

What can my substitute do with technology if I'm out for...

a day? a few days? a week? (Per Diem Substitute)



- Log into a district device (if they need a login, they need to go to the principal's office to request one)
- Access resources that do not require credentials (such as the district web page, ABCya, GoNoodle, etc.)
- Display the classroom computer (if available) to the IFP/projector; loaner laptops may be available, these would be in the building library
- Use the document camera
- Access the onboard operating system on the SmartIFP (grades K-6)
- Access the Android system or log into the onboard computer on the ClearTouch (grades 7-8)

a few weeks or more? (Long Term Substitute)

- In addition to everything above, they will have access to a district laptop and resources that require credentials such as Office 365 and ClassLink (teacher must turn in their district issued laptop prior to going on leave, this will be reimaged and issued to the substitute)
- Substitutes would need to be added as a co-teacher/owner in Seesaw/Teams, if applicable
- Substitutes may be rostered to your class(es) in Infinite Campus and/or given email, depending on need and length of leave (this must be a signed request by a building administrator)



A semester or more? (Regular Substitute)

- Substitutes will have access to all resources similar to a regular teacher
- The teacher going on leave must turn in their district issued laptop prior to going on leave, this will be reimaged and issued to the substitute

I have a student teacher!

What can my student teacher do with technology?

- Log into a district device and have access to Office 365 (cooperating teacher submits a help desk ticket on their behalf, with approval of building admin)
- Access resources that do not require additional credentials (see above)



Student teachers and substitutes will not have access to Office 365 (and other applications as defined above) once they leave the district. Any files they have created/shared will not be accessible by them or those they have shared with. If the files are needed after they leave the district, a copy should be downloaded before they leave.