

PROMETHEAN GUIDELINES

- **NEVER USE DRY ERASE MARKERS ON THE BOARD.**
- **DO NOT STORE ITEMS BELOW THE BOARDS, THE BOARDS RAISE AND LOWER, ANY OBSTRUCTION CAN CAUSE THE BOARD TO BECOME MISALIGNED.**
- **MAKE SURE THAT THE PROJECTOR IS TURNED OFF WHEN NOT ACTIVELY BEING USED FOR INSTRUCTION. (REPLACEMENT BULBS COST APPROXIMATELY \$300).**
- **MAKE SURE THAT THE BOARD IS TURNED OFF BEFORE LEAVING EACH DAY.**
- **THE BOARDS SHOULD NOT BE USED WHEN THERE IS NOT A CUSD #10 EMPLOYEE IN THE CLASSROOM. THIS INCLUDES INSIDE RECESS.**
- **SUBSTITUTE TEACHERS WILL NOT BE ABLE TO USE THE BOARDS SINCE THEY DO NOT HAVE A USER NAME AND PASSWORD TO ACCESS THE NETWORK. *DO NOT LEAVE YOUR USERNAME AND PASSWORD FOR SUBSTITUTE TEACHERS AND STUDENTS SHOULD NOT BE LOGGING IN FOR THE SUBSTITUTES.* MAKE SURE YOU HAVE SUBSTITUTE PLANS THAT DO NOT INVOLVE THE USE OF THE BOARD.**
- **KEEP YOUR REMOTE IN A SAFE PLACE, THIS IS THE ONLY WAY TO TURN THE PROJECTOR OFF AND THERE ARE NOT ANY SPARES.**
- **KEEP TRACK OF YOUR PENS**
- **DO NOT WRITE YOUR ROOM # OR NAME ON ANY OF THE PROMETHEAN EQUIPMENT, IT WILL ALL BE TAGGED WITH CUSD #10 INVENTORY TAGS.**