

## ***Charlotte Public Schools***

### **GUIDELINES FOR SHORT-TERM (DAILY) SUBSTITUTE TEACHERS RELATIVE TO INTERNET/TECHNOLOGY USE**

1. Computer use in a classroom is limited to Microsoft Office applications. Once the computer login screen appears, select **WORKSTATION ONLY**.
2. Short-term (daily) substitute teachers will not have a computer login that allows access to network resources or the Internet.
3. During planning time or when a substitute teacher is not responsible for students, if needed, access to the Internet should be requested in the Media Center.
4. All district Access & Use Policy responsibilities, restrictions and consequences apply to substitutes as well as students and district staff. A copy of this policy is attached.
5. Substitutes should not access any staff files that might be saved on a computers hard drive unless directed to do so by staff.
6. Personal e-mail checking and surfing while supervising students in a computer lab is not allowed since it prevents the expected and proper supervision of students.
7. When supervising students using computers or the Internet, student use is restricted to class related activities as specified in the teachers' lesson plan.