



Acceptable Use Policy - Employee Technology, Internet, and Email

Statement of Understanding

I realize that the District and/or WVDE may incorporate monitoring software and may record the Internet address of any site I visit. The District and/or WVDE may keep a record of any network activity in which I transmit or receive any type of file.

I acknowledge that any message I send or receive will be recorded and stored in an archive file. These archives may be accessed by Law Enforcement when required legal processes are executed. I know that any violation of this policy could lead to dismissal or applicable criminal prosecution and that **I am responsible for any violations that take place under my username.**

I have read:

County Policy 7540.03 Staff Network Acceptable Use and Safety

<http://go.boarddocs.com/wv/cab/Board.nsf/goto?open&id=BJSLUP54149A>

WV Policy 2460

<https://wvde.us/wp-content/uploads/2018/04/Policy-2460-Safety-and-Acceptable-Use-of-the-Internet.pdf>

Children's Internet Protection Act (CIPA)

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

Children's Online Privacy Protection Act (COPPA)

<http://uscode.house.gov/view.xhtml?req=granuleid%3AUSC-prelim-title15-section6501&edition=prelim>

I fully understand the terms and requirements of Technology, Internet, and Email use and agree to abide by them as set forth in this Acceptable Use Policy and the other policies and guidelines linked above.

Date: _____ Employee ID# _____

Employee Name: _____
Print

Employee Signature: _____

All employees - principals, teachers, secretaries, aids, counselors, maintenance, transportation, cooks, any and all other adult employees as well as volunteers and substitutes who use the computers of Cabell County Schools must sign the above form each year. The school sysop will keep the updated forms in a safe location in the school. Substitute and Central Office employees should return this form to Karen Crespo in the Technology Department. By returning this form via email to the school sysop, I am allowing the email to stand in place of my signature and acceptance of this policy.