

Ravena-Coeymans-Selkirk Central Schools

District Technology Department

2025 US Route 9W
Ravena, NY 12143

Phone: 518-756-5200 x7004

Request For Technology Resources for Non-School Events

Date/Time	# of Days	Description of Resource Requested	Building/Room	Office Use	

Description of Event:

Name of Instructor or Director of Event:	
Day Time Contact Phone Number:	Night Time Contact Telephone Number:

Instructor/Director's Agreement

I agree to be responsible for contacting the District Technology Department at least ONE WEEK PRIOR to my event. The District Technology Department will make the final determination as to what equipment and rooms will be available. The RCS School District Board Policy requires all users of the Internet sign an Internet Usage Agreement Prior to having access. It will be the sole responsibility of the Instructor/Director to insure these forms are distributed, signed and collected before allowing anyone access to the Internet. (Please read the attached directions)

Signature of Instructor or Director

APPROVAL

Director of Technology



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Directions for Instructors/Directors

We wish to make your event a pleasant and enjoyable success for both you and your participants. To that end, we have established some guidelines to ensure all the technology resources are in place. As the Director or Instructor of a special program that will be requiring Technology Resources, you will be expected to do the following:

1. Please complete the attached form and return it at least ONE WEEK Prior to your event. We need to sign off on this before your event begins. This may seem redundant, but it will ensure that all your requests are taken care of. Please return it via email to jclemens@rcscsd.org or fax it to 756-5215.
2. The School Board policy requires that ALL individuals using the Internet read and sign an Acceptable Use Policy. Please indicate if you need these forms. YOU are responsible to hand them out, get them signed and return them to the District Technology Department. (We will supply you with an inter-office envelope)
3. All computers at RCS require a login. You will be supplied with one after this form is submitted. Please DO NOT use anyone elses login or a class login you may have. This is a violation of the RCS District Acceptable Computer Use and Internet Access Provisions & Procedures, (§6.1.3R).
4. Please provide contact information so that a member of the RCS District Technology Staff can contact you with this information.
5. Please feel free to contact us: Jeffrey Clemens, Director of Technology, 756-5200 x7004, Fax, 756-5215 or email @ jclemens@rcscsd.org.

