

Technology Access Protocol

1. Computer e-mail address for staff only. New staff members will receive a handout from the Human Resources Specialist only during the hiring interview to be completed for their e-mail access and password. The Technology forms will be submitted to the Technology Department for implementation. If the new hire fails to complete the paperwork at the new hire interview they will submit their application directly to the Technology Department.
2. Access to School District 9 technology systems are not permitted for people who are not staff except for people as described in part 3 of this protocol.
3. Contracted staff, or long term staff who act in the capacity of a staff member (i.e., School Nurse, outside agency funded support personnel) may be considered for access to technology by completing a technology request, submitting it to the Technology Department and meeting the following criteria:
 - a. Demonstrate need as it relates to doing business with District Staff on behalf of kids on an ongoing and long-term basis.
 - b. Long term is defined as going to be in the District working on behalf of our students for the school year.
 - c. Volunteers do not qualify for technology access.
 - d. The principal supports the application and signs the form with explanation of purpose and need and assumes liability.
 - e. Absolutely no short-term applications accepted.
4. Substitute teachers (except for long-term substitutes), student teachers, September Experience students, student nurses, any other itinerant visitors shall not have access to e-mail, etc.
5. Except for new hires any request for technology access shall be submitted directly to the Technology Department by the site's principal.
6. There should be a designated person at each site to assist in this process and submission of forms.