



MADISON COUNTY SCHOOL DISTRICT Guidelines for Substitute Teachers and Student Teachers

County guidelines regarding computer, network, Internet and e-mail access for substitute teachers and student teachers.

Short-Term Substitute Teacher

- No access to computers, network, Internet or E-mail
- No student access to technology unless a school employee is with students at all times

Long-Term Substitute Teacher

- Defined as 10+ days and approved by the Board of Education
- Access allowed with principal approval and completion of ComplianceDirector

Full-Time Student Teacher

- Defined as 12+ weeks
- Access allowed with principal approval and completion of ComplianceDirector
- No access to computers, networks, internet or E-mail if less than 12 weeks.

A generic teacher username and password will be provided for long-term substitutes and student teachers. This will allow access to use:

- Classroom Smartboard / Interactive Projector / Panel
- MediaCast
- Teacher drive on server

A staff member's username and password should never be given to and used by a substitute or student teacher.

If assistance is needed, contact the building technology specialist.