

Accessing School Email and Technology

Please regularly read your school email for important alerts and information.

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School Email Domains

@Biddefordschools.ME

@DaytonschoolDept.org

@SMACSchools.ME

First time accessing your email

You will receive an email at the address listed on your application. Please follow those instructions to log into your GMAIL account.

Welcome to the Biddeford & Dayton School Districts.

A new school Google Account has been created for you.

This account gives you access to your Gmail, but you also have the full G Suite for Education tools: Drive, Docs, Sheets, Calendars, Forms, Slides, etc.

To access your account, login here:

<https://accounts.google.com/signin/v2/identifier?flowName=GlifWebSignIn&flowEntry=ServiceLogin>

Your email/login is:

Your temporary password is:

When you log in with these credentials, you will be prompted to create your own password.

To Add your school Gmail account to your phone

Hourly employees should only read/respond to emails during working hours or off duty to review emergency communications.

Android Phones

<https://gsuitetips.com/tips/more/android/android-gmail-setup-instructions/>

Iphones

<https://support.apple.com/en-us/HT201320>

Printer/Copiers

Each building has several copiers that have a print management system attached to it, called PaperCut. To use the copier, you will log in with the PIN sent to you in an email.

However, you will likely want to sync your ID badge with the Papercut system.

To do this, tap your ID badge at the copier (top left)

You should get a message that the badge is not yet associated with an account.

Confirm that you do want to associate it.

Then enter your email address.

When it asks for a **password**, enter: **BSD**

This is a one-time procedure only.

Your badge should then be associated and moving forward, and you can scan yourself on and off the copiers without using the above code. (You can always use the code if you ever find yourself without your ID badge).

When you print from your device (laptop/Chromebook, etc.), you want to find the "printer" labeled "District Copier" and print to that. This will allow you to go to any copier in the district (not just in your own building) and release the print job. (Jobs only stay in the queue for 8 hours).

To use the copiers to **copy or email**, you will also log in by tapping your badge (or with your PIN). Email a copy from the copier is your only email option, a document yourself. You can then enter your email on your computer and forward that material to your intended recipient.

Assistance with School technology

We have a HelpDesk setup for any technology-related issues that may arise.

The helpdesk can be accessed here: <https://biddefordschooldept.on.spiceworks.com/portal/tickets>, and this link can also be found on our district website under About > For Staff > Technology > Help Desk Request.

Or you can send an email help@biddefordschooldept.on.spiceworks.com

The HelpDesk is the best way to submit problems as all the techs, and I have access to and receive alerts from the HelpDesk. The beginning of the year is our busiest time, but we will do our best to address any issues promptly. For simple items, a neighbor/colleague might also offer assistance/guidance when we are busy.

[Please note, for facility-type issues...broken shades, outlet in need of repair, cleaning, etc....you will want to go to School Dude (On our district website: About>For Staff>Logins>School Dude Login) and submit a work order there.]

Depending upon your position, you may be issued a school-owned device for use while working in the Biddeford Schools. I will ask your building administrator to let you know when this is available for pickup at your building. Because of the department's limitations along with district policy, the tech department will set up, configure, and troubleshoot school-issued devices. Still, it will be unable to service personal laptops/devices. Thank you in advance for your understanding in this matter.

Professional Email Signature Format

Enhance your communication, including this necessary information in your email signature, such as the following examples:

1. Name
2. Job Title
3. School or Building Location (Primary if more than one)
4. Mailing Address
5. Phone number (School office or direct line)
6. Fax number

Optional items:

- Preferred pronouns
- Preferred Nickname
- Disclaimers about the privacy of educational or medical information
- Honorifics (Dr. Mr. Mrs. Ms. Mx.)
- Credentials – certifications, educational
- Personal cell phone

Mary Smith
10th Grade Math Teacher
Biddeford Highschool School
20 Maplewood Ave.
Biddeford, ME 04005
Phone: 207-28-1596
Fax: 207-282-8275

Mr. John Jillson, MSW
Social Worker
Southern Maine Administrative Cooperative
18 Maplewood Ave.
Biddeford, ME 04005
Phone: 207-282-8280
Fax: 207 -207-284-7956

Raegan "Rae" Jones-Smith,
Highschool Guidance Counselor
Biddeford Highschool School
18 Maplewood Ave.
Biddeford, ME 04005
Phone: 207-28-1596
Cell: 207-333-1111
Fax: 207-282-8275

Preferred pronouns: She & Hers

Ms. Sue Rodriguez
Educational Technician II
Dayton Consolidate School
21 Clark Mills Road
Dayton, ME 04005
Phone: 207-499-2283
Fax: 207-499-7356

Example Educational Disclaimer


This email message (including any attachments) is for the sole use of the intended recipient(s). It may contain confidential information covered under the Family Educational Rights & Privacy Act (FERPA). If the reader of this message is not the intended recipient, you are now notified that any dissemination, distribution, or copying of this message (including any attachments) is strictly prohibited. If you have received this message in error, please destroy all copies of the original message (including attachments) and notify me immediately by reply via email or telephone. Thank you.

Example Medical Disclaimer

The information contained in this email may collect privileged and confidential information, including patient information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are now notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all the original message copies.

How to change your Gmail signature

You can put up to 10,000 characters in your signature.

1. Open [Gmail](#).
2. In the top right, click Settings  > See all settings.
3. In the "Signature" section, add your signature text in the box. Then, if you want, you can format your message by adding an image or changing the text style.
4. At the bottom of the page, click Save Changes.