

Collinsville Community Unit School District No. 10
Substitute Teacher Computer Use Procedure

Due to legal restrictions, Collinsville substitute teachers are not allowed to use district computers. Permanent employees have signed an *acceptable use policy (AUP)* for using technological resources including computers. By signing the policy, permanent employees have accepted legal responsibility for the security of our network resources and data.

No permanent employee or student may share their login name or password with substitute employees, including substitute teachers. Sharing this information violates the *AUP* and jeopardizes the employee's or student's future access to district computers.

Substitute teachers are not allowed to oversee the use of computers by students (in a classroom or in the computer lab). Any exceptions to this procedure must be coordinated through the building principal and the Director of Technology.

We appreciate your cooperation and understanding of this important security procedure.