



Safe Browsing for PSIS Users

The Public School Information System (PSIS) contains personally identifiable, confidential student information that is protected pursuant to both federal and state law. The Connecticut State Department of Education (CSDE) expects all PSIS Users to review and adhere to all student [Data Privacy and Security](#) guidelines to protect confidential data. The steps outlined below will assist in these efforts. The recommended browsers for PSIS are Chrome or Microsoft Edge.

1. Do not share your computer user ID and password with anyone else.
2. Do not save your PSIS password in your browser, especially if the computer you are using is not your own.
3. Log out of PSIS and close all browser windows/tabs after you have completed your PSIS session.
4. Use the information in PSIS for work purposes only, and never for personal reasons.
5. Do not access PSIS from public computers (e.g., a public computer at a library or an airport).
6. Do not export and store confidential data on a mobile computing or storage device (e.g., smart phones, flash/SD cards, thumb/USB drives, etc.)
7. Disclose confidential information only if absolutely necessary for work purposes and only to authorized personnel.
8. Do not send personally identifiable information (PII) for a student via email. Sending only a SASID to identify a student is acceptable.
9. Never leave your computer unattended with an active session of PSIS. At a minimum, lock your computer (Windows key + L) before stepping away.
10. If you suspect there may have been a security breach, please immediately notify your manager and the PSIS Help Desk at (860) 713-6681.
11. Ask your IT support team to keep the operating system and applications on your computer up to date.