

Technology Times

MCPS Technology Department

SPAM

All email systems, including MCPS, have experienced an increase in SPAM during the past two years. In an effort to streamline mail for MCPS staff, the division employs a SPAM filter. This filter identifies messages as possible SPAM and sends them to each individual user's SPAM folder. It is important that this folder be checked often for legitimate messages. Users are encouraged to create filters that will redirect those legitimate messages from the SPAM folder in the future.

Step-by-step directions for creating filters can be found at: <http://www.mcps.org/admin/Technology/TRTWebpage/WordDocuments/OldEmailHandouts/DirectionsforcreatingafilterinMCPSE.doc>.

Additional Tips for Managing SPAM:

1. Check SPAM folders for legitimate email at least once a week. Remember that SPAM folders are purged every Friday at 4:00 a.m.
2. Set up filters to redirect legitimate email from SPAM folder to Main mailbox.
3. Change preferences to allow for viewing some contents of the message without opening. To make this change: Click on Account Options (top right of email

screen), and "Preferences." Under "Message Display Options," select "Message Preview" and increase the number of characters (up to 128 characters). Scroll to the bottom of the page and Click "Save".

4. Do not use the word "spam" in the subject line of ANY email.
5. Remove the word "spam" from the subject line of messages to which you are replying or wish to forward.

If messages from parents are going to the SPAM box, you may choose to:

1. Suggest that parents/guardians include a particular phrase in the Subject line of messages sent to teachers. The phrase could include, for example, the school initials. Staff could then create a filter that redirects messages containing that phrase to their Main mailbox. This information could be communicated to parents via the school webpage, newsletters from teachers, etc.
2. Obtain email addresses from SASI or directly from parents/guardians and enter filters for those addresses.

This information can also be found on the "How To" page of our Instructional Technology website.



Internet Safety

The state of Virginia has mandated an Internet Safety program be integrated throughout the curriculum beginning next school year. In anticipation of this, your TRTs have begun to compile resources for instructional use. These resources can be accessed on our Internet Safety webpage. The webpage is a work-in-progress, so check it often!

Click on the following link to visit our Instructional Technology website: <http://www.mcps.org/admin/Technology/TRTWebpage/index.htm>. You will find TRT contact information, technology integration lessons, a variety of resources and answers to frequently asked questions.

If you have any lesson plans that integrate technology into the curriculum, we would love to post them on our website. Just submit them to your TRT!

Technology Staff Development Opportunities

We are beginning to plan Staff Development opportunities for next year. Please share any ideas you may have with your TRT. The technology staff development workshops listed below are being offered at CMS. Please register using the Staff Development link on the MCPS homepage. Each of these offerings is worth two recertification points. Contact your TRT with any questions regarding these workshops or with suggestions regarding future workshops.

- March 26 - Teacher Organizational Tools (4:15-6:15)
- April 10 - Microsoft Publisher K-12 (3:15-5:15)
- **NEW**** April 19 - Movie Maker & Photo Story (4:15-6:15)
- April 26 - Unitedstreaming (3:15-5:15)
- May 1 - FrontPage (4:15-6:15)
- May 24 - Advanced Word (4:15-6:15)

