

RESPONSIBILITIES of TEACHERS and AIDES TOWARD TECHNOLOGY in the DISTRICT

The Blackstone-Millville Regional School District has endeavored to place state-of-the-art technology within its schools, classrooms and computer labs. We encourage all teachers and staff members to utilize the equipment in their daily classwork. The following are some of the responsibilities and recommendations for proper use of our computer network. These points cover both classroom computer(s) as well lab computers.

1. The classroom teacher is responsible for the enforcement of the District Acceptable Use Policy. Be sure you are familiar with its content.
2. Notify the Technology staff concerning ANY problems or malfunction of equipment by clicking on the Help Desk option off of www.bmrds.net
3. Sign up early for use of equipment/facilities. Inform appropriate personnel if you decide to cancel your reservation.
4. "Surfing the Net" by students should be monitored closely. It should be related to an assignment or lesson. Free-lance surfing is not encouraged for students. Teachers should monitor all computer use by their students.
5. At the end of a class, all computers should be logged off. Click on Start, click on Log-off, click OK.
6. Teachers should never leave their classroom computer(s) logged on and unattended.
7. At the end of the last period of a school week, please shut down all classroom and lab computers. Here is how: 1. Log off as usual. 2. Hit Control-escape. 3. Click on Shutdown Windows. 4. Click OK.

8. For assistance with integrating computers into your lesson planning, Clicking on the Help Desk option off of www.bmrtd.net
9. Teachers should never share their password.
10. The District has adopted the National Education Technology Standards and Competencies, copies of which are available to every staff member.