

TEDA TECHNOLOGY GUIDANCE DOCUMENT

TEDA Technology, to include the website content, all emails, and social media are under the supervision and monitoring of the TEDA Executive Board. Supervision of technology is a role of the Past President, with the President maintaining the ability to communicate with the Past President and to address the Board as needed.

TEDA EMAILS:

TEDA emails sent using the TEDA listserv are approved and sent to the website manager via the Past President, or the President in his/her absence.

Use of TEDA's listserv, website, or social media for research:

- Surveys or requests for participation must be IRB approved if used for doctoral research or by a majority vote of the Board if results are used for professional development or for articles to be submitted to the *DiaLog*
- Non-members may join TEDA in one of the options available; this is a service available only to members.
- TEDA Board reserves the right to remove any links to these surveys that the Board feels are not/no longer appropriate.

Advertising using the TEDA website/emails:

TEDA does not advertise for conferences or activities of non-TEDA groups aside from paid ads published in the *DiaLog*. TEDA Chapters are TEDA groups and may request chapter activities to be posted in the *DiaLog* by submitting their request to the TEDA Board. TEDA does use the website/listserv to advertise free events that serve to benefit the members for professional development with prior approval of the Past President or the President, in his/her absence.

- The TEDA Board has approved the advertising of the NCED and TPED exams. This does not include any other activities, only the actual exam administration date and information pertaining to the exam, including a link to their website.
- TEDA provides the administration of NCED and TPED exam dates as a service to its members. This may be done through the *DiaLog* and/or our website/listserv by contacting the *DiaLog* editor or the past president for the website/ listserv posting.

Website Postings:

Job postings and open positions from public school districts, private schools and private agencies are accepted as a benefit to Diagnosticians and the aforementioned sources. Once the posting is verified as legitimate by the Administrative Assistant they can be posted for a period of six (6) weeks before being removed. A tab will be created on the TEDA website specific to job postings.

Vendor tables are also available at the TEDA Conference (fee established by the conference committee yearly) and vendors may be advertised/posted on the website with approval of the Conference Committee designee, who provides this information to the Administrative Assistant. These postings will only be available through the close of the conference.

Governmental Awareness/Legal Update postings taken from the TEA website, CEC website or governmental awareness chair updates may be posted/emailed by the administrative assistant on a regular basis to keep such information current.

All other postings on the website need approved by the TEDA past president or president.

Changes to the website format such as adding or deleting tabs require board approval.

All postings and emails must be emailed/read by two board members prior to posting for editing purposes. Editing includes content, grammar, spelling, professionalism and alignment with TEDA's mission and purpose.

FaceBook Membership/Postings:

Access and or use of the TEDA FaceBook page is limited to members only. The Past President or other designee must ensure that the person requesting access to the FaceBook group is a current TEDA member, at the time of the request, and must hold a current certificate as a Diagnostician, an LSSP, or be enrolled in a state approved certification program. FaceBook posts may be removed if deemed inappropriate and members who cannot follow these rules will be removed from the group at the discretion of the Past President or other designee.