# THE DIGITAL DISPATCH

CAMPBELL RIVER
School District 72

Welcome to the SD72 tech newsletter—designed to inform you about our district's technology opportunities and initiatives!

Whether you're tech-savvy or just starting out, this newsletter is here to support your digital journey!



## STAFF PERSPECTIVES ON AI

All SD72 staff are invited to share their experiences, questions and concerns through a short survey. Your feedback will help shape district guidance, professional learning, resources and supports during our AI rollout this year.

Whether you use AI regularly, have concerns, or haven't tried it, we want to hear from you.

Time: Approximately 10 minutes

Closes: 4 p.m. on Friday, November 13

**Complete the Staff Perspectives on AI survey**

## BC TIME-ZONE UPDATE

Some meetings scheduled using the old Pacific Time zone may appear one hour off from November 1 onward, particularly recurring meetings. Times may also differ across Outlook, Teams and mobile devices during the transition.

If you organize recurring meetings:

1. Open the meeting and choose Edit series.
2. Change the time zone to (UTC-07:00) Pacific Time (British Columbia).
3. Confirm the start and end times, then send the update.
4. Check occurrences in November and December, especially dates edited separately, as these may need additional corrections.

Also check your device clock and room or equipment bookings, and confirm important meeting times with external participants. If a meeting you were invited to looks incorrect, contact the organizer—only they can correct it.

**Step-by-step guide: Update recurring meetings to BC time**

Need help? Contact **servicedesk@sd72.bc.ca** if your calendar or device time looks incorrect.

72LearningHub
Resources • Tools • Support

APP APPROVAL REQUEST

## FIVE-YEAR RETENTION FOR ARCHIVED TEAMS

Teachers put considerable time into creating reusable Classwork modules, files and assignments. To help preserve this work for future courses, the retention period for archived Teams has been extended from two to **five years**.

Before the five-year retention period ends, copy any content you want to keep into a new Team.

**Anything remaining in the archived Team after five years will be permanently deleted and cannot be recovered.**

## QUESTIONS OR SUGGESTIONS?

Do you have any technology wins or news to share? Please reach out to me at the address below.



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