



# Non-Employee Building & Technology Access

## REFERENCE SHEET

Poudre School District's software and technology access is provided to student teachers/interns on the first day of school of their student teaching/internship semester. Typically, student teachers/interns will receive email and Synergy access. The site administrator decides the appropriate level of access for the student teacher/intern. Practicum students/volunteers do not receive any type of technology access beyond possible free versions available to any educator.

*\*\*Note: External partners may refer to non-employees differently. HR recommends using the weekly hours worked as a determining factor of appropriate access.*

### STUDENT TEACHERS/ INTERNS (Full-time)

### PRACTICUM STUDENTS (Part-time)

Who are they?

Individuals whose University/College has a current **signed partnership agreement** with PSD, of which, HR has a copy of. Typically works **full-time** or up to 40 hours/week.

Individuals who usually work **part-time** or around 10-20 hours/week. HR does not coordinate these partnership agreements.

How does PSD keep a record?

They submit a PSD **application** during the designated period. HR will facilitate the background check/ fingerprinting process and assist in the placement. HR has record of each of these individuals just as they do staff. CSU/UNC can reach out to sites directly for placements.

They **register as a volunteer** through the Partnership Center where they will receive a criminal background check. Admin works directly with CSU/UNC for these placements (HR will help with placement on all others (i.e. UW)

Building Access

Yes - does not receive a PSD badge. Must use PSD **symptom tracker** prior to entering a building and should wear **University identification** at all times.

Yes - does not receive a badge. Must sign in on the **Visitor/Volunteer sign-in** sheet upon entering and wear a **volunteer/visitor badge** at all times.

PSD Email/Synergy

Yes - access provided by first day of school if process/- timeline was followed

No - does not receive access to these

Microsoft Teams/  
Google Classroom

Yes - mentor teacher/supervisor can add the student teacher/intern as a "co-teacher" to platform

Yes - mentor teacher/supervisor can add the practicum student/volunteer as a "guest"

Access to other  
technology

It **depends** - Office Manager/ Building Tech Coordinator can **submit a ticket** to request other tech needs

No - does not receive access to any tech platforms beyond possible free versions available to any educator