

Roles and Responsibilities of Administrative Staff

It is important and necessary that Hisar School administrative staff adhere to the Technology Standards for the Administrative Staff which covers competencies, standards and guidelines on the use of technology.

Technology Standards for Administrative Staff

Roles and Responsibilities of Administrative Staff

General Responsibilities

1. Following the communication channels and school accounts regularly,
2. Following the **Technology Standards for the Administrative Staff**,
3. Complying with the **Information Strategies Policy**
4. Complying with **Artificial Intelligence Education Policies**
5. Complying with **Cyber Security Policy**
6. Complying with **PDPL** rules
7. Acting responsibly regarding the **Google Drive Sharing and Security Settings** as required,

Online Interviews

1. Using Google Meet for online interviews,

*It is important to use the Google Meet platform, which is institutionally determined by the school, to get quick support for security, tracking, analysis and usage.

2. Starting the online interviews using the school account,

