

Using school technology wisely

10-minute building meeting trainer agenda

Materials needed:

- Using school technology wisely one-pager
- Sign-in sheet

Welcome (1 minute)

Welcome your members to the meeting and have them sign in via the sign-in sheet. Provide quick snacks if possible.

Intro (1 minute)

Talk about why it is important to use school technology wisely.

- Misuse of technology is one of the most common causes for discipline.

Content (4 minutes)

Highlight the most important tips to keep in mind when thinking about school technology.

- Use your school-issued technology only for school-related work.
- Read your district's Acceptable Use Policy for internet and email use.
- Do not expect privacy when it comes to technology; the district has the right to search, restrict or prohibit your access at any time.
- Contact your technology coordinator if you receive an inappropriate email.
- Don't leave your computer data unprotected.
- Be careful of what you post on social media and online profiles outside of school.
- If the district asks to see your personal devices, do not turn them over until you contact your union representative.

Note: Allow time for questions. If there are too many questions to address in the time provided, move to the next item on the agenda and offer to connect after the meeting.

Connect content with the local (2 minutes)

Share that (your local name) is sharing this information because you want all members to avoid the professional pitfalls of using technology. Additionally, this is an opportunity to highlight the work of the union in two distinct ways:



- **Professional development:** Education Minnesota has a 60-minute training that delves into the tips highlighted above. Share all of the opportunities (local, IO, Summer Seminar, MEA, etc.) for members to access professional development through their union.
- **Representation:** Should a member be faced with an allegation of inappropriately using technology, their union will provide representation and guide the member through the appropriate procedures.

Wrap up (2 minutes)

Leave them with the reminder that they should assume they are without privacy when it comes to conducting business via school technology, be it using school-issued devices or using the school wireless network. Also leave them with the reminder that their union is there to ensure that they are able to best serve students, using technology, by providing support and representation in cases of technology-related concerns.

Note: After the meeting, the meeting facilitator should send a copy of the list of participants to the local field office.