



## Guidelines for Substitute Teacher Technology

### Substitute Teacher Information

1. After checking in with the Main Office, please check the teacher's sub plans to determine the need for a Chromebook. Some classrooms still have desktop computers, but others will require you to check out a device for the day. In addition, the sub notes should indicate whether or not you need additional accessories (i.e. DVD player) to be checked out along with the device.
2. Sub-teacher devices can be checked out from the Media Center (Middle Schools and High School) or the Main Office (Elementary Schools).
3. Subs have their own account login and should contact EdTech at 743-8989 if they cannot sign in. The District AUP prohibits subs from account sharing with certified staff.
4. If you travel from room to room, please be sure to take the device with you, and never leave the device unsecured.
5. It is important that the device is returned at the end of your day.
6. If you are a long-term sub, you will be issued a device to be used for the length of the sub's assignment. The regular classroom teacher should make that request to edtech in advance, so that the device can be appropriately set up prior to the beginning of the long-term substitution.