



NORTH PANOLA SCHOOL DISTRICT

Technology Department - Promethean Usage Policy

This policy is provided to you to bring to the forefront the policies and procedures for acceptable use of the Promethean ActivPanel and/or Interactive board(s) for classroom usage. The following guidelines are general in nature as not every possible scenario can be thoroughly described or known at this point in time.

Guidelines

- You are responsible for taking precaution to prevent damage to the board.
- The board may be checked at any time for damage and/or appropriate use.
- The district policy on **Acceptable Use** and staff equipment apply to any use of district-owned equipment, regardless of where you are using the equipment.

Acceptable Promethean Board Use

- You can use the board to show educational videos and content for instruction.
- You can use the board for interactive instruction.
- You can use the board for webinars.
- You can use the board for educational activities.

Prohibited Promethean Board Use

- Do not tape paper of any kind to the surface of the board.
- Do not use anything sticky such as large Post-It's, tape, putty, etc. on the board.
- Do not write on the board with dry erase markers or allow students to write on the board with markers or pens. If your lamp blows, please use the dry erase board in your room or the large Post-It's on a wall to conduct lessons until your replacement lamp is ordered and installed.
- Do not leave boards on if it will be inactive for more than **10 minutes**.

Noncompliance Reprimands

Failure to comply with the guidelines of using the Promethean Board will result in the following:

- 1st Offense: Verbal Warning with documentation submitted to the Technology Department.
- 2nd Offense: Write-up to Building Administrator with documentation submitted to the Technology Department.
- 3rd Offense: Report submitted from the Technology Department and Central office to be placed in personnel file and based on damage(s) incurred; monetary retribution may be deducted from pay.

Promethean Usage Acceptance Form

I understand that Promethean boards, equipment, and/or accessories that the NPSD has provided to me are the property of the North Panola School District. I agree to the terms outlined in NPSD's Promethean Usage Policy and the Acceptable Use Policy.

I understand that I will report and damage to the board to the Technology Director, NPSD Administrator, or any member of the Technology Department. Additionally, I understand that I will be held responsible for any damage to the board due to negligence.

I understand that a violation of the terms and conditions set out in the Promethean Usage Policy will may result in monetary retribution that can be deducted from my earnings.

I have read and adhere to the Promethean Usage Policy and understand my responsibilities for appropriate use the Promethean Board use for the North Panola School District.

Signature: _____

Date: _____

Tech. Director: _____

Date: _____