Staff Technology Usage Best Practices

1) **Staff Computers (Teachers, Support, and Administrators)**
   a) Do not allow students access to computers when logged on with staff credentials
      i) Be aware that students will have access to anything you have access to including your
         email, Grade Book, GPS Scoring Spreadsheet, Teacherfiles folder (T:\ drive), you’re
         “My Documents” folder, and anything else specific to your login
      ii) Be aware that students will also have administrative rights to the local computer hard
           drive and system files under most staff logins
   b) Staff computers should be set to lock automatically when not in use
   c) Never leave your computer unattended unless locked or logged off

2) **Student Computers (Classrooms and Labs)**
   a) Do not log on to student computers with staff login credentials
      i) Most employee logins will have less restrictive filtering criteria applied
      ii) Students must not have access to staff login permissions and privileges
      iii) Do not login to any computer that a student has access to with staff credentials unless
           you will directly supervise that entire activity
   b) If you login to a lab computer with staff credentials, you MUST LOGOUT when you
      leave that computer for any reason or any amount of time
      i) Do not leave a computer that a student has access to logged in at any time with
         teacher login credentials!

3) **Surge Protectors**
   a) All computers must be connected through assigned surge protector
   b) All surge protectors must be kept with assigned computer
   c) Network cable must be routed through the surge protector to computer

4) **Mini Lab**
   a) Laptop usage must be directly supervised at all times
   b) Door to Mini Lab must remain locked when not in use
   c) Special care should be taken to make sure window remains locked when room is
      unattended

5) **Staff Laptops**
   a) Should be connected frequently to the network to ensure that antivirus is updated

6) **Cords to Equipment**
   a) Do not throw away any kind of cord
      i) Most all “electronic” equipment requires a power cord and some require other types
         of cords also. Many items end up unusable and in surplus because the power cord has
         been lost. Please turn in any cords not in use
   b) Electrical equipment is useless without the cord(s)