



FLORIDA UNION FREE SCHOOL DISTRICT

DISTRICT GUEST & PRESENTER PROCEDURE FOR TECHNOLOGY



Should you be expecting a guest to visit either SS Seward Institute, Golden Hill Elementary or the Memorial Building and they require some form of technology, please observe the following procedure:

*****Please Note:**

*Due to security, the district does not allow for the use of thumb drives, mass storage devices, or the connection of outside devices to the district's network.****

Available District Technology:

- Windows Laptop (External DVD Drive)
- Projector
- Dropdown Screen (1)
- HDMI/VGA Connection
- Presentation Tool (Clicker, Slide Advancement Remote)
- Desktop Speakers
- DVD Player
- Lavalier Microphone
- Soundsystem/Portable PA

Please be advised:

Connecting to district projectors can be done so via a HDMI or VGA cable depending upon the location. Also, should the presenter require room configuration, podium or access to the SSSI Cafetorium screen, please contact the district's facilities department.

- Principals will send a ticket to IT.help@floridaufsd.org with the following information (copy and paste is an option):
 - Name of Presenter
 - Date of arrival - Date of Departure
 - Time of arrival - Time of Departure
 - Presenter location
 - Technology Requested:
 - Power (temporary- extension cord/power strip)
 - Device
 - Projector
 - Speakers
 - Adapter (projector, audio)
 - Presentation Tool (Clicker, Slide Advancement Remote)
 - Soundsystem/Portable PA/Lavalier Microphone
 - Will the guest/presenter require access to the internet? Are there embedded videos in the presentation that may require internet access?
 - Hotspot- we will coordinate a hot spot which must be signed out and returned
 - List the websites the presenter plans to visit during the presentation (for network accessibility/web filter management):