

SIMCOE COUNTY DISTRICT SCHOOL BOARD

MEMORANDUM

2010-2011: 82

TO: Elementary Principals
Elementary Vice-Principals
Secondary Principals
Secondary Vice-Principals

FROM: John Dance
Superintendent of Education

SUBJECT: **ACCEPTABLE AND APPROPRIATE USE OF SIMCOE COUNTY DISTRICT
SCHOOL BOARD OWNED INFORMATION AND COMMUNICATION
TECHNOLOGY**

The provision of teacher notebook computers to Simcoe County District School Board (SCDSB) staff is taking place in the 2010-2011 school year as part of a proposed four year plan. The use of these computers by teaching staff is expected to include administrative purposes (attendance functions), as well as instructional purposes (integrating technology in to teaching practice).

Staff are expected to complete the training video found at:

- https://www1.scdsb.on.ca/portal/page/portal/STAFF/SW_USER_CONTENT/SW_Welcome_PG

Teaching – I.T. Resources – Teacher Notebooks

The Terms and Conditions for Use of SCDSB Information and Communication Technology (ICT) – Staff form (**FORM 1**) is a requirement to receive the teacher notebook computer. After the video is completed, staff are directed to the form. After printing and completing the form, staff will provide the Information Technology Services Certified Network Technician with the form in order to receive the computer.

Should you have any questions please contact John Dance, Superintendent of Education at the Education Centre at (705) 734-6363, extension 11375 or jdance@scdsb.on.ca

November 4, 2010