West Noble School Corporation

Computer Network / Internet Use for Substitute Teachers

If you need to access the school's computer network or the Internet while you are substituting for a teacher, please call the TecHelp Hotline (x 5029).

You will be given a guest logon and password to use for the day. Please let TecHelp know which building you are in and for whom you are substituting. TecHelp can walk you through the logging on and off procedure.

Should you experience computer problems or have any questions throughout the course of your school day, please contact the TecHelp Hotline (x5029).

Guidelines for Network / Internet Use

Substitute teachers are expected to follow the same guidelines for network and Internet use as teachers. Several topics are highlighted below and additional help and guidance is provided under the WNSC Employee Information link on the West Noble website, westnoble.k12.in.us

All West Noble staff should know and understand that:

1) Use of school technology, including access to the Internet, is a privilege, not a right and is subject to regulation and/or denial. Any misuse of technology is subject to disciplinary action.
2) There is no expectation of privacy with respect to information sent or received on school equipment. All Internet activity is logged and can be monitored.
3) Speech transmitted by the use of a school computer does not constitute speech in a "public form" and is subject to regulation by the administration.

Acceptable Personal Use

Please keep in mind that your first responsibility is substitute teaching and restrict your personal use to planning periods or other parts of the day when you are not supervising students.

- Within reason, Internet access can be used for personal communications. In regard to e-mailing, you are expected to exhibit good judgement, not be excessive in use, and not violate legal and moral boundaries.
- Always conserve resources, such as disk storage, CPU time, memory, paper, supplies, etc. Wasteful actions include, but are not limited to, sending mass mailings or chain letters, sending excessive personal e-mail, printing unnecessarily, creating unnecessary network traffic, or playing games.
- NEVER leave your Network or Internet connection open when you are not using it. You are tying up bandwidth which others may need. Close, don't minimize the browser. Log off when you are not accessing the network or Internet.