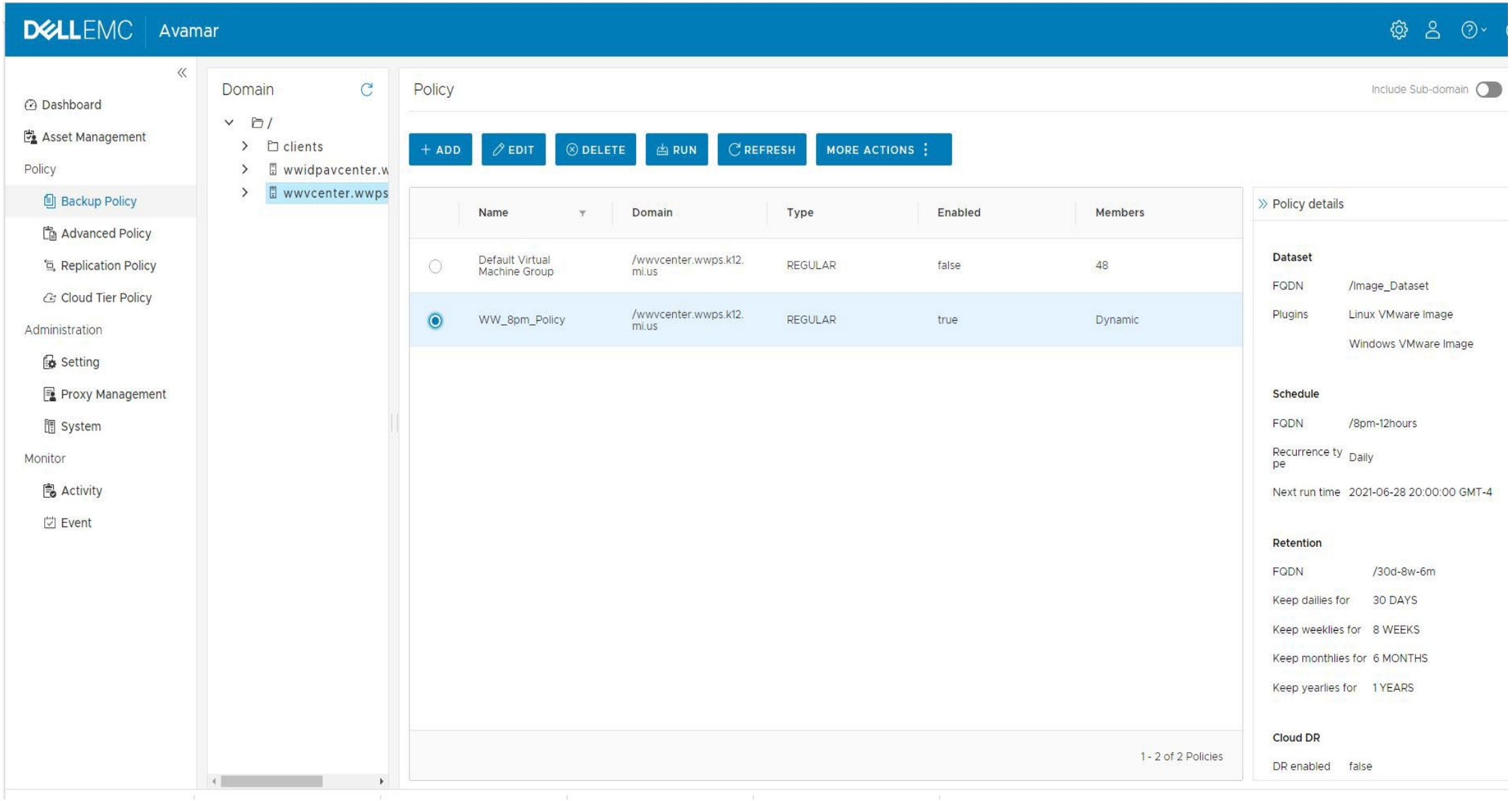
Plante Moran Audit (internal controls)

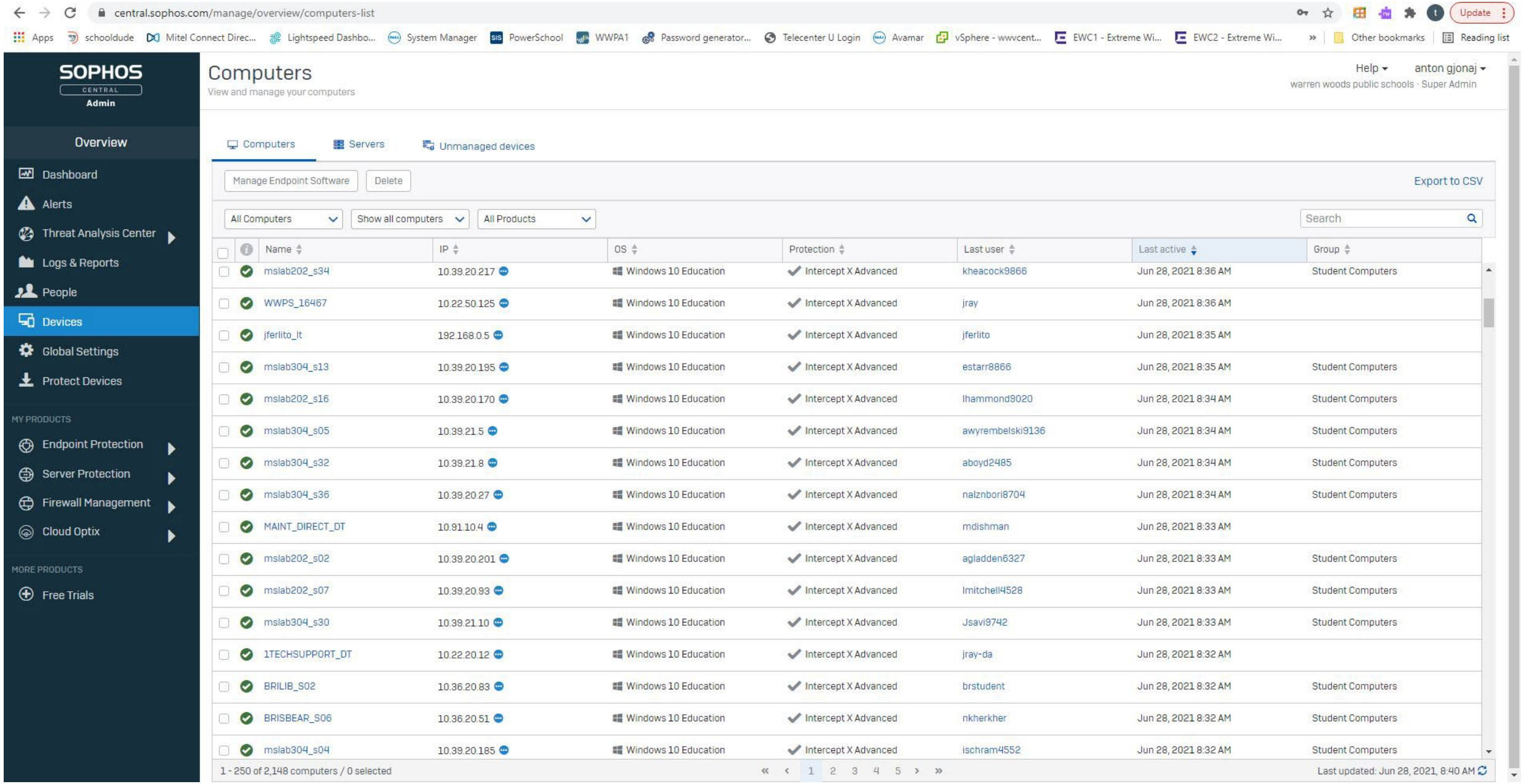
Warren Woods Public Schools
Information Technology General Controls and General Ledger Controls
Self-Assessment Questionnaire
06/30/2020

Please complete the questionnaire below by indicating which of the listed controls are in place at your organization. ***For each control that is in place (as indicated with a check next to "Yes"), please describe the procedures and controls in sufficient detail so that the reviewer has a clear understanding of how the procedures and controls work in your environment.*** *Please also attach the requested documents that relate to those procedures and controls.*

What Could Go Wrong - E-1 Transaction information in the IT system could be inappropriately created, modified or manipulated		
		Supporting Documentation Requests
Logical Access Controls: Controls over granting, changing and removing access to network, core financial applications and related data restrict users to authorize functions and applications and prevent assignment of incompatible duties		
New User Access – Does the organization have procedures and controls in place for granting access to the network and core financial applications? ☒ Yes ☐ No		
Describe how IT is notified of new hires by HR or supervisor.	IT receives a work order through the online ticket system School Dude	Provide a **completed** new user access form or workflow printout from the period under audit Provide a list of employees and vendors with system access privileges to add, modify or delete General Ledger accounts in the financial reporting system(s)
Describe how HR or supervisor initiates and documents new user name, department, access required (network and applications), hire date, etc.	The Deputy Superintendent receives a copy of the Add/Drop form from HR and creates a work order for IT to process	
Describe how HR or supervisor approves access requested	By attaching the Add/Drop form to a new work order and including a description	
Describe how IT administers access as described in user access forms or workflows and documents the access granted.	One of the fields within the Add/Drop form stipulate the access needed (i.e. Teacher, Office Staff, etc)	
Describe how the documentation for new user access is retained by either the IT or HR department.	Work orders that contain the Add/Drop forms are retained in the School Dude system	
Access Termination – Does the organization have procedures and controls in place to remove access rights for terminated employees? ☒ Yes ☐ No		
Describe how is IT notified of terminations by HR or supervisor and how soon after termination IT is notified.	Same process as new user access	Provide a **completed** user termination form or
Describe how the company documents the terminated user's name and termination date.	In the Add/Drop form which is attached to the work order	


Staff Password Policy
TASKS
SECTIONS
Password Settings
Directly Applies To
Extensions
Password Settings
Name:
Staff Password Policy
Precedence:
1
Enforce minimum password length
Minimum password length (characters):
8
Enforce password history
Number of passwords remembered:
24
Password must meet complexity requirements
Store password using reversible encryption
Protect from accidental deletion
Description:
Password age options:
Enforce minimum password age
User cannot change the password withi...
1
Enforce maximum password age
User must change the password after (...
90
Enforce account lockout policy:
Number of failed logon attempts allowed:
5
Reset failed logon attempts count after (m...
15
Account will be locked out
For a duration of (mins):
30
Until an administrator manually unlocks the account
Directly Applies To
Name
Mail
SG All Staff
Add...
Remove
More Information
OK
Cancel


DELL EMC Avamar
Dashboard
Asset Management
Policy
Backup Policy
Advanced Policy
Replication Policy
Cloud Tier Policy
Administration
Setting
Proxy Management
System
Monitor
Activity
Event
Domain
/
clients
wwidpavcenter.w
wwvcenter.wwps
Policy
Include Sub-domain
+ ADD
EDIT
DELETE
RUN
REFRESH
MORE ACTIONS
Name
Domain
Type
Enabled
Members
Default Virtual Machine Group
/wwvcenter.wwps.k12.mi.us
REGULAR
false
48
WW_8pm_Policy
/wwvcenter.wwps.k12.mi.us
REGULAR
true
Dynamic
1 - 2 of 2 Policies
Policy details
Dataset
FQDN /Image_Dataset
Plugins Linux VMware Image
Windows VMware Image
Schedule
FQDN /8pm-12hours
Recurrence type Daily
Next run time 2021-06-28 20:00:00 GMT-4
Retention
FQDN /30d-8w-6m
Keep dailies for 30 DAYS
Keep weeklies for 8 WEEKS
Keep monthlies for 6 MONTHS
Keep yearlies for 1 YEARS
Cloud DR
DR enabled false


central.sophos.com/manage/overview/computers-list
Update
Apps
schooldude
Mitel Connect Direc...
Lightspeed Dashbo...
System Manager
PowerSchool
WWPA1
Password generator...
Telecenter U Login
Avamar
vSphere - wwvcent...
EWC1 - Extreme Wi...
EWC2 - Extreme Wi...
Other bookmarks
Reading list
SOPHOS
CENTRAL
Admin
Overview
Dashboard
Alerts
Threat Analysis Center
Logs & Reports
People
Devices
Global Settings
Protect Devices
MY PRODUCTS
Endpoint Protection
Server Protection
Firewall Management
Cloud Optix
MORE PRODUCTS
Free Trials
Computers
View and manage your computers
Help
anton gjonaj
warren woods public schools · Super Admin
Computers
Servers
Unmanaged devices
Manage Endpoint Software
Delete
Export to CSV
All Computers
Show all computers
All Products
Search
Name
IP
OS
Protection
Last user
Last active
Group
mslab202_s34 10.39.20.217 Windows 10 Education Intercept X Advanced kheacock9866 Jun 28, 2021 8:36 AM Student Computers
WWPS_16467 10.22.50.125 Windows 10 Education Intercept X Advanced jray Jun 28, 2021 8:36 AM
jferlito_lt 192.168.0.5 Windows 10 Education Intercept X Advanced jferlito Jun 28, 2021 8:35 AM
mslab304_s13 10.39.20.195 Windows 10 Education Intercept X Advanced estarr8866 Jun 28, 2021 8:35 AM Student Computers
mslab202_s16 10.39.20.170 Windows 10 Education Intercept X Advanced lhammond9020 Jun 28, 2021 8:34 AM Student Computers
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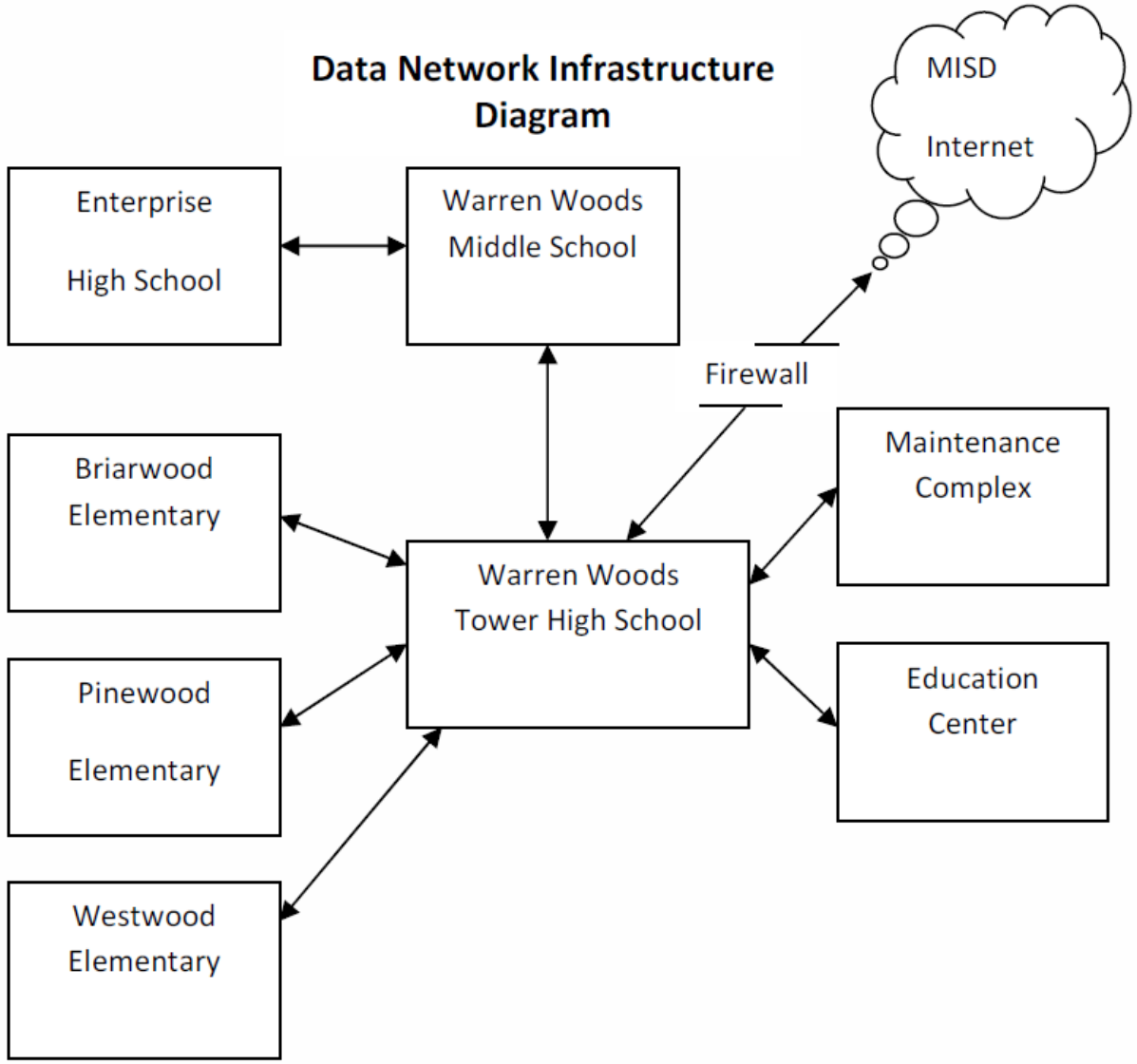
mslab202_s07 10.39.20.93 Windows 10 Education Intercept X Advanced lmitchell4528 Jun 28, 2021 8:33 AM Student Computers
mslab304_s30 10.39.21.10 Windows 10 Education Intercept X Advanced Jsavi9742 Jun 28, 2021 8:33 AM Student Computers
1TECHSUPPORT_DT 10.22.20.12 Windows 10 Education Intercept X Advanced jray-da Jun 28, 2021 8:32 AM
BRILIB_S02 10.36.20.83 Windows 10 Education Intercept X Advanced brstudent Jun 28, 2021 8:32 AM Student Computers
BRISBEAR_S06 10.36.20.51 Windows 10 Education Intercept X Advanced nkherkher Jun 28, 2021 8:32 AM Student Computers
mslab304_s04 10.39.20.185 Windows 10 Education Intercept X Advanced ischram4552 Jun 28, 2021 8:32 AM Student Computers
1 - 250 of 2,148 computers / 0 selected
1 2 3 4 5
Last updated: Jun 28, 2021, 8:40 AM


Data Network Infrastructure Diagram
MISD
Internet
Enterprise
High School
Warren Woods
Middle School
Firewall
Briarwood
Elementary
Maintenance
Complex
Warren Woods
Tower High School
Pinewood
Elementary
Education
Center
Westwood
Elementary

Technology Planning

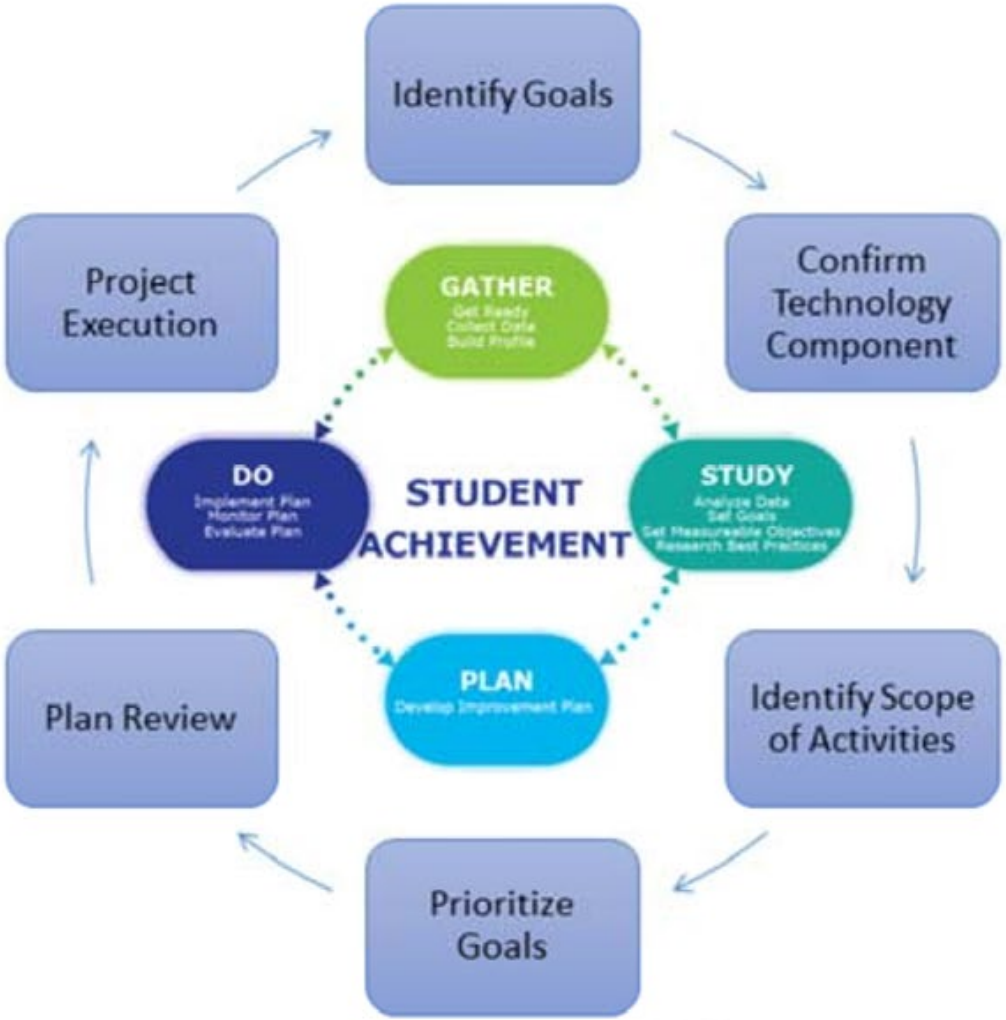
New – Tech Planning is now Integrated with the School/District Improvement Plan (SIP/DIP)

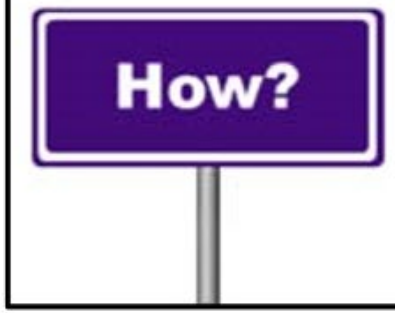
Technology Director/Coordinator should join SIP/DIP team

Must tag technology related items in SIP/DIP

MICIP - MDE - Michigan Integrated Continuous Improvement Process (MICIP)

New Model


Identify Goals
Confirm Technology Component
Identify Scope of Activities
Prioritize Goals
Plan Review
Project Execution
GATHER
Get Ready
Collect Data
Build Profile
STUDY
Analyze Data
Set Goals
Set Measureable Objectives
Research Best Practices
PLAN
Develop Improvement Plan
DO
Implement Plan
Monitor Plan
Evaluate Plan
STUDENT ACHIEVEMENT


How?

Our Technology Planning Process

Weekly touch point between Curriculum and Technology

Quarterly meeting with Instructional Technology Team

Short and long term planning process with Business Manager (Superintendent)

Goal Setting

2020-2021 State of the Technology Department

Managed Devices (total increase of 1232 devices since FY1920):

833 Laptops (Increase of 100 CTE Laptops-5 carts, Increase of 18-new science cart)
1045 COVID-19 Student Laptops (234 Lenovo, 811 HP)
1200 Desktops
227 iOS Devices-iPad, iPod Touch, Apple TV (increase of 20 iPads)
63 Bluetooth Wireless Headsets (Apple AirPods and Blue Parrot)
200 Projectors
123 Interactive Boards/Projectors
125 Document Cameras (increase of 1)
304 Wireless Access Points
455 Surveillance Cameras (increase of 3)
59 Network Printers-excludes copiers
65 FrontRow Audio Enhancement Systems

Potential additional device purchases:

Additional WWT Science Laptop Cart (18)
WWT will need a Read 180 laptop cart and possible cart(s) at WWMS depending on desire to switch to Read 180 and number of classes. Would need Device CALs.

Budget Detail:

21/22 SchoolDude Helpdesk ($3,305) and Insight Renewal ($6,915) prepay ($10,216 total)
21/22 One Year of SMART Learning Suite (WWT/HS/EC Only) qty-40 @ $31.49 each ($1,259.60)
21/22 Sophos (three year @ $9,902.00/yr or two year @ $11,275.00/yr
21/22 Renewal of Microsoft EES using new required licensing model $23,989.50
21/22 Renewal of Lightspeed filter subscription qty-1400 @ co-term rate ($9,500.00)
21/22 Renew Adobe Creative Cloud (convert to user) $2,380.00 (CTE funded)
21/22 GoDaddy SSL Certificate $500 (Hybrid Exchange 21/22, Firewall 22/23)
21/22 KnowBe4 Year 2 $7,800
21/22 Palo Alto $32,646.00 (for three years, prepay year 2&3)
21/22 Migrate Surpass to Cloud (Current 5 @ $530 each to 5 @ $900 each - $1,850 increase overall)
21/22 Cyber Assessment Program for 12-months ($14,000)

Goal Setting

ADMINISTRATIVE GOAL SETTING

Administrator and evaluator will jointly develop at least two (2) goals related to their job duties for self-improvement. Upon approval of goals the administrator will develop strategies and time-lines to successfully accomplish these goals an submit copy to evaluator.

Administrator: **Kevin Hustek**

Evaluator(s): Neil Cassabon

1.
2.

ADMINISTRATIVE GOAL SETTING
Kevin Hustek Goal #1

Administrator and evaluator will jointly develop at least two (2) goals related to their job duties for self-improvement. Upon approval of goals the administrator will develop strategies and time-lines to successfully accomplish these goals and submit copy to evaluator.

Goal:

Relevance:

Steps/Strategies:

Time Frame for each Step:

Documentation for each Step:

Goal Example

Show example of Director of Technology Goals

Show example of Technology Technician Goals

Technology Purchasing

Technology Planning

Total Cost of Ownership

Technology Budgeting

Total Cost of Ownership

Consider what tech needs to be in place to simply check email on a computer

Budget Planning with your Tech Director

- Initial cost of hardware
- Staff to support
- Professional Services/Consultant
- Maintenance contracts
- Training
- Sustainability plan – short/long term costs

Year 1 Cost – 1 Grade Level Example

200 Students

iPad $599

Case $30

MDM $14

Apps/Books $20

Ed Tech - 2 days per week $28,000

$160,600

Year 1 Cost – 1 Grade Level Example

200 Students

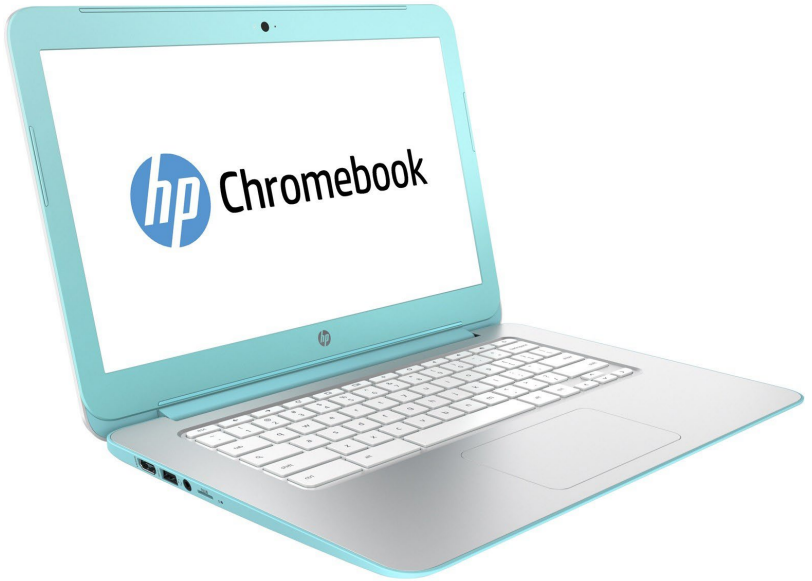
Chromebook $260

Case $30

Apps/Books $20

Ed Tech - 2 days per week $28,000

$90,000



TCO/Sustainability Concerns

Additional technology support staffing

Additional instructional tech staffing

Applications

Additional wireless

Additional insurance

Additional bandwidth costs

Budgeting – Factors Increasing Costs

Increasing use/dependence on technology

- Business Office (paperless, workflows)
- Classroom (1:1, AV, Online Assessments)
- SAS – Subscription Model for Software
- 0% Technology staff unemployment rate
- Cyber Security Costs (SIEM Solutions, AV, UTP Firewalls, Encrypted eMail)

Need for better connectivity

- WAN
- Internet Bandwidth
- Wireless Density

Budgeting - Low Risk Cost Reduction

- Leveraging the cloud
- BYOD
- Standardization (Hardware, software, etc.)
- Moving to SIP trunks for VOIP (phones)
- Quality used network equipment
- E-rate
- Local/Regional Collaborations: Shared services
- Statewide Collaborations SPOT, REMC Bid, Open eBooks, EduPaths, SEN (470), MiSuite
- Automation – User accounts, imaging, MiDataHub integrations

Budgeting - High Risk Cost Reduction

Non-renewal of maintenance contracts

Reduce staffing levels

Off brand network hardware/software

No Business Continuity Plan (Disaster Recovery)

Statewide Activities Can Save $$$

MICHIGAN
OPEN BOOK PROJECT

misen
Michigan Statewide Educational Network

E-Rate

MICHIGAN
DataHub

EduPaths
Helping educators navigate their professional growth.

MiSuite

MICHIGAN
OPEN BOOK PROJECT

EduPaths

Helping educators navigate their professional growth.

$30 MILLION

Direct Savings to Schools

140,000

Devices Purchased

This year alone!

REMC Association

MICHIGAN DataHub

What can it do for your district?

Integrate data systems – SIS, Food Services, Emergency Notification, etc.

Improving access to educational data/dashboards – MiLearn, MiRead, EWS

Free to Michigan LEA's and PSA's!!!

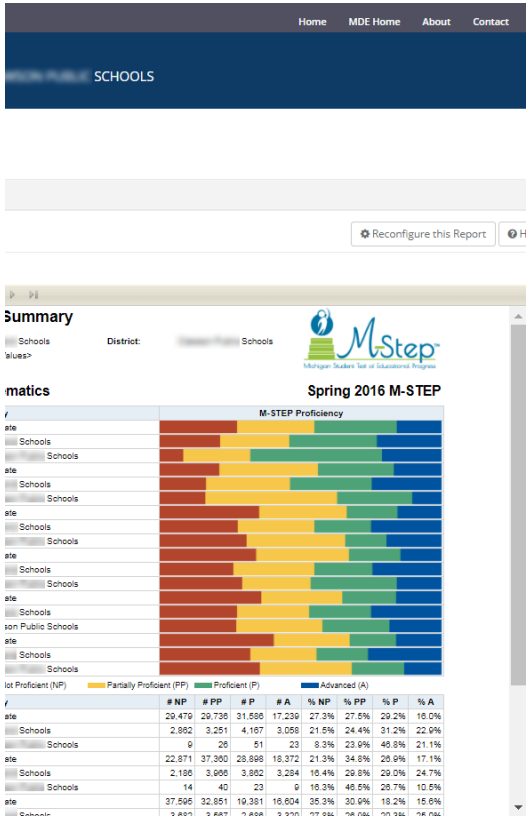
Home (midatahub.org)

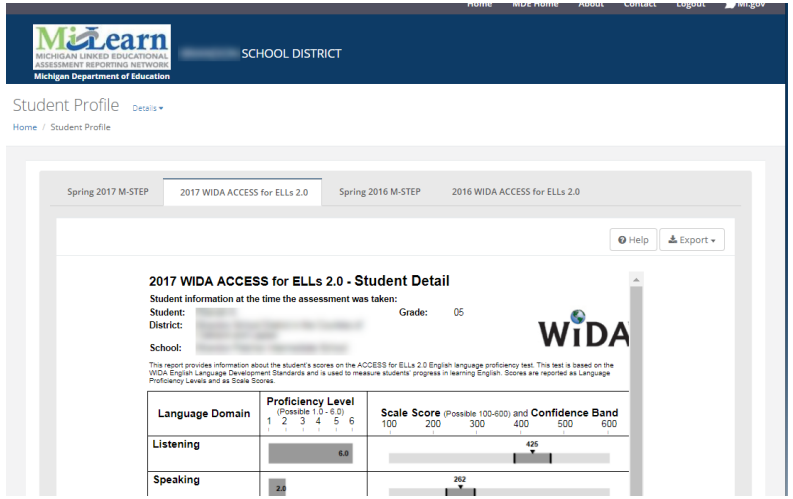
MiDataHub Participation			
June 5, 2023			
	Live	**In-Process**	**Total**
ISD/LEAs	571	19	**590**
PSAs	283	8	**291**
Total Districts	**854**	**27**	**881**
Total District %	96%	3%	**99%**
Headcount	1,537,754	n/a	**n/a**
ISD/LEA FTE	1,256,313	75,384	**1,331,697**
PSA FTE	148,181	1,866	**150,047**
Total FTE	1,404,494	77,250	**1,481,744**
Total FTE %	92%	5%	**97%**

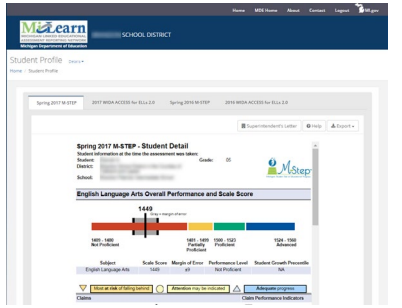
ISD and District Status Update

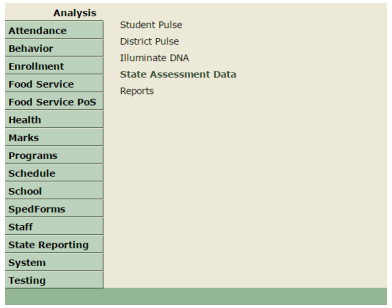
MiLearn

Direct access to state assessment results online for students, parents, and educators





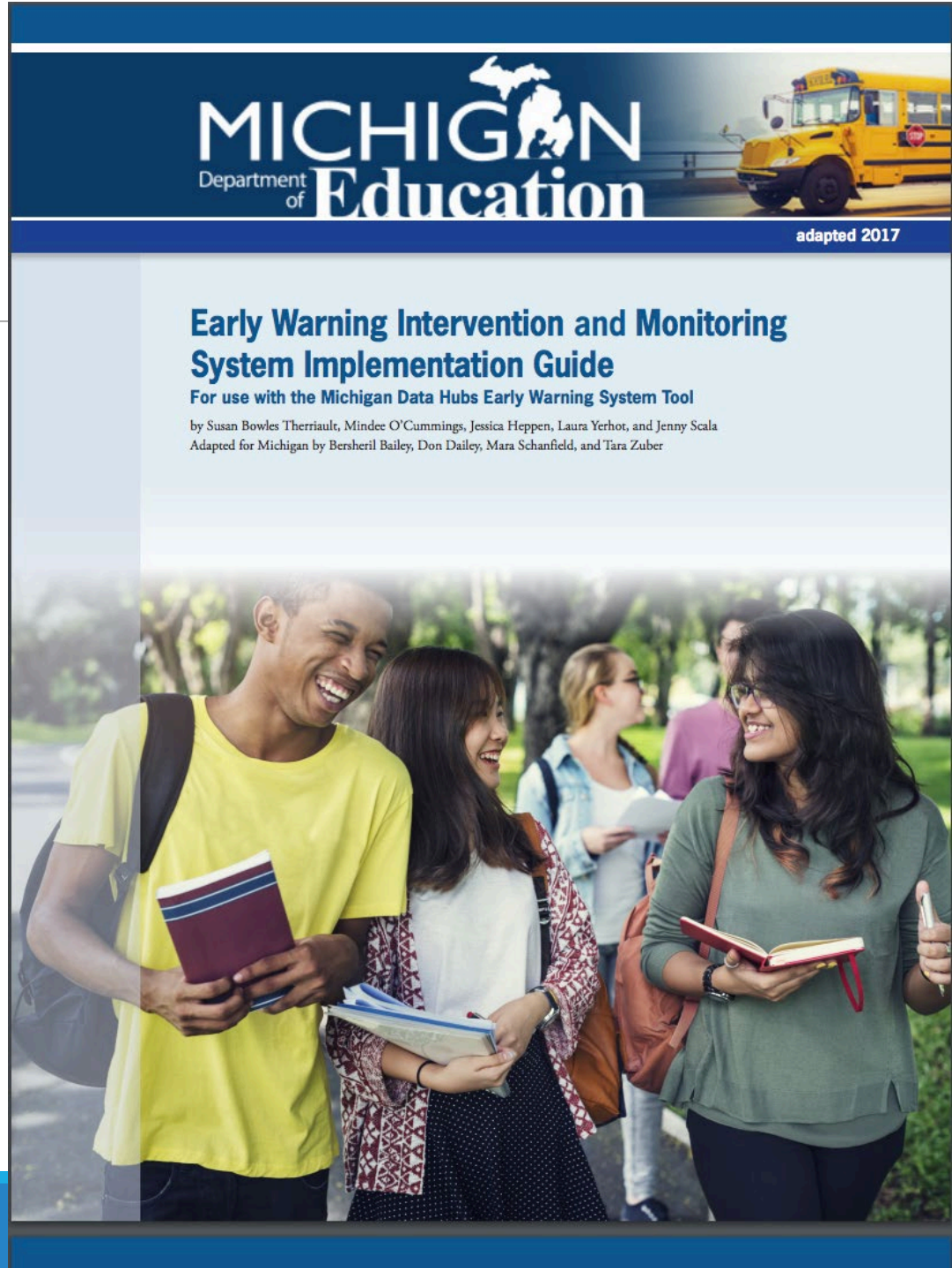




DataHub Dashboards and Early Warning Signs

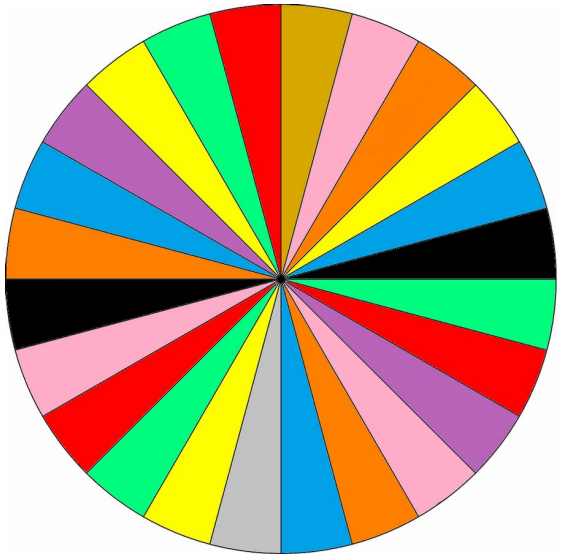
- Leveraging National work on EWS
- Included as official process for State of Michigan Early Warning and Intervention Monitoring System (EWIMS)
- Integrated into Michigan's Safe and Healthy Schools and MTSS initiatives
- Michigan Manual on Early Warning Intervention and Monitoring System Implementation Guide (right)

http://mi.gov/mde-ewims



BREAK

When we return, we'll spin the wheel for a gift card prize!



Setting Priorities

Cabling/Fiber

Switching

Firewall

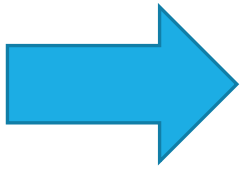
Content Filter

Wireless

TECHNOLOGY BUDGETING – Long Term Planning

Replacement Cycles

Fiber	30 to 60 years
Network Cabling	15 to 20 years
Switches	8-10 years
Wireless	8-10 years
Servers/SAN/Content Filters	5-10 years
Desktops	5 years
Laptops	5 years
Smart phones	2 years



Cloud Based Infrastructure - IaaS

Capital Expenditures v. Operational Expenditures

Why Go IaaS?

- Costs are lower (if you purchase reserve instances)
- More reliable – 99.999% uptime
- Better backup and disaster recovery (DR)
- Less need for staff with server hardware skills

How to Fund Tech?

Bond Funds

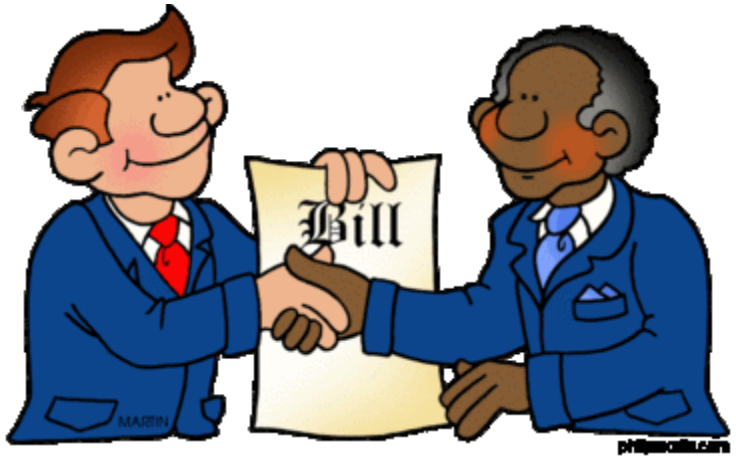
Sinking Funds

Installment Purchase Agreements

Operational Funds

Sinking Funds

- New legislation passed November 2016 to allow sinking funds to purchase/upgrade technology
- Not retroactive for existing sinking funds
- Only for new sinking funds passed March 2017 or later
  - Voter approved



Installment Purchase Agreements

- Work with your attorney
- Solicit bids from banks
- Favorable loan terms

Be Careful – Lease Purchase Agreements

- Not a true lease – district takes possession of equipment
- Usually contains many unfavorable, and sometimes illegal, provisions
- Does require proper board authorization for tax-exempt financing
- Installment purchase agreement recommended

Bids

REMC SAVE

- What is a SPOT bid

MiDeal

Outsourcing/Shared Services

- In-House vs. Collaboration
- Collaborations in Michigan
- Benefits and Challenges
  - Shared resources
  - Enterprise Model
  - Hybrid model challenges
  - Expertise availability

Contracts/IGA's

What to look for in a Shared Service Agreement (SLA)

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This Confidentiality and Non-Disclosure Agreement (the "Agreement") is entered into by and between **WARREN WOODS PUBLIC SCHOOLS**, a Michigan General Powers School District, whose address is 12900 Frazho, Warren, MI 48089 (the "District") and _____, a _____ whose address is _____ ("Vendor") and confirms the terms under which the District has disclosed or may hereafter disclose to the Vendor certain Confidential Information in conjunction with services provided by Vendor to School District.

For valid consideration, the receipt and adequacy of which are hereby acknowledged:

1. Vendor acknowledges that in the performance of its services for the District, it may gain knowledge of Confidential Information and/or may have access to Confidential Information. Vendor acknowledges that the maintenance and disclosure of this Confidential Information is governed by various state and federal laws, rules and regulations and agrees that it shall each keep all Confidential Information in confidence and will not, without the District's prior written consent, divulge, disclose, communicate, copy or make accessible any Confidential Information to any person or entity. Each

Technology Policy – AUP's

Acceptable Use Policy - NEOLA

Staff and students must sign an AUP

Warren Woods Public Schools
12900 Frazho - Warren, MI 48089-1300
586-439-4457 – www.warrenwoods.misd.net – Fax 586-353-0544

Acceptable Use Agreement for Computers and Other Technology

Computers and other technology are to be used in a responsible, efficient, ethical, and legal manner. Technology includes, but is not limited to, computers, disk drives, printers, scanners, networks, software, video and audio recorders, cameras, photocopiers, telephones, and other related electronic resources. Networks include, but are not limited to, all voice and data systems. Users include anyone who is accessing or using district technology.

District technology can be used to access the Internet, a global information and communication network that provides significant educational opportunities to our students. The Board has adopted policies for Student Network and Internet Acceptable Use and Safety, and Staff Network and Internet Acceptable Use and Safety.

By signing this form, I agree to the following terms for use of district technology, including the Internet:

1. I understand that the use of district technology is a privilege and not a right. My use of technology may be monitored by district staff, and is not to be considered confidential or private. Warren Woods reserves the right to access, review, or delete any information on the district network.
2. My use of district technology is for educational purposes only, as determined by the district's mission statement and curriculum.
3. I will not use the school district network for commercial use, for inappropriate or illegal purposes of any kind, nor for activities that could be dangerous to myself or to others. Warren Woods will not be held responsible if I participate in such activities.
4. I will not use the school district network to send or receive threatening, obscene, or harassing materials. Warren Woods will not be held responsible if I participate in such activities.
5. I will not interfere with, disrupt, or cause damage to district technology equipment, networks, and services.
6. I will respect copyright laws and fair use practices.
7. I will not use multi-user talk sites (chat rooms), games, or blogs, except those designated as permissible.
8. I am responsible for any misuse that results from sharing my password. Therefore, I will not share my password.
9. I will accept the responsibility of any student Internet access from my classroom/office.

I understand that if I do not follow the above guidelines, I may face disciplinary action, loss of technology privileges and network access, and/or legal action. Penalties will be determined by the School District.

Please read carefully and then **PRINT** your name on the line below:

I, _____, have read the guidelines stated above and agree to follow them.
(Please Print)

Please sign and date below:

STAFF SIGNATURE _____ **Date:** _____
(Please Sign) ***(Please date)***

Tech Policy - CIPA

Child Internet Protection Act (CIPA)

- Must block or **filter Internet** access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.
- Internet safety policies must include **monitoring** the online activities of minors.
- As required by the Protecting Children in the 21st Century Act, they **must provide for educating minors** about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Tech Policy – Records Retention

Michigan Record Retention Policies

- http://www.michigan.gov/documents/hal_mhc_rms_local_gs2_171482_7.pdf

You are responsible for employee training

PERM = Permanent ACT = Active EXP = Expiration
SUP = Superseded EVT = Event CR = Creation Date FY = Fiscal Year
School districts need to identify the "office of record," duplicates are "nonrecords" that do not need to be retained.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
	may include the Invitation to Bid, the bid documents that are submitted, the reviewer documentation, etc. **ACT = until a bid is awarded.**	
304	Contracts (supersedes item #D9)	EXP+6
	These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. These files may	

Tech Policy on eMail Archiving

1 year most common (longer creates risks)

Consider liability

Legal holds

FOIA – Freedom of Information Act

What is FOIA?

Email Retention - Decision Tree

http://www.michigan.gov/documents/hal_mhc_rms_email_faq_161101_7.pdf

Do I need to retain this e-mail message?

State of Michigan, Records Management Services

Tech Policy - Disposal

Technology Disposal

1. Sell to staff and community
2. Sell to other schools
4. Send out to Recycler’s

Business Continuity Planning

Backup
- Offsite
- Disk based
- Cloud based cold storage

Replication

Disaster Recovery (DR)

Hot Site

Security

HIPPA – FERPA - Family Educational Rights and Privacy Act

Cloud (Office 365 and Google)

Firewall log

Password rules – i.e. 8+ char passwords

Multifactor Authentication (MFA or 2FA)

Plante Moran Audit (internal controls)

Email Security

Office 365

Google for Education

Cyber Awareness – KnowBe4

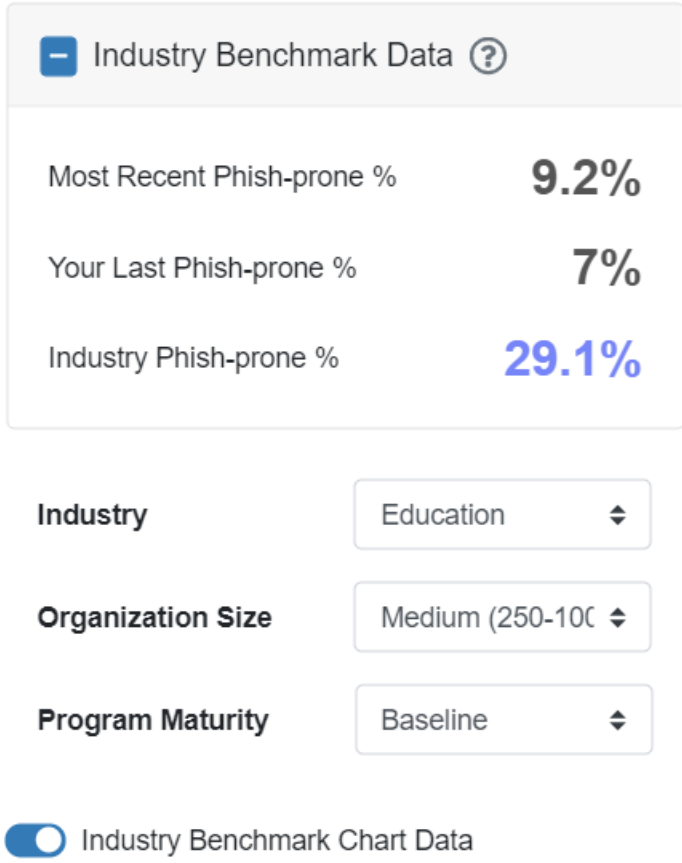
Training

Phish Simulation

Phish Reporting

Follow up training for “clickers”

Phishing



Jump into the tool to show some of the metrics and data available

Trends

What have you seen change in last 3-5 years?

- One-to-one
- Alexa/Google Assistant
- Mobility/Wearable Tech

What will the next 3-5 years look like?

- Artificial Intelligence (ChatGPT)

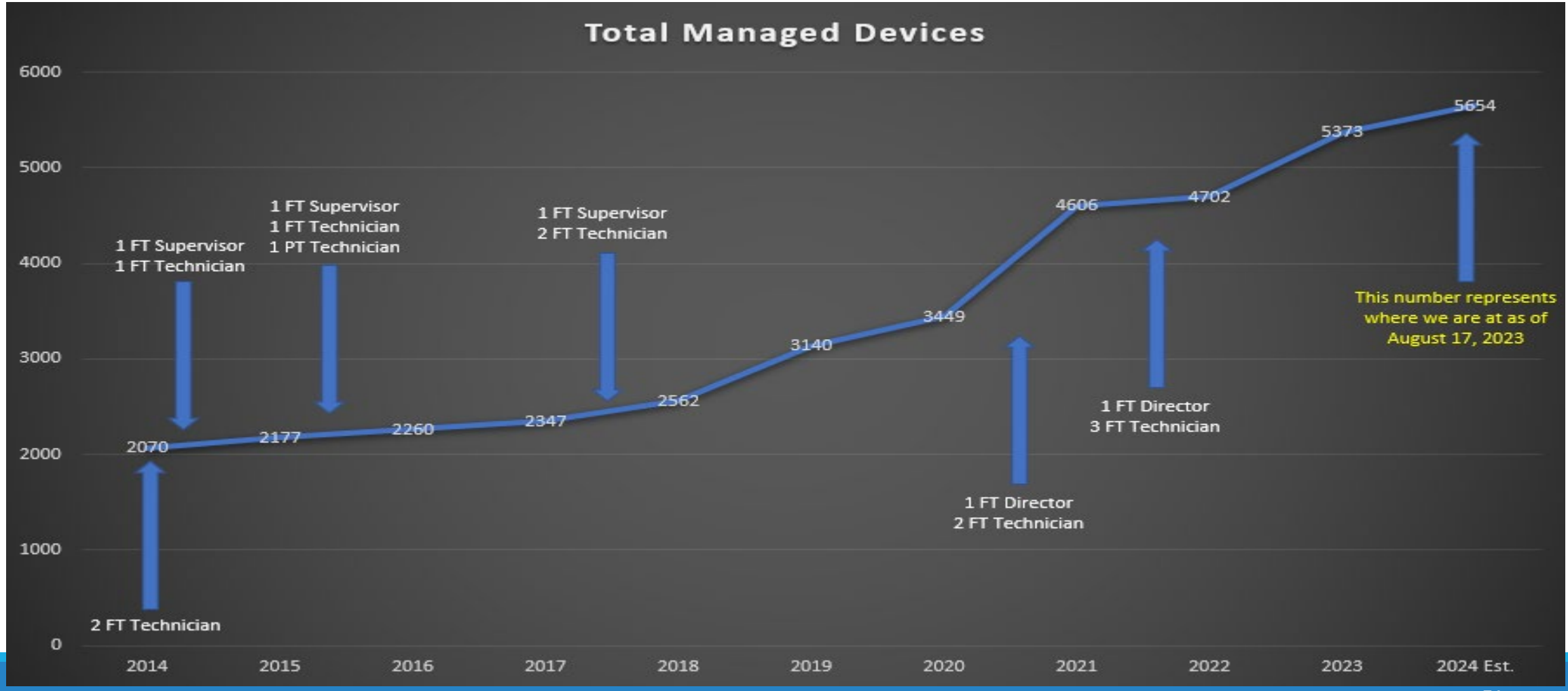
What Has Changed Since COVID-19?

Number of devices

Cyber Security Threats

Heavy reliance on technology (more than ever before)

Our Device Trends



SETSEG Cyber Risk Assessment

Purpose

Cyber Security Claims

Increase in deductible for cyber claims from 10K to 250K

SETSEG CRA Continued

Show example of our SETSEG CRA

Discuss what we've been doing

Artificial Intelligence

ChatGPT

Microsoft Copilot

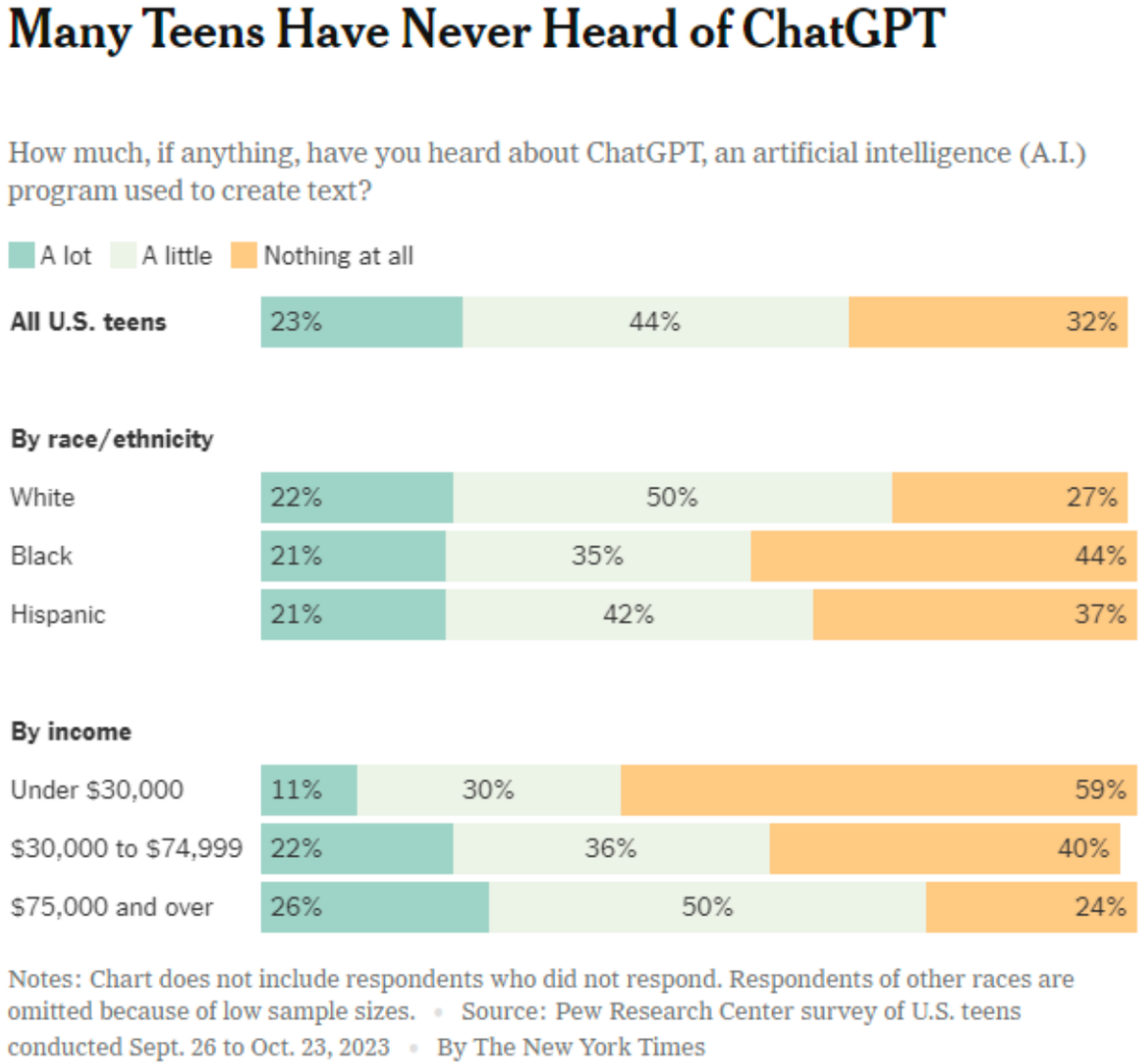
Google Bard

Pew Research Center surveyed more than **1,400 U.S. teenagers, aged 13 to 17**, about their knowledge, use and views of ChatGPT

About **72 percent of white teens** said they had heard about the chatbot compared with about **56 percent of Black teens**, Pew said

About **75 percent of teens in households with annual incomes of $75,000** or more said they had heard about ChatGPT, Pew found, compared to just **41 percent of teens in households with annual incomes of less than $30,000**

Source:
https://www.nytimes.com/2023/12/13/technology/chatbot-cheating-schools-students.htm



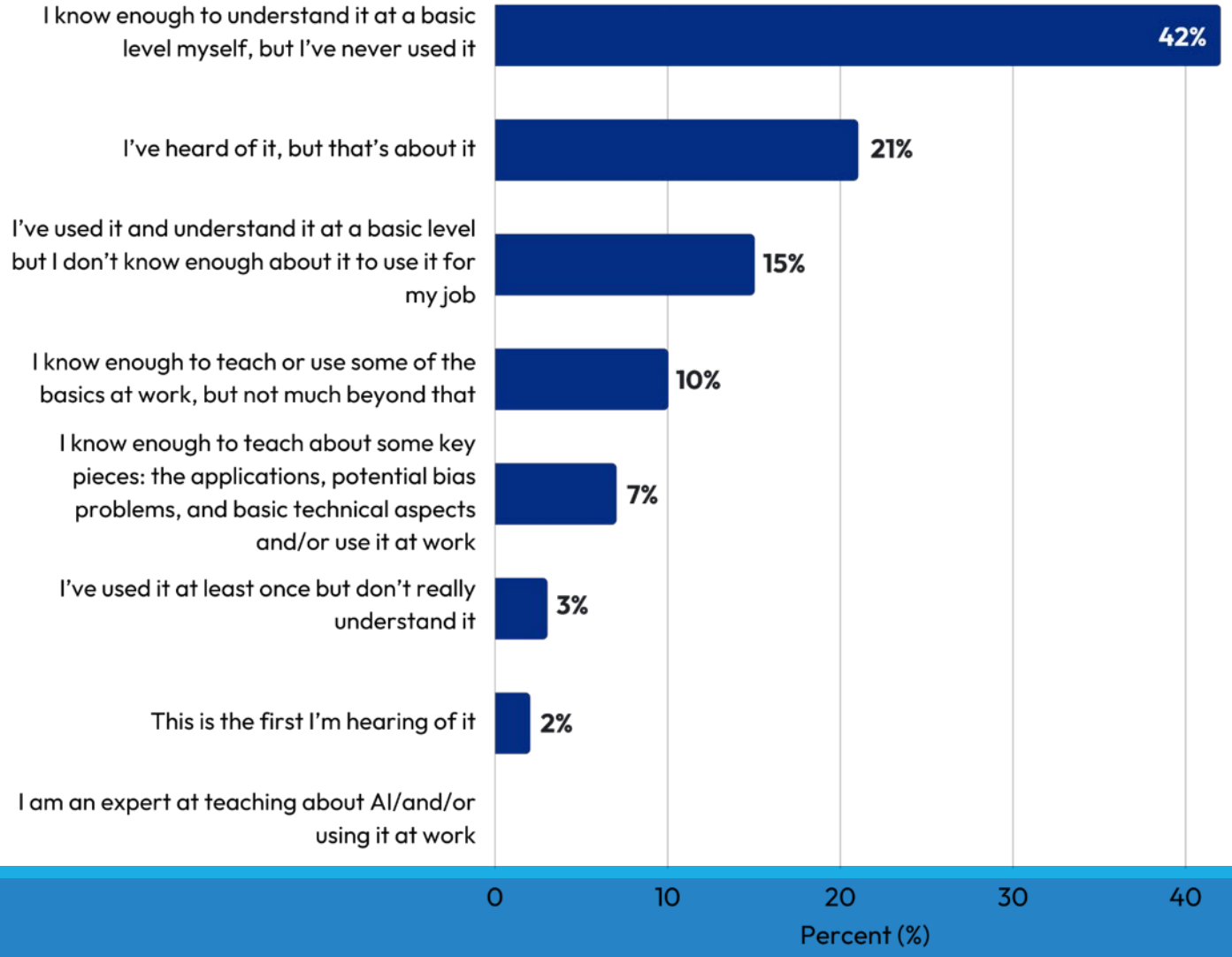
Education Systems Worldwide Lack Guidance on AI

Only 7% of education systems provide guidance about the use of generative AI.

Source: UNESCO

Educators Need More AI Knowledge and Experience

How knowledgeable are you about artificial intelligence?



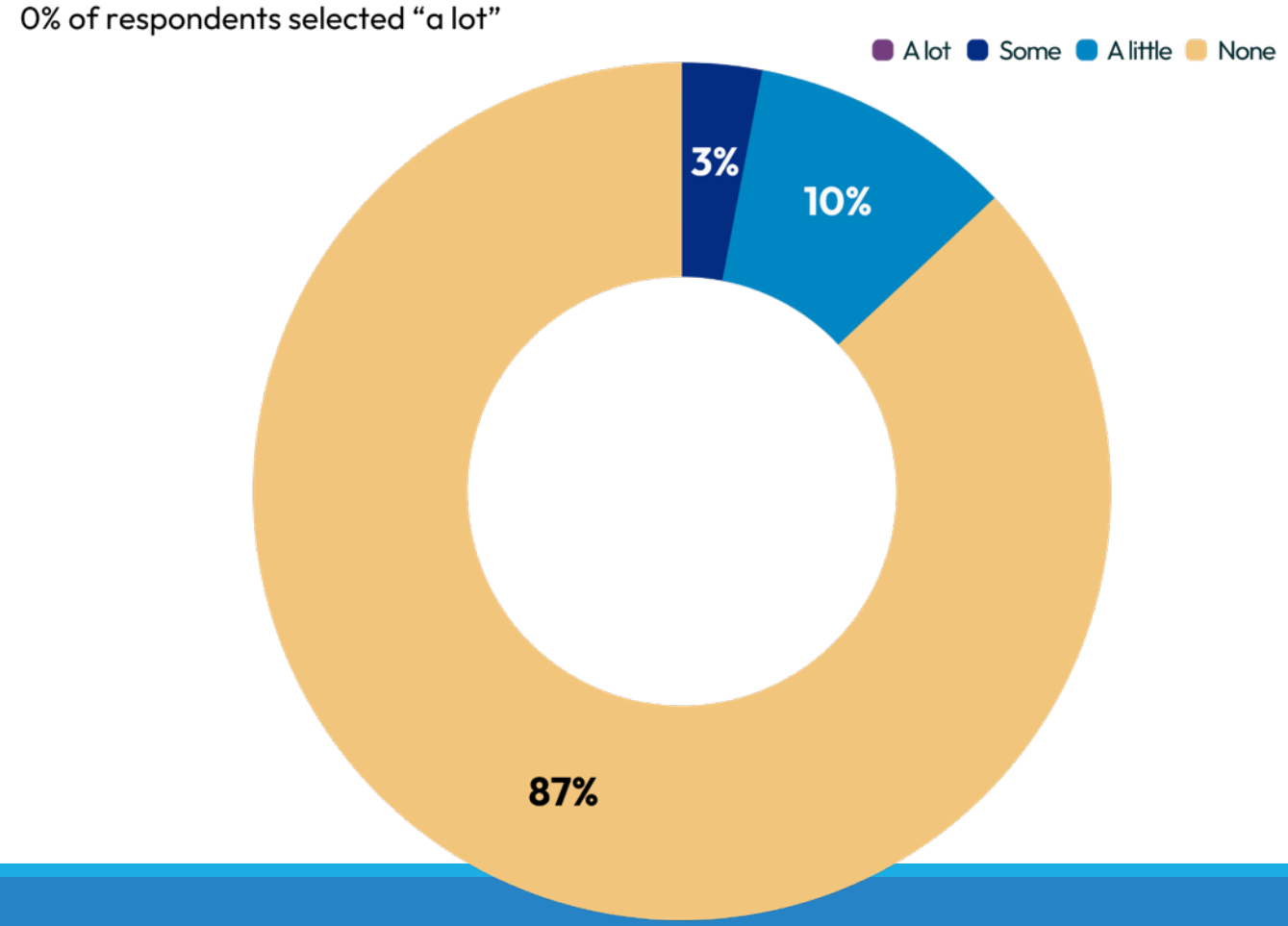
75% have never used AI.

7% use it at work and can teach about applications, bias, and basic technical aspects.

Source: Edweek Research Center

Educators Lack Professional Development on AI

How much professional development have you received about incorporating AI into your work in K-12 education?



87% have never received any PD about AI.

Source: Edweek Research Center

Educational Officials are Seeing Increased Interest in AI Guidance

Yes

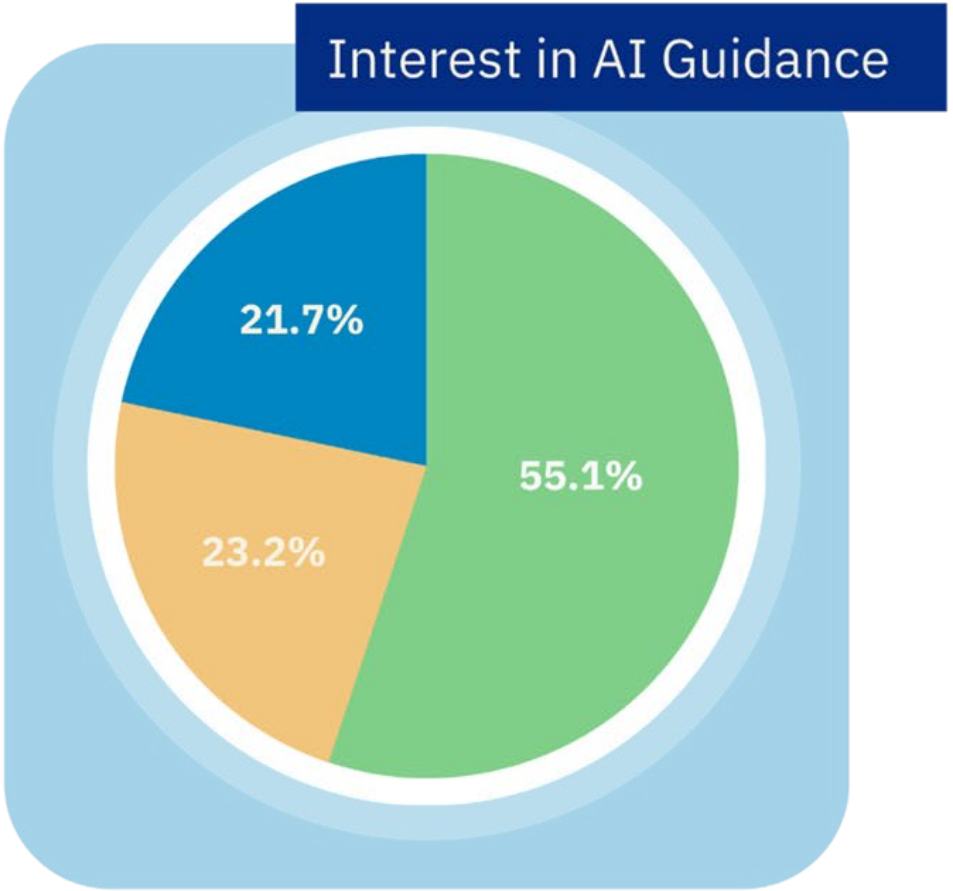
55.1% of officials said they are seeing increased interest in guidance or policy around the use of AI in the classroom compared to last year.

No

23.2% of officials have not seen an increase in interest.

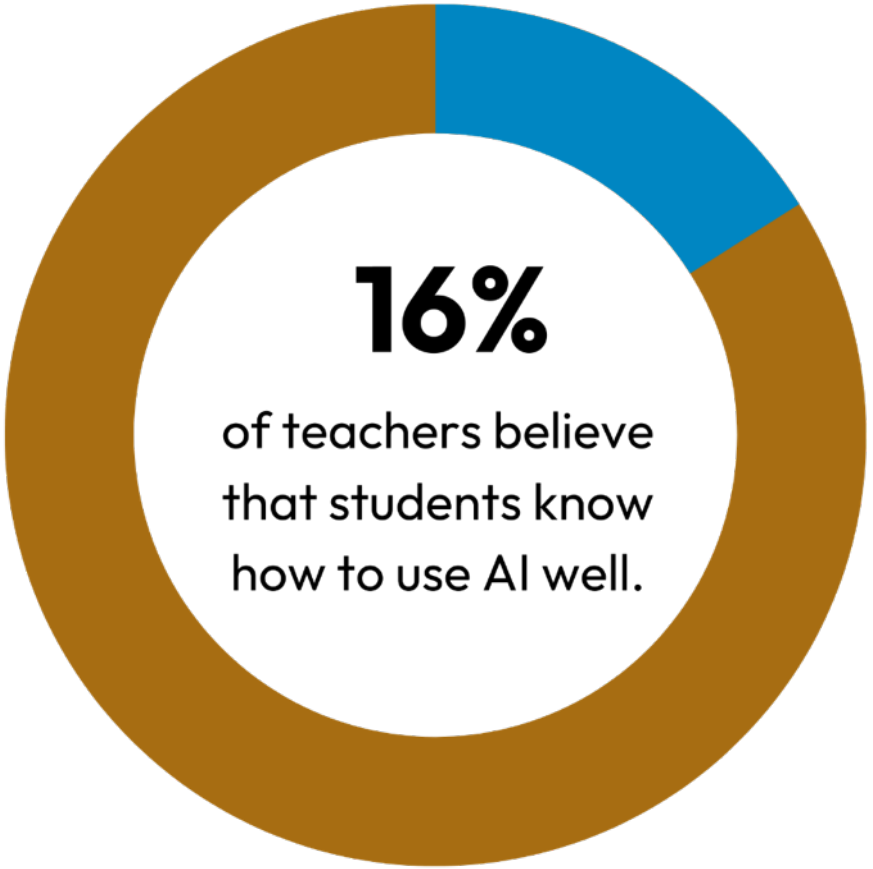
I'm not Sure

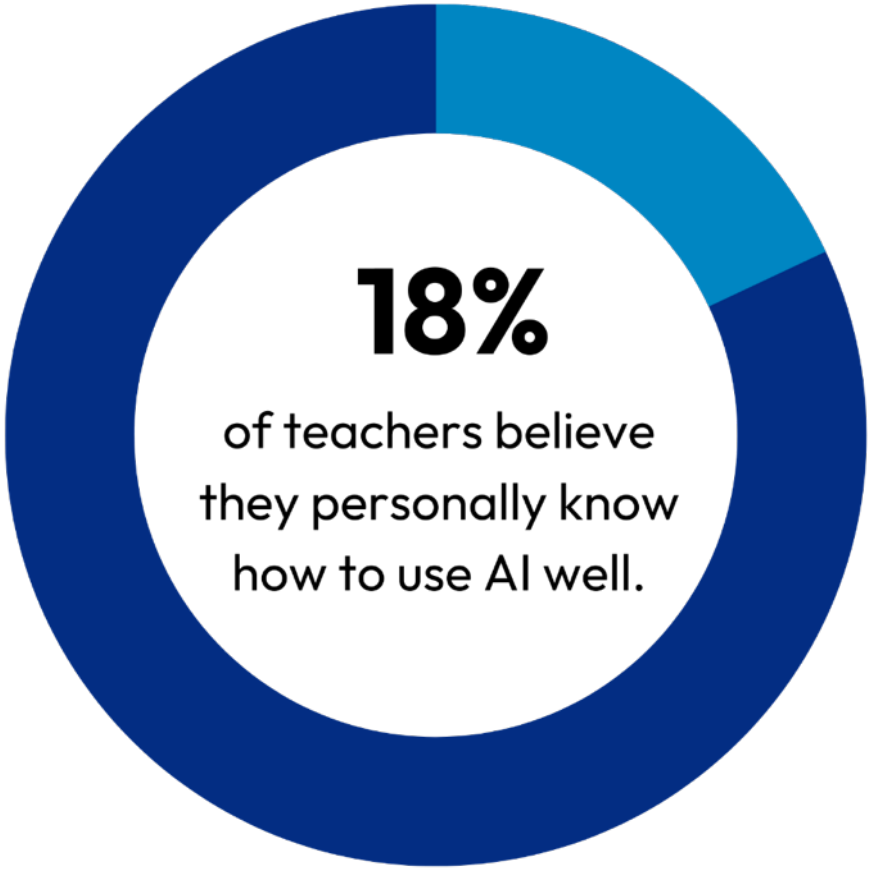
21.7% of officials are unsure if the interest has increased.



Source: 2023 State EDTech Trends Report

Educators and Students Don’t Know How to Use AI

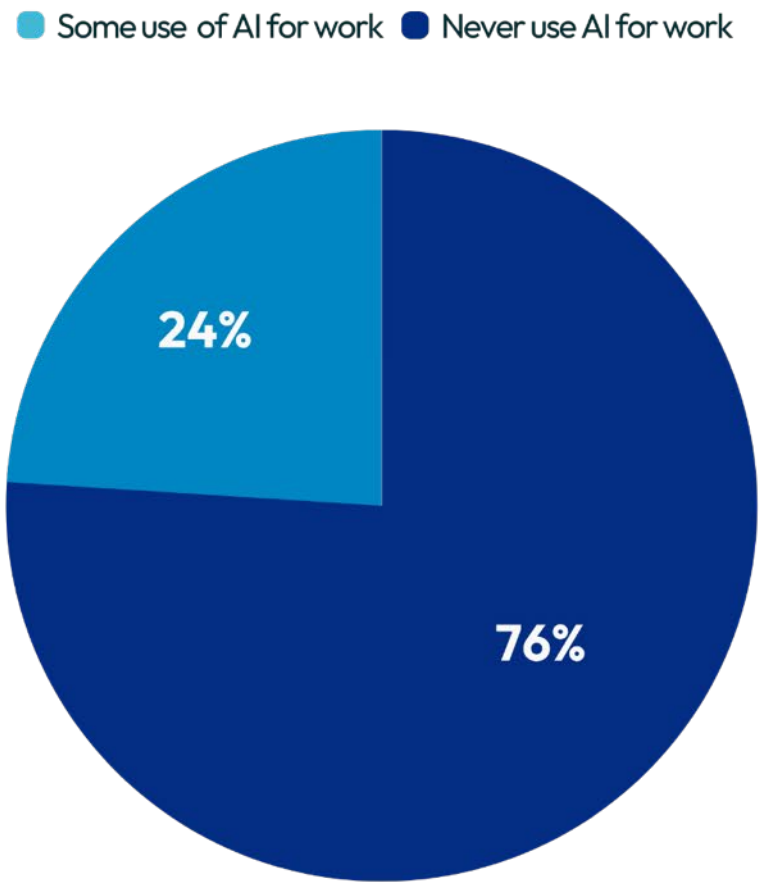




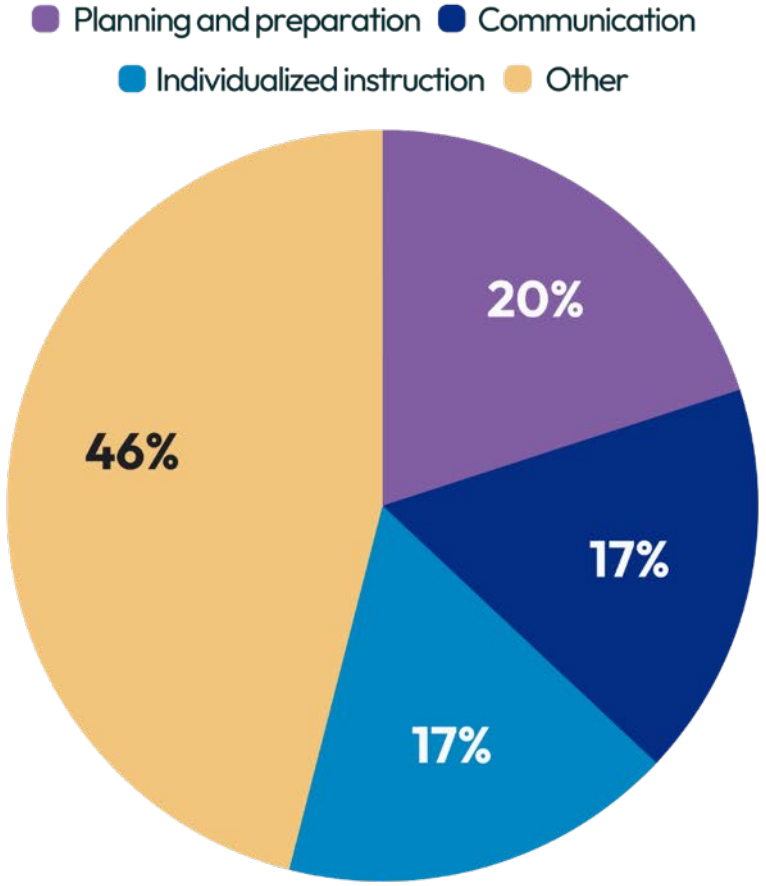
Source: Hart Research

Teachers AI Use for Work

Do teachers use AI for work?

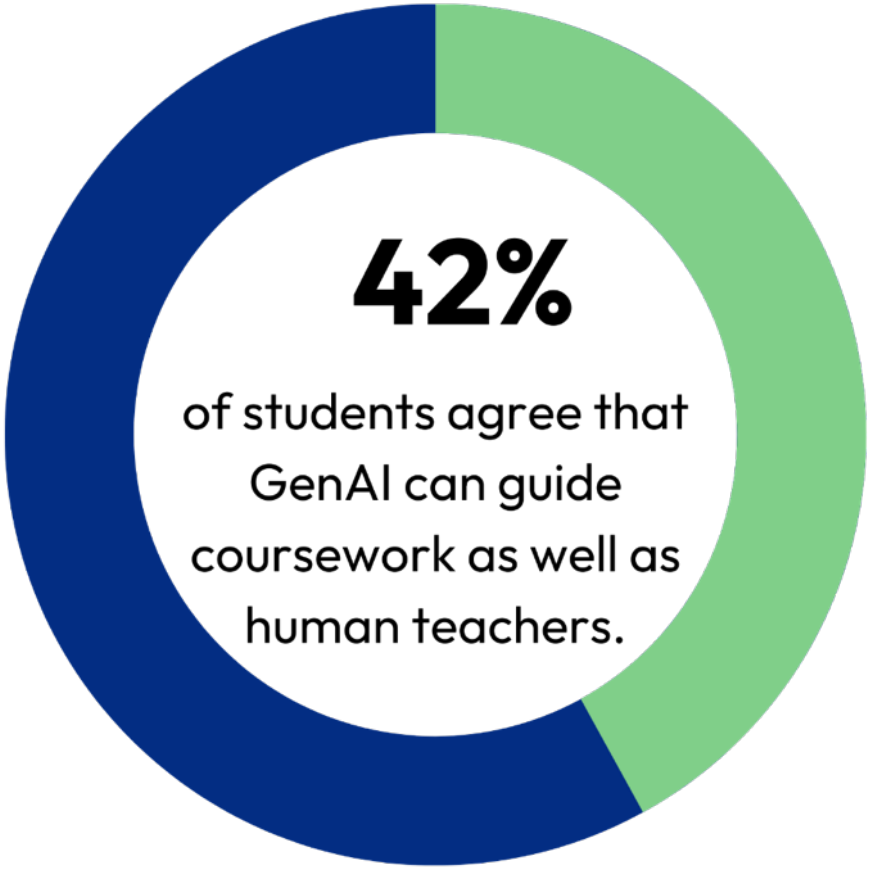


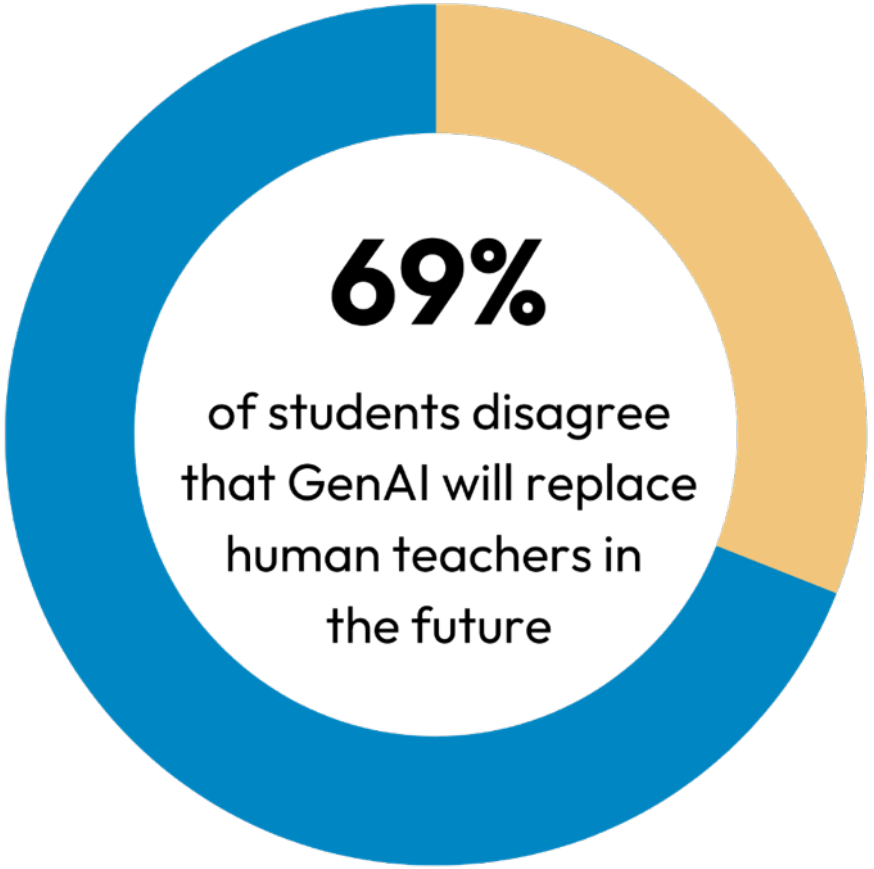
If teachers use AI what do they use it for?



Source: Hart Research

Student Expectations for AI in the Classroom



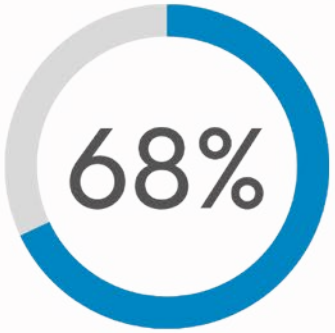


Source: Becker, Prather, Denny, & Leinonen

Post-Secondary Expectations for Future Careers

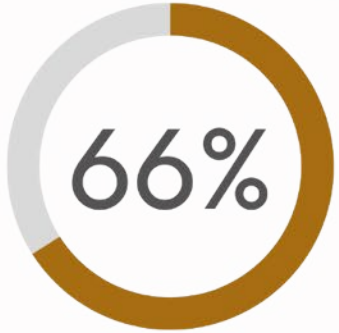
Teachers

Agree that they expect to use GenAI tools increasingly in their teaching practices.



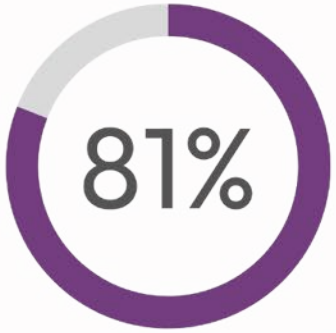
Students

Agree that they expect to use GenAI tools increasingly in their learning practices.



Teachers

Agree that students must be taught how to use GenAI tools well for their future careers.



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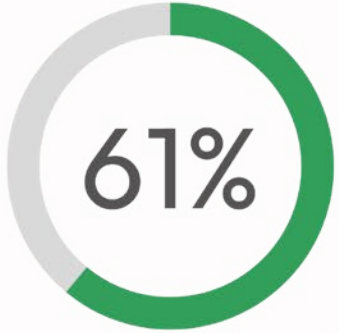
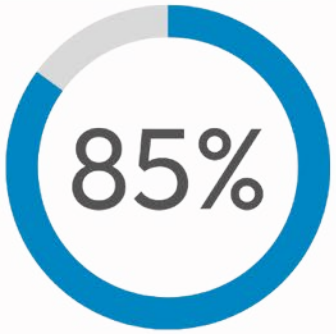


Source: Becker, Prather, Denny, & Leinonen

Educators Agree that AI Will Impact the Classroom

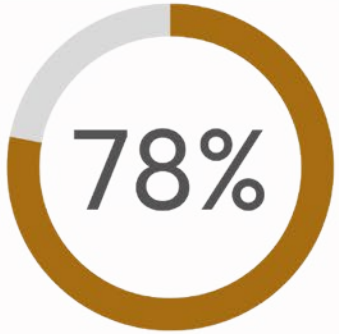
Teachers

Feel that AI will have a significant impact.



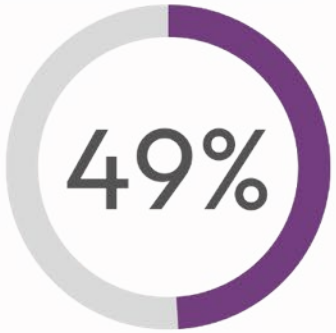
Administrators

Feel that AI will have a significant impact.



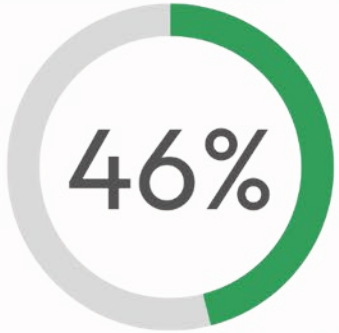
Teachers

Express concern about the challenges of AI.



Administrators

Express concern about the challenges of AI.



Source: Clever

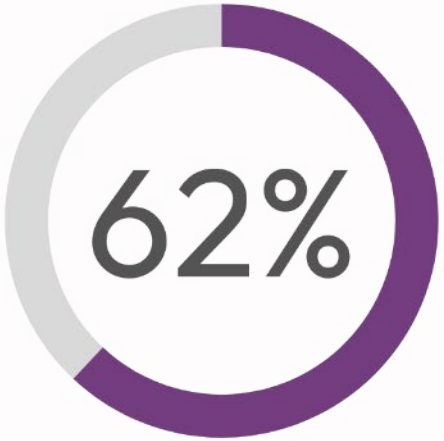
AI Usage Has Led to Negative Consequences and Distrust.

Negative Consequence

Half of teachers report a student has had negative consequences for improper use of AI

Distrust

62% of teachers feel that AI has made them more distrustful of student's work



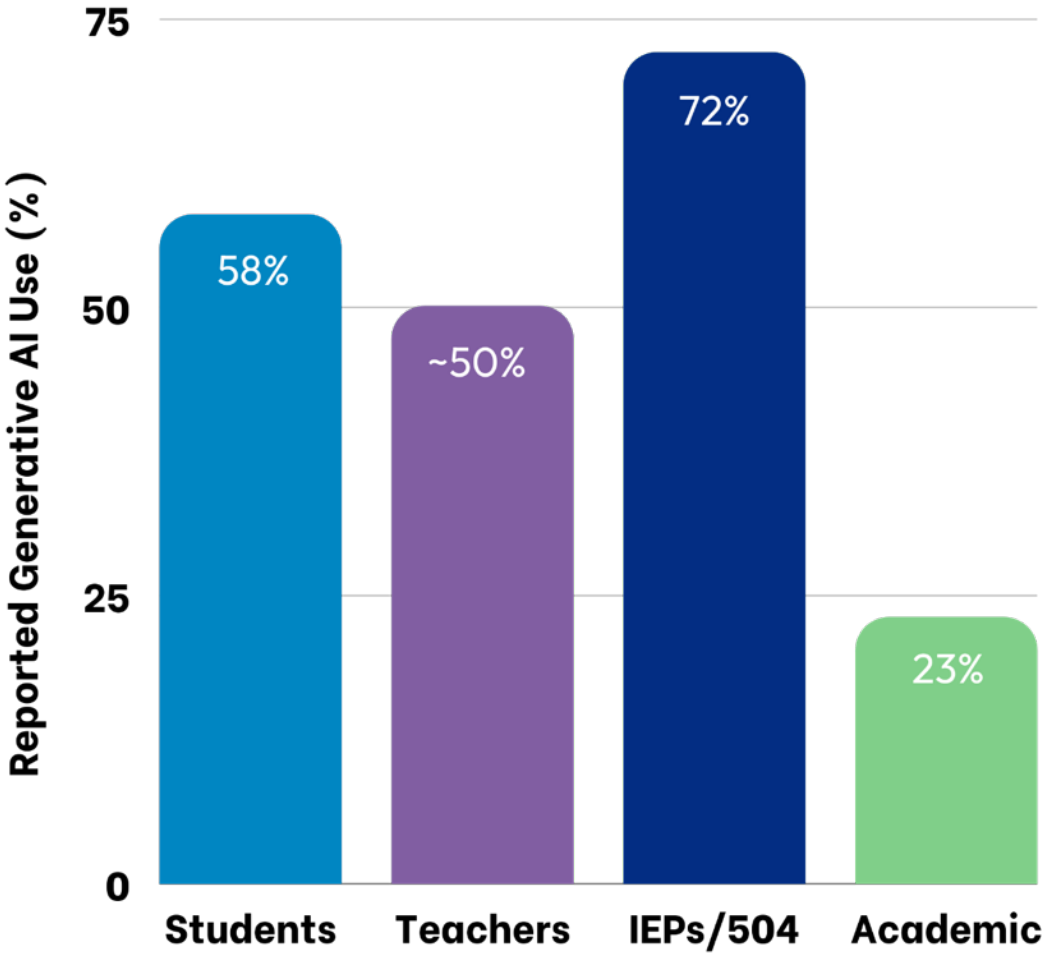
Source: Center for Democracy and Technology

AI Usage in Education

AI usage among teachers and students is high.

Students with IEPs and/or 504 plans report the highest use of generative AI tools.

However, use for academic purposes remains low at 23%.



Source: Center for Democracy and Technology

Teen Students have Different Motivations for Using AI

TOOL

62% of teens use AI because they view it as another tool for school work.

DISCONTENT

24% of teens use AI because they are unhappy with the school work.

KNOWLEGE

22% of teens use AI because they believe it eliminates the need to acquire specific knowledge.

PEER PRESSURE

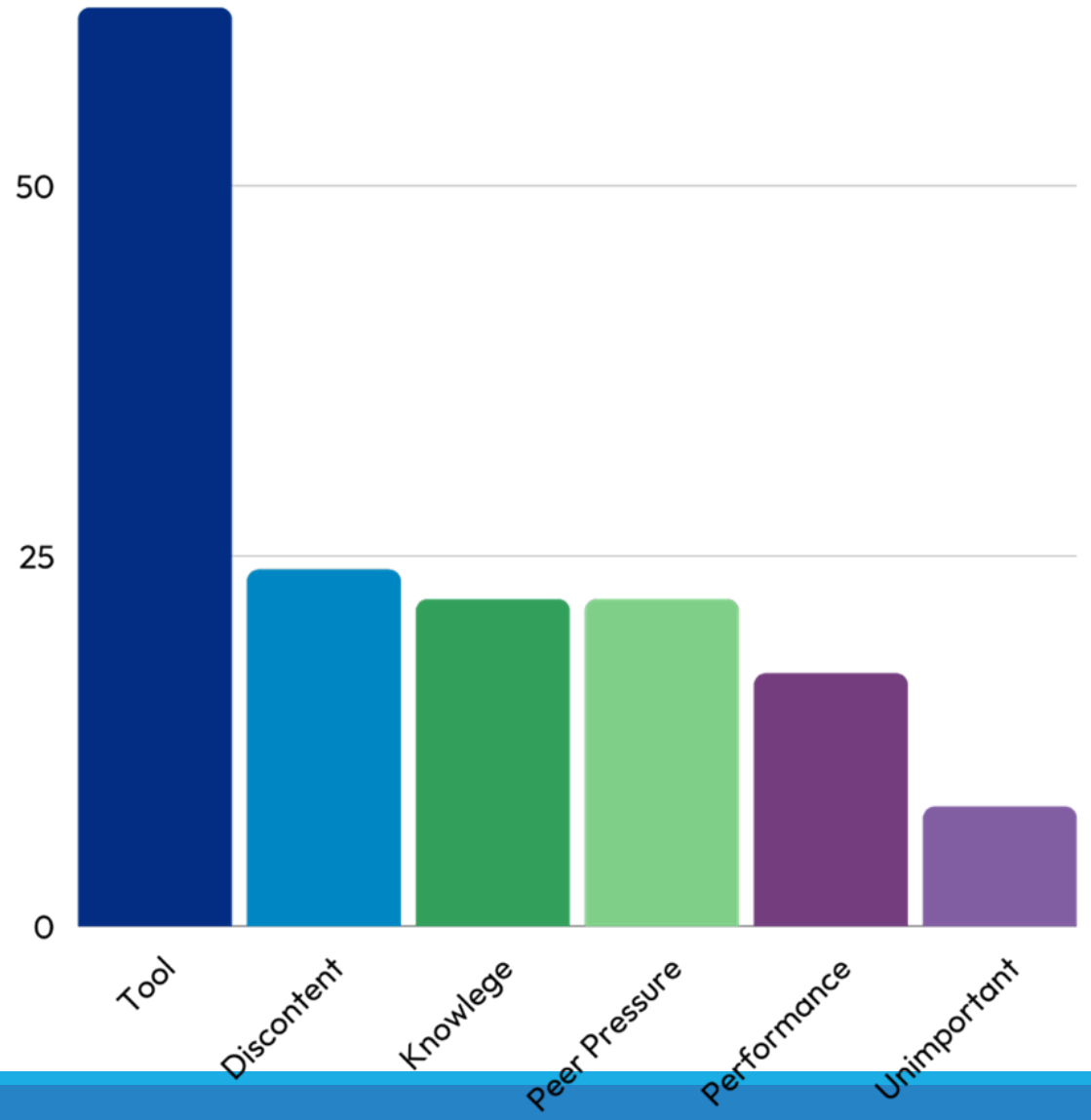
22% of teens use AI because of peer pressure from other students.

PERFORMANCE

17% of teens use AI because they fear poor performance without AI.

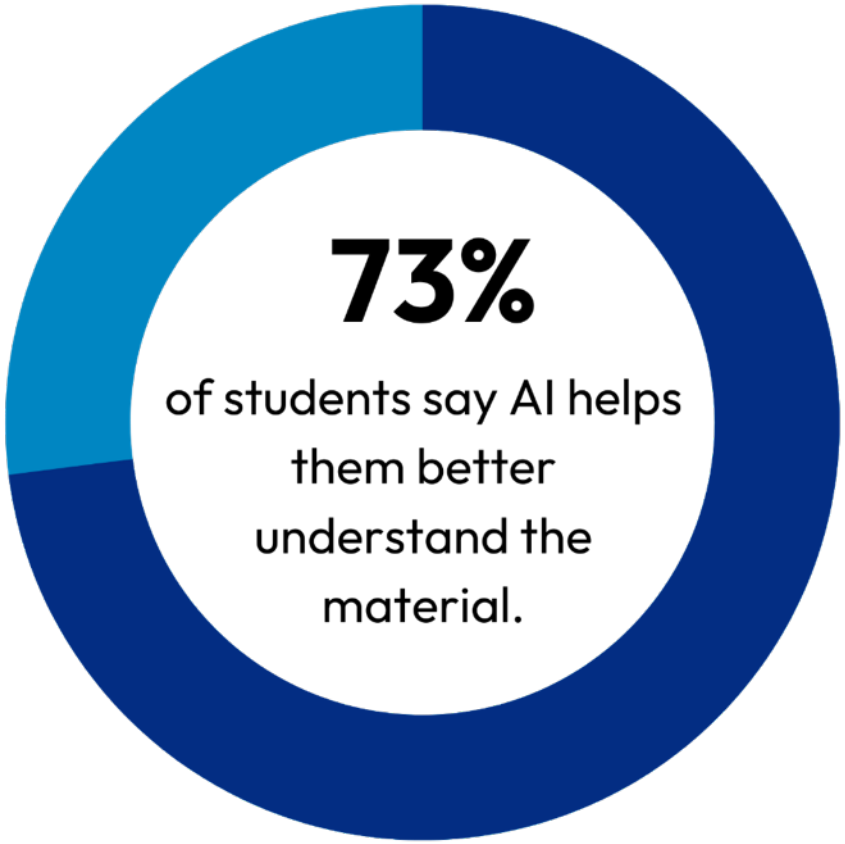
UNIMPORTANT

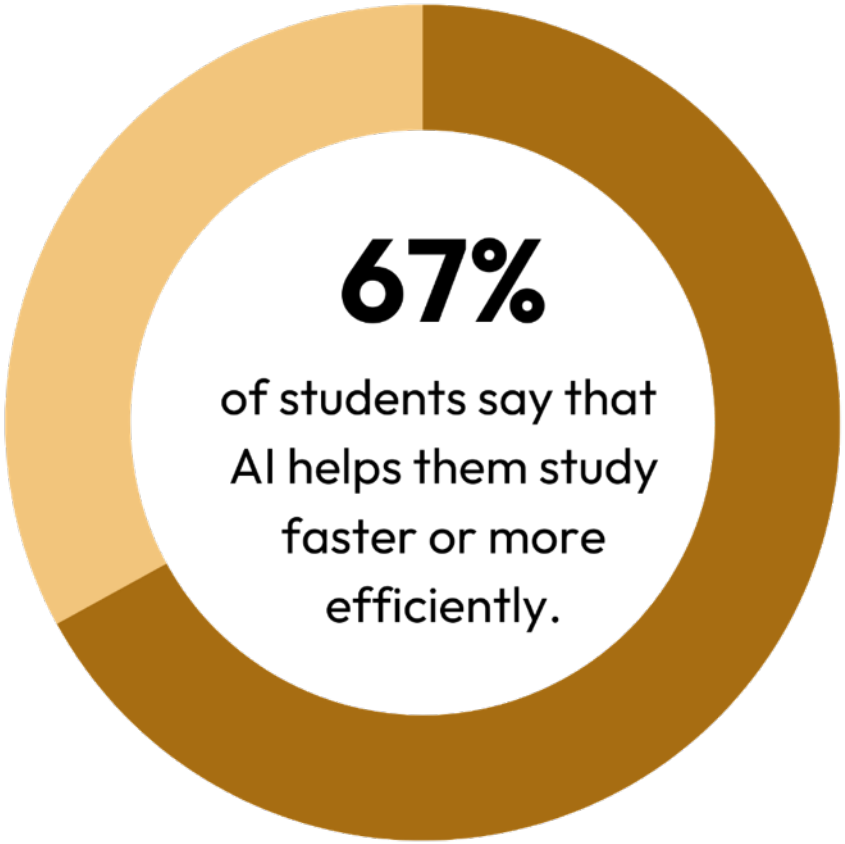
8% of teens use AI because they deem the subject knowledge as unimportant.



Source: Junior Achievement USA

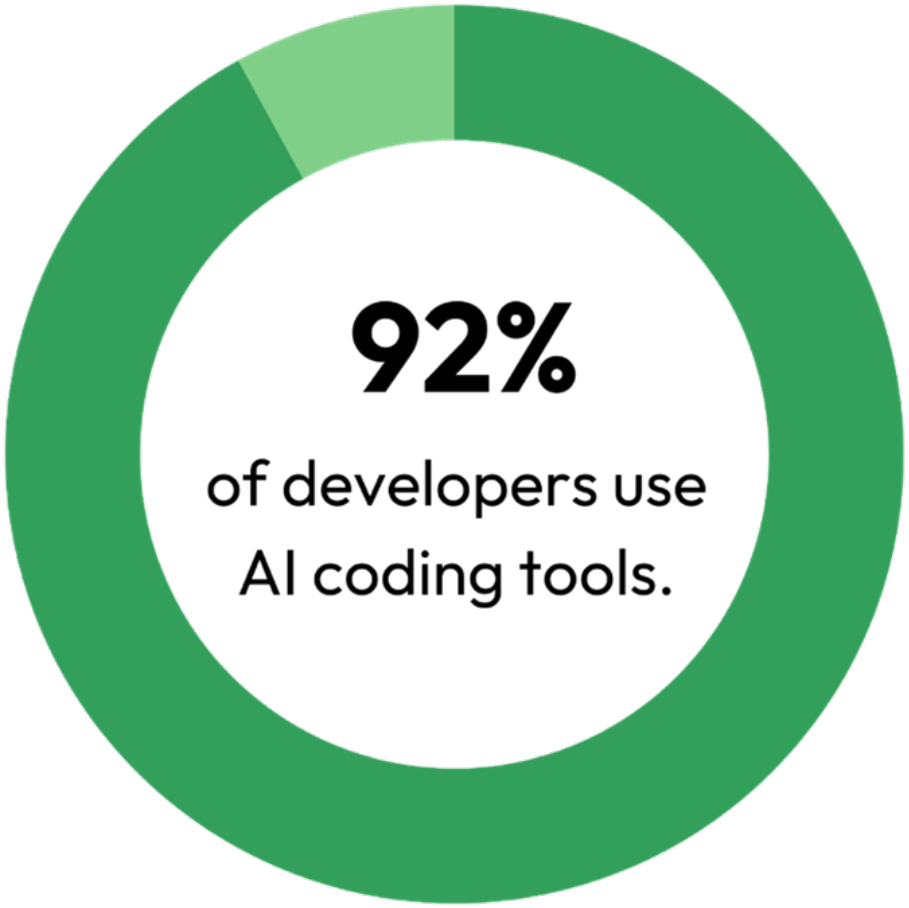
Students See the Benefits of AI in the Classroom

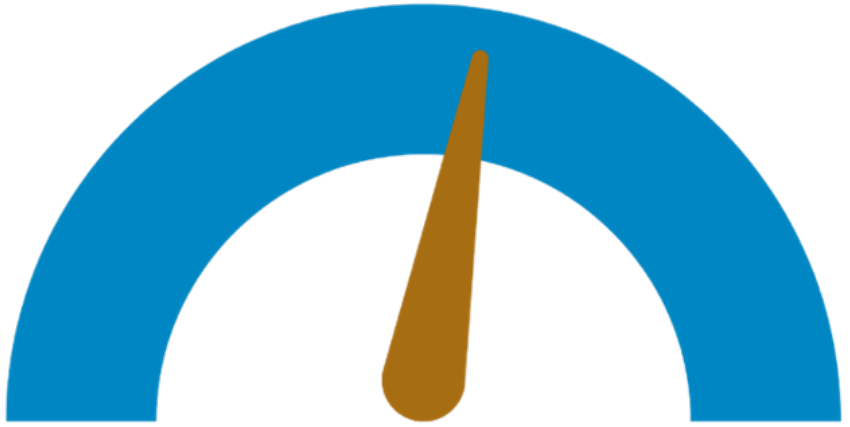




Source: Quizlet State of AI in Education Report

How AI is Impacting Software Developers

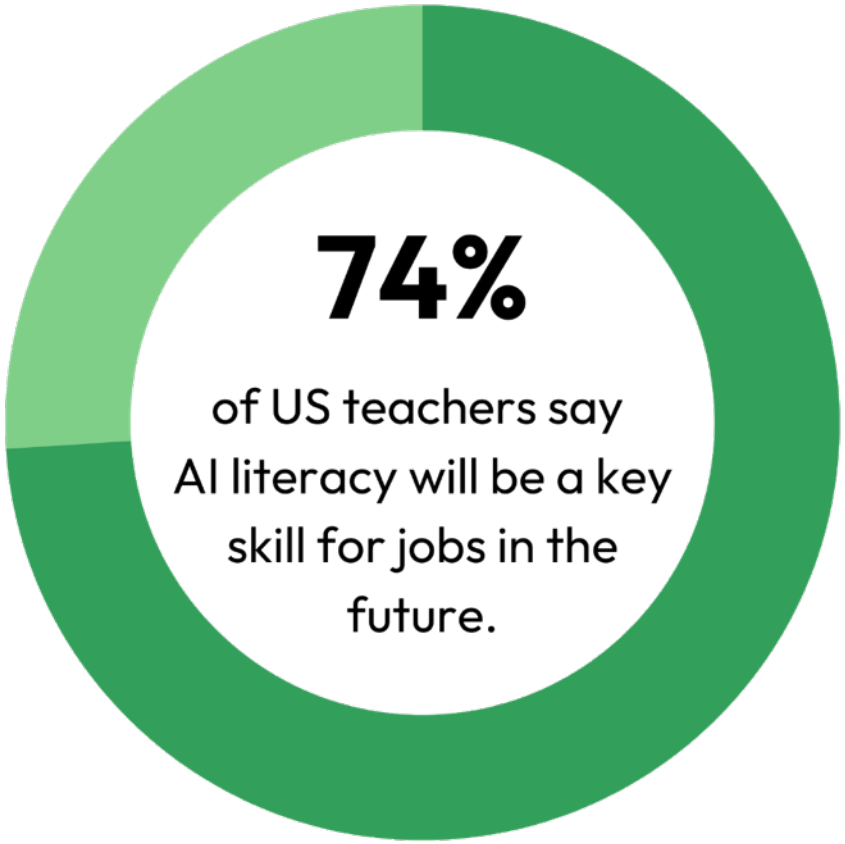




Developers who use GitHub Copilot (an AI coding tool) code 55% faster.

Source: Github

Teachers Believe AI Literacy is an Important Skill



Source: Capgemini Research Institute

Questions?

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Finalize Credit for Attendance

New Process: The MSBO Evaluation is your record for attendance.

Please complete by January 25

- ✓ Receive an email from survey monkey for the MSBO evaluation. Your evaluation will be your record for attendance.
- ✓ Receive e-mail from MOECS-noreply@michigan.gov to fill out an evaluation for SCECHs.