

Aberdeen School District

Technology Assistance Procedures

Who to Contact

Infinite Campus/Parent Portal

Janet Simon Call 7133 or e-mail Janet.Simon@k12.sd.us

Help Desk Call 7195 or e-mail Aberdeen.helpdesk@k12.sd.us

When e-mailing the help desk, include the name of the school in the subject line followed by a brief description of the problem (ex. CHS Load Software Request)

District Equipment Check-Out

The school district allows members of the staff to check out equipment for classroom or professional development purposes. The following equipment is available at the district library:

- digital cameras
- InFocus projector
- Laptops
- a classroom set of handheld computers
- AV equipment

Equipment may be checked out by calling the district library at 786: or emailing Equipment@k12.sd.us

Additional equipment may be available for check-out at each building and checked out through appropriate building personnel.

Hardware or Software Purchase Procedures

Staff members interested in purchasing technology hardware or software should complete the following steps:

1. Complete the hardware or software purchase request form.
2. Complete a school district requisition including the suggested vendor, item description and part number, catalog name and page number, price, and district budget code
3. Send the completed paperwork to the technology department to be approved and ordered
4. Notify the technology department when the hardware or software arrives in your building for installation.

Please note: A processing delay will occur if both forms are not signed by the building principal.

Technology Policies

The Technology Task Force has facilitated the implementation of the following technology policies. The complete policy may be found on the school district web page. Title	NEPN CODE	Technology Issues Addressed
Computer Checkout	EDC	Access
Home Use Software Agreement	EDCA	Access Ownership of software and data
Use and Copying of Computer Software	EDCB	Ownership of software and data, access
District Webpage Design and Guidelines	EDCC	Access, ownership of software and data, district's right to monitor and inspect

Staff Internet/E-mail Policy and Guidelines	GBEF	Personal use of on-line services, confidentiality of records, district's right to monitor and inspect
Concurrent Enrollment	IHCDA	Distance Learning Policy
Acceptable Use Policy for Internet/Online Services	IJNDC	Acceptable use policy
Internet Use Agreement Form	IJNDC-E	Acceptable use
Confidentiality of Information	JLDAA	Confidentiality of records
Internet Safety Policy	EHAA	Children's Internet Protection Act
Parent Portal User Policy	KDA	Parent Access