



# Acceptable Use Policy for Faculty & Staff Members

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 the following:

- Cabell County Schools Policy 7540.04 Staff Network and Internet Acceptable Use and Safety – <http://www.neola.com/cabell-wv/search/policies/po7540.04.htm>
- WV Policy 2460 – <https://wvde.state.wv.us/21stcllc/docs/Policy%202460%20Safety%20and%20Acceptable%20Use%20of%20the%20Internet.pdf>
- Children’s Internet Protection Act (CIPA) – <http://transition.fcc.gov/cgb/consumerfacts/cipa.pdf>
- Children’s Online Privacy Protection Act (COPPA) – <https://www.ftc.gov/sites/default/files/documents/rules/children%E2%80%99s-online-privacy-protection-rule-coppa/coppasurvey.pdf>

I fully understand the terms and requirements of technology, internet, and email use and agree to abide by them.

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WVEIS#: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***All teachers, principals, guidance counselors, custodians, cooks, and all other adult staff members or volunteers who use Cabell County Schools computers and related technology must sign the above form each year. The school SYSOP will keep the updated forms in a secure location within the school.***