

## Third Party Presentations at SISD

### Technology Considerations

- Presenters need to supply their presentation on a thumb drive, via email, or the Internet before they are approved to present.
- 3<sup>rd</sup> party presentations should be vetted by campus or central office staff before they are displayed on district property.
- Presenters will not be allowed to connect their personal devices or equipment to project their presentation. Instead, presenters will need to use our district-provided presentation equipment.
- Considerations should be made early enough prior to the presentation date to allow the presenter to change their format, if needed.
- If the presenter hassles the campus technician, we will request assistance from a campus Administrator or from Central Office, if and when it is needed.
- Sharyland ISD uses Windows 10 and 11 for presentations; please relay this to your presenters.
- **No presenter**, regardless of their affiliation, should ever be connecting their personal devices to our SISD equipment to present, or for any other reason.

### Student Services Considerations

- All presenters will need to be accordingly vetted and verified.
- Administrators and/or Counselors will vet presentations beforehand.
- Demonstrations of any kind should also be cleared by Administrators.
- Administrators are to be present, when feasible, during presentations. If an Administrator is not available, an appropriate campus Designee will be present.
- Age-appropriate presentations and relevance to the intended audience are of key importance.
- Messages, gestures, language, displays, and actions deemed inappropriate should be immediately addressed and presentations immediately paused.
- Campus Administrators and our Student Services Department should be immediately notified of any such occurrence.
- When in doubt, call or text Pam or Juan.