



INFORMATION TECHNOLOGY GOVERNANCE
3300 FOREST HILL BOULEVARD, SUITE B-332
WEST PALM BEACH, FL 33406-5869
PH: 561-434-8330 FAX: 561-434-8665

April 6, 2011
Bulletin # P-13822-CAO/COO

Contact Person:
Larry Padgett
434-8330/PX48830
Service Desk
242-4100/PX4410

Action By:
June 30, 2011

TO: All Principals and Department Heads

FROM: Joseph M. Moore, Chief Operating Officer

Judith Klinek, Chief Academic Officer

SUBJECT: **POLICY 3.29 ACCEPTABLE USE OF TECHNOLOGY BY EMPLOYEES -
REQUIRED TRAINING**

The purpose of Policy 3.29 is to set forth terms and conditions as well as standards and guidelines for the acceptable uses of District technology resources by employees. The Policy also provides for employee use of e-signatures and electronic notarizations when authorized, as well as major revisions in the use of District cell phones.

Policy 3.29 states, "The Superintendent will direct compliance training for employees who use District technology". Therefore this bulletin directs all employees who use District technology to complete the **required TrainU online course** comprised of the following five steps:

1. View Vodcast video presentation on Policy 3.29 (headphones or speakers will be needed)
2. Read Policy 3.29 [Acceptable Use of Technology by Employees](#) .
3. Read the [IT User Standards and Guidelines Manual](#).
4. Complete and pass the quiz.
5. Complete and submit the acknowledgement receipt, Form PBSB #1664.

Directions to enroll in and take the required TrainU online course:

Click this link <http://trainu.palmbeach.k12.fl.us/course?id=1097> , click on Enroll and follow the directions. OR

Go to the district's homepage at www.palmbeachschools.org

1. Click on the "Employees" tab.
2. Under the Professional Learning section, Click on the "TrainU" hotlink.
3. Enter your District username and password.
4. Then click on the "Login" tab.
5. On the top left side of the screen under Find Courses, type in "Policy 3.29".
6. Move your cursor to [Policy 3.29-Use of Technology](#). Click and follow the directions.

Palm Beach County Schools - Rated "A" by the Florida Department of Education 2005 – 2010

"Home of Florida's first LEED Gold Certified School!"

www.palmbeachschools.org

All current employees who use District technology are directed to complete this mandatory training no later than June 30, 2011. New hires will be required to complete this training within two (2) weeks after New Employee Orientation (NEO). All employees are directed to uphold the rules set forth in Policy 3.29 Use of Technology. If you have any technical issues with this process please call the Service Desk at 242-4100 or PX44100.

WFM:JMM:JK:DA:LP:cb

Approved by: 
William F. Malone, Acting Superintendent