



Technology Department Newsletter



New Law: HB 1612

The State has passed new legislation requiring every school district to have a data and privacy governance plan. One of the requirements of the plan is to have an inventory of all programs containing student or staff data. Please fill out the following Google Form listing any and all software or websites you currently use that contains student data. This includes, but is not limited to:

- *Any websites students sign into
- *Anything that contains their name or biographical information
- *Anything that tracks any sort of progress
- *Notification, disciplinary, and/or behavioral websites and software

[Software/Website Use Google Form](#)

Technology Committee Meeting

Tuesday, November 20 at 3:00 pm in the BMS Library.

Scan to Email from Copiers

We have been asked to put out a reminder on email etiquette. When scanning a document to email, please do not scan directly to the person in need of the document. Instead, follow these steps:

1. Scan the document to your own email.
2. Compose a new email with an appropriate subject line.
3. Download the document from the email from the copier (mfc@sau3.org) and attach it to your new email.

For those of you who are tech-savvy, you can scan directly to the other person and change both the subject line of the email and document name before sending.

No Streaming

Please do not stream music, videos, Youtube, etc. for anything other than educational content/lessons.
Do not stream background music.

Avoid Phishing Attacks

Some staff are still clicking on/replying to phishing emails - please be vigilant of suspicious emails and check the sender's email, not just the sender's name, before responding.

Website Unblock Request Link

Here is the URL for the [Unblock Website Request Form](#). Please share this link with your students.



Please don't hesitate to [contact us](#) with any questions!