

**Wake County Public Schools  
2015-2016**

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

Position: \_\_\_\_\_ Employee #: \_\_\_\_\_

School/Department Assignment: \_\_\_\_\_

**EMPLOYEE HANDBOOK**

I acknowledge that I have access to a copy of the Wake County Public School System Employee Handbook. I further acknowledge that I am responsible for understanding and adhering to the contents of this handbook, to include but not be limited to School Board policies. I understand that failure to abide by Wake County School Board policies could subject me to disciplinary action up to and including dismissal.

I understand that this document will be placed in my in-house and/or central office personnel file.

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

**EMPLOYEE ACCEPTABLE USE AGREEMENT**

I have read the Wake County Public School System's Employee Acceptable Use of Electronic Resources.

I agree to follow the rules contained in this Policy. I understand that if I violate the rules, I may face disciplinary action in accordance with Wake County Public School System policies and state law.

I hereby release the school system, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the school system network, including, but not limited to claims that may arise from the unauthorized use of the network to purchase products or services.

I understand that all WCPSS staff and students must use WCPSS e-mail accounts for teacher to student e-mail communication. I will not use my own or a student's personal e-mail account when e-mailing a student.

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

***THIS FORM IS TO BE KEPT AT THE EMPLOYEE'S WORKSITE***

*For principals only:*

*I, \_\_\_\_\_, certify that there is a written plan in place detailing my school's student internet safety training program that is available for audit purposes. This training program ensures that ALL students at my school are educated about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms, and cyber bullying awareness and response.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*