

Acceptable Use Policy  
Technology, Internet and Email

(Adult Non-Student Users)

**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 read County 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 (<http://www.cabellcountyschools.com/Downloads/manual.pdf>), Children's Internet Protection Act (CIPA) (<http://www.cabellcountyschools.com/Downloads/cipa.pdf>), and Children's Online Privacy Protection Act (COPPA) (<http://www.cabellcountyschools.com/Downloads/COPPA.pdf>).

I fully understand the terms and requirements of Technology, Internet and Email use and agree to abide by them.

Date: \_\_\_\_\_ Employee ID# \_\_\_\_\_

Employee Name: \_\_\_\_\_  
Print

Employee signature: \_\_\_\_\_

All teachers, principals, counselors, custodians, cooks and all other adult employees or volunteers who use Cabell County Schools computers must sign the above form each year. The school sysop will keep the updated forms in a safe location in the school. 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.