IKON INSIGHTS

TECHNOLOGY NEWS FOR K-12 SCHOOLS

Brought to you by IKON EduTech Group, Inc.

IN THIS ISSUE

- **On-Demand Webinar: Is Your School a Target for Hackers?**

- **Summer Tech Checklist: Maximizing the Break for a Seamless School Year**

- **Stay Compliant: New Email Security Requirements Every School Must Know**

- **ChatGPT and Google Sheets Hacks for Educators**

This monthly publication provided courtesy of IKON EduTech Group.

IKON is a premium IT consulting company focused on providing K-12 schools with customized technology solutions and personalized support.

Get More Free Tips, Tools and Services on Our Website:
www.ikonbusinessgroup.com
(212)334.6481

ON-DEMAND WEBINAR
IS YOUR SCHOOL A TARGET FOR HACKERS?

Student Data Privacy & Email Compliance with Trustifi

Email is pivotal for school communication, and securing student data against savvy hackers and phishing attempts is essential. Watch our recent webinar and discover how to shield your school from advanced email threats and meet compliance standards.

Here's what we'll cover:

- Learn to meet Federal and State requirements (FERPA, NYS Ed Law 2-D) and protect student data.

- Understand cyber risks schools face targeting sensitive student data.

- How to safeguard report cards, financial records, and PII both at rest and in transit.

- Explore tailored solutions for institutions with limited resources and budgets.

- How to secure student and teacher data with Trustifi's platform against email threats.

Watch Now

SUMMER CHECKLIST: MAXIMIZING THE BREAK FOR A SEAMLESS SCHOOL YEAR

Summer break offers a window of opportunity for schools to plan and execute essential tech projects. At IKON, we understand the importance of using this time efficiently to ensure your technology infrastructure is primed and ready for the new academic year.

Here's a comprehensive checklist to guide your summer tech initiatives.

1. UPGRADE INFRASTRUCTURE
Start by assessing and enhancing your school's network infrastructure. Focus on upgrading network bandwidth and improving Wi-Fi coverage. Replace outdated hardware, including computers, tablets, interactive whiteboards, and projectors. Additionally, ensure your servers undergo thorough maintenance, including backups.

2. UPDATE AND IMPLEMENT SOFTWARE
Make sure all devices run the latest operating systems. Update educational software and learning management systems to their newest versionsto ensure all applications are running smoothly and efficiently. Consider introducing new software solutions for the upcoming school year that will enhance the learning experience.

3. ENHANCE CYBERSECURITY
Conduct a comprehensive cybersecurity audit to identify and address potential vulnerabilities. Update antivirus software, firewalls, and other security measures to protect your school's data. Ensure critical data is backed up regularly and establish a robust disaster recovery plan.

4. PROFESSIONAL DEVELOPMENT AND TRAINING
Plan and schedule training sessions for teachers and staff to familiarize them with new technologies and software. Invest in professional development opportunities for the IT team to keep them abreast of the latest tech trends and best practices. Empowering your staff with the right knowledge will maximize the effectiveness of your tech investments.

5. PREPARE CLASSROOM TECHNOLOGY
Configure student devices to ensure they are ready for use from day one. Test and set up interactive learning tools and platforms to guarantee they function correctly. Proper preparation will minimize disruptions and enhance the learning environment.

6. PLAN FOR FUTURE TECHNOLOGIES
Develop a long-term technology plan that aligns with your school's educational goals, including a detailed budget for upcoming projects. Consider piloting new technologies to evaluate their effectiveness before committing to a full rollout.

7. MANAGE DATA AND ANALYTICS
Conduct a thorough data clean-up to ensure accuracy of student information. Implement analytics tools to track and improve student performance.

8. ENHANCE COMMUNICATION
Update and improve parent and student portals to facilitate better communication. Test and upgrade emergency communication systems to ensure they are reliable in critical situations.

9. REVIEW TECHNOLOGY POLICIES & PROCEDURES
Review and update your technology usage policies, including acceptable use policies and BYOD (Bring Your Own Device) policies. Document IT procedures and protocols to maintain consistency and efficiency across your school's technology operations.

10. PLAN FOR E-RATE FUNDING
Engage in E-Rate planning to maximize your school's access to federal funding. Review your current E-Rate plan, gather necessary documentation, and ensure compliance with program requirements.

11. ENSURE STUDENT DATA PRIVACY & COMPLIANCE
Review and update policies related to student data privacy to ensure compliance with federal and state regulations, such as FERPA and COPPA. Conduct a thorough audit of data handling procedures and train staff on best practices for data protection.

PARTNERING WITH IKON EDUTECH GROUP
Our team of experts can assist you with every aspect of your summer tech projects, from infrastructure upgrades and software implementation to cybersecurity enhancements and professional development.

Contact us today to learn how we can support your technology planning and upgrades for the upcoming school year.

STAY COMPLIANT: NEW EMAIL SECURITY REQUIREMENTS EVERY SCHOOL MUST KNOW

Did you know major email providers like Apple, Google, Microsoft, and Yahoo are implementing new email security requirements? These changes aim to combat the increasing issues of spam and malware, which accounted for nearly half of all emails sent globally in 2023 and are a primary delivery method for ransomware.

Failing to comply with the new email security requirements can pose significant risks for K-12 schools.

Below are the potential repercussions that emphasize the importance of meeting these standards:

INCREASED SPAM DELIVERIES
Emails sent from non-compliant systems are more likely to end up in spam folders, causing important announcements and updates to be missed by parents, staff, and students.

UNDELIVERED EMAILS
Critical communications, such as emergency notifications and schedule changes, may never reach their intended recipients, leading to confusion and potential safety risks.

HIGHER VULNERABILITY TO CYBER ATTACKS
Non-compliant email systems are more susceptible to security breaches, including ransomware attacks, which could compromise sensitive student and staff data.

DECREASED TRUST AND CREDIBILITY
Persistent email delivery issues can erode trust with parents and the community, damaging the school's reputation and potentially leading to decreased enrollment.

OPERATIONAL DISRUPTIONS
Miscommunication and delayed responses can disrupt school operations, affecting everything from daily schedules to emergency procedures.

LEGAL AND REGULATORY CONSEQUENCES
Non-compliance with email security standards may lead to violations of data protection regulations, resulting in legal repercussions, fines, and loss of funding.

LOSS OF INSTRUCTIONAL TIME
Time spent resolving email issues can detract from instructional time, impacting student learning outcomes and teacher productivity.

FINANCIAL COSTS
Recovering from cyber attacks or data breaches can incur significant financial costs, including IT recovery efforts, legal fees, and potential ransom payments.

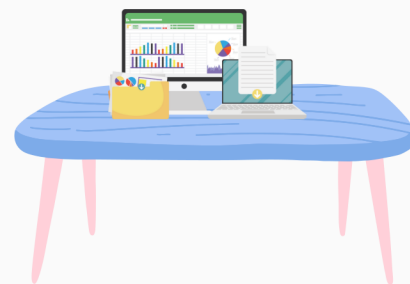**IKON IS HERE TO HELP YOU NAVIGATE THESE CHANGES.**

Emails that don't meet the new security criteria risk being marked as spam or undelivered.

We are ready to update your email configurations to meet these new requirements, ensuring your communications remain consistent and reliable.

Contact Us:

ChatGPT and Google Sheets Hacks for Educators

Educators face increasing demands on their time and resources. Integrating technology can help ease these pressures. By using ChatGPT and Google Sheets, teachers and administrative staff can automate many tasks. Below are twelve simple hacks to save time and work more efficiently. With these tools, educators can focus more on their students and less on administrative work.

FEATURE	HOW IT WORKS	EXAMPLE
LESSON PLANNING ASSISTANCE	Teachers input the topic and grade level into Google Sheets. ChatGPT provides lesson plan ideas, including activities, resources, and assessment methods.	Generate daily or weekly lesson plans tailored to specific topics or standards.
CREATING QUIZ QUESTIONS AND ANSWERS	Teachers input a topic or subject area into Google Sheets. ChatGPT generates a list of quiz questions with correct answers and explanations.	Create multiple-choice, true/false, or short answer questions for assessments.
ADMINISTRATIVE TASK AUTOMATION	Teachers use Google Sheets to track attendance, assignment completion, and other administrative data. ChatGPT generates summaries, identifies patterns, or suggests interventions for students needing support.	Generate weekly summaries of attendance data or highlight students with frequent absences.
RESOURCE RECOMMENDATIONS	Teachers list the topics they plan to teach in Google Sheets. ChatGPT suggests relevant resources, such as articles, videos, or books, to support the lesson.	Find supplementary materials for a lesson on the water cycle or photosynthesis.
PARENT COMMUNICATION	Teachers maintain a list of communication needs in Google Sheets, such as notifying parents about student performance or upcoming events. ChatGPT drafts personalized emails or messages based on this data.	Draft personalized progress update emails for parents.
CLASSROOM MANAGEMENT TIPS	Teachers log behavior incidents or classroom management challenges in Google Sheets. ChatGPT analyzes this data and suggests strategies or interventions.	Receive suggestions for managing disruptive behavior or engaging a particular student.
PROFESSIONAL DEVELOPMENT TRACKING	Teachers track their professional development activities and goals in Google Sheets. ChatGPT provides reminders, suggests relevant training opportunities, or summarizes progress towards goals.	Get suggestions for workshops or courses based on areas of interest.
CURRICULUM DEVELOPMENT	Teachers input curriculum standards or objectives into Google Sheets. ChatGPT helps align lesson plans and activities with these standards, ensuring comprehensive coverage.	Align daily activities with Common Core standards for math or literacy.
STUDENT GROUPING FOR ACTIVITIES	Teachers input student names and relevant data (e.g., skill levels, interests) into Google Sheets. ChatGPT suggests optimal groupings for collaborative projects or activities.	Form balanced groups for a science project based on student strengths and interests.