

Authorization for Use of Personal Technology Resources

Name _____ Device Type _____

In order to obtain authorization to utilize a personal technology device, the following guidelines must be followed. Each employee must complete this form to request authorization and sign that he/she will comply with all policies, procedures, and guidelines.

Employee must adhere to the following:

All SCS BOE technology-related policies and the following modifications to SCS BOE Policy 10300:

- Employees retain all responsibility for the security, safety, connectivity, maintenance, damage, and troubleshooting of their personal electronic devices.
- The school system is not responsible for the theft, loss, or damage of a personal electronic device at school.
- Employees cannot store private, confidential, or otherwise sensitive educational or school system-related information on their personal electronic devices.
- Employees must relinquish such device to proper school personnel for search of its contents, including, but not limited to, text messages and digital photos, and/or other school-related business whenever a school official has reason to believe the search will provide evidence that the employee has violated or is violating a law or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

In addition to the above requirements, employee must verify the following:

1. I verify that my device has virus protection enabled and is current (i.e., laptops).
Name of anti-virus: _____ Expiration date of anti-virus: _____
2. I will access the Internet at school via wi-fi access provided through SCS *Guest Access* ONLY. I will not connect to the Internet in any other manner while using my personal device for educational or classroom purposes.
*Currently, in SCS, we filter students and adults the same in order to meet the standards of our Board Of Education and to remain compliant with CIPA (Children’s Internet Protection Act). Therefore, content via SCS *Guest Access* will be filtered.
3. I verify that I will access the network while at school via SCS *Guest Access* ONLY and understand that I am not authorized to hardwire my device (laptop) to the network under any circumstances.

I have viewed the required training video. I acknowledge that I subject myself to possible disciplinary action if I do not adhere to all policies, procedures, and guidelines set forth by Surry County Schools while utilizing my personal electronic device for educational or classroom purposes.

Employee Signature: _____ **Date:** _____