

# School Based Technology Contact Form

Please email this form to Ilana Jones  
[Ilana.Jones@cms.k12.nc.us](mailto:Ilana.Jones@cms.k12.nc.us)

This form must be emailed from the Principal's CMS email account as this will serve as the principal's signature and confirmation of the designated contact.

School Name: \_\_\_\_\_

- *Must be a CMS employee designated by the principal.*
- *When selecting, consider the time needed by this staff person to be successful in this role.*
- *Please designate one primary contact for who will be available the entire school year.*
- *Sharing of confidential login and password is strictly prohibited. Any unauthorized use of any login or password should be reported immediately. If Tech Contact information is breached, contact the Help Desk.*

<b>Please designate one contact only</b>
<b>School Technology Contact:</b>
<ul style="list-style-type: none"><li>▪ Acts as the point of contact for communications between Technology Services and the school (i.e. creating/monitoring help desk tickets and troubleshooting school technology)</li><li>▪ Provides basic technical support to the existing school computers/network and printers</li><li>▪ Contacts the Information Systems and Support Dept. when planning for purchases and/or installs of computer hardware or software</li><li>▪ Offers professional development to staff members on using computers and software</li><li>▪ Enforces the <i>Internet Acceptable Use Policy</i> and <i>Photo and Video Release Form</i> policy for staff and students</li></ul>
Technology Contact Name: _____
Technology Contact E-mail Address: _____@cms.k12.nc.us

Principal's Name: \_\_\_\_\_ Date: \_\_\_\_\_