

Amesbury School District Technology Briefing

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Technology Briefing

- Amesbury School District use of Technology
 - Email Access
 - Email Encryption
 - Security
 - Account Information
 - Data Protection
 - Web Protection

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Email Access

- Exchange Server
 - Access from Desktop Computers in School
 - Microsoft Outlook Client
 - Server Name
 - Inside address - mail.amesburyma.gov
 - Access through the Web
 - Web address – mail.amesburyma.gov
 - Username to access webmail
 - School/username
 - ams/lastnameef

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Email Encryption

- Amesbury School District uses a Data Protection Functionality on outgoing email
 - Checks for the following information
 - Social Security Numbers
 - Credit Card Numbers/Bank Information
 - Drivers License
 - Medical Information
 - Student ID Numbers
 - Will encrypt email to protect information and require a password to open email

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Security/Account Information

- User Password
 - Password expires in 6 months
 - Minimum of 6 characters
 - Cannot reuse password when changing
 - Must use special characters in password
- Protect your password
 - Do not write it down
 - Change your password if you think you need to

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Data Protection

- Student Information System is Aspen
 - Contains wealth of Information
 - Students
 - Name, Address, State Identifier, Parents, Email Address
 - Staff
 - Name, Address, Phone, Contacts, MEPID, License
 - MIS will NEVER email asking for Login Information
 - Be aware of complex Phishing Scams
 - Protect your Account Information

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Web Protection

- Amesbury utilizes Web Filtering Appliance
 - Filters by Category
 - Different filtering for Teachers and Students
 - System can block appropriate websites
 - Test Websites before using with Students
 - MIS can quickly unblock websites
 - Contact MIS for assistance
 - Do not let Students use the Web under your login

MIS Team

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