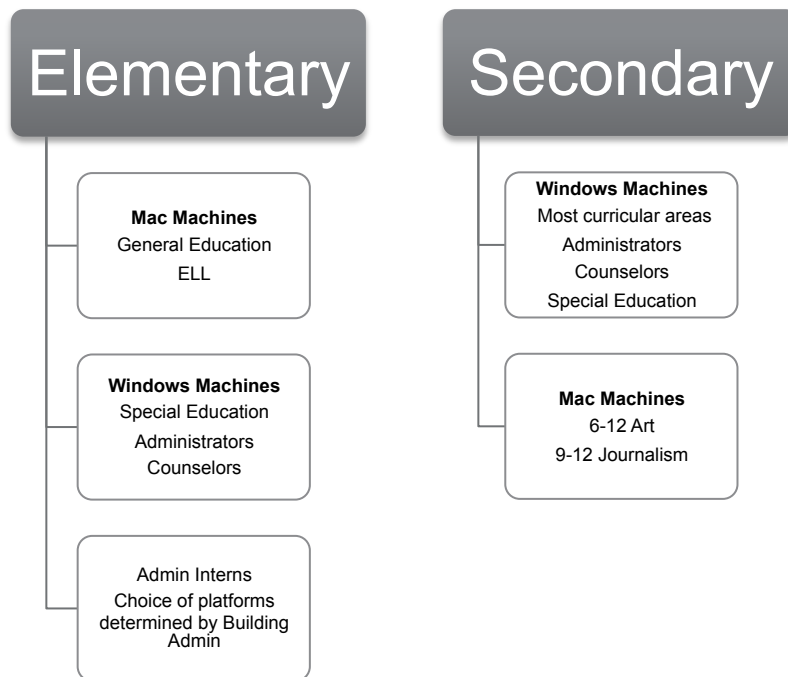


# MILLARD PUBLIC SCHOOLS

## Technology Distribution Flow



**Long Term Substitute (LTS):** Any teacher covering an absence for three weeks or longer.

**Short Term Substitute (STS):** Any teacher covering an absence for less than three weeks.

Technology support for Short Term Substitutes:

- Machines are available in all buildings to be issued to STS on a daily basis.
- The checkout process is facilitated through the school's media center.
- If the STS is assigned to the same building for several days, the STS may maintain possession of the machine for the duration of the assignment. It is up to the building administrator if this machine may leave the building or not.
- All STS are issued GroupWise accounts when hired.
- STS do not have Infinite Campus access.

Technology support for Long Term Substitutes:

- Jessica Carson maintains the LTS collaborative document and notifies HelpDesk when a LTS has been secured.
- Laptops may be distributed to LTS within a two-week window prior to their start date.
- If a LTS has previously been issued an MPS laptop, the laptop may be distributed without the orientation process. In this situation, only account accessibility needs to be verified and paperwork signed.
- LTS HelpDesk tickets are assigned to Chad Lawton, Technology Developer.
- The individual deploying the laptop will maintain the collaborative document so that the information is accurate and easily accessible to others.
- All LTS are issued GroupWise accounts and the time of hire and are issued Infinite Campus accounts at the start of their LTS position.
- It is important to stress that a LTS should use their Infinite Campus account and not to login with the teacher of record's account.
- If a LTS is leaving one position for another LTS position and there is two weeks or less time in between the two positions, the LTS may keep the machine that was issued to them unless there is a necessary machine change.
- LTS laptops are returned to the building where the LTS has been assigned.

Student Teachers Laptop Guidelines

- Laptops are deployed to student teachers according to the distribution flow set forth for LTS.
- If a student teacher is assigned to more than one curricular area for their student teaching experience, they will be issued a laptop according to their first placement. (Elementary special education student teachers will be issued a Mac laptop, if this proves problematic for their given role, a Windows machine will be issued)
- Student teachers are issued GroupWise and Infinite Campus accounts.
- Laptops are issued to UNO Collaborative Student Teachers and they are given Infinite Campus accounts
- Laptops are not issued to TAP interns until second semester when they are then in the role of a student teacher.
- Accounts for Student Teachers will be terminated on the date they submit for their last day.
- Student Teacher laptops are turned in at the building they are last assigned.