

**MT. VERNON COMMUNITY SCHOOL CORPORATION
WAIVER FOR PERSONAL ELECTRONIC PROPERTY
(Computers, PDA's, Small Form Factor Devices)**

This is an agreement with staff to be responsible and accountable users of any personal electronic property they wish to bring onto school or district premises.

The purpose of this agreement is to establish rules and requirements that must be met by all staff that bring personal electronic devices and/or connect to the Mt. Vernon Community School Corporation (MVCSC) data network. The following standards will ensure that the data network is not negatively impacted and that all resident systems remain secure and intact. The privilege of connecting to our data network is provided for the purpose of educating students and conducting school business.

Name (please print) _____

The **device** I wish to bring is (specific description) _____

The **serial number** of the device I wish to bring is: _____

The **school/site** I wish to bring the device to: _____

I wish to petition the MVCSC Administration to be allowed to bring the aforementioned portable computer or small form factor device, also known as a Personal Digital Assistant, to the administration office or school specified above.

I understand that this device is my personal property and not the property of the school or district. As such, I understand that MVCSC can assume no responsibility for this device and will be held blameless in the event of damage or loss. I understand that responsibility for the care of the device AND my behavior while using this device belongs solely to me.

Use of personal devices on school or district grounds and/or access to the data network is contingent upon prudent and responsible use. More specifically:

- To avoid the knowing or inadvertent spread of computer viruses, all computers connecting to the data network must have approved and functioning anti-virus software with up to date virus definitions.
- In order to maintain a "clean" computer while connected to the network; do not download software; do not open web mail, files, or macros attached to an e-mail from an unknown source or execute unknown applications.
- Do not run any network-related tools or diagnostics as a user in our system.
- Do not deliberately degrade the performance of the data network. Any activity with the intention to create and/or distribute malicious programs into the data network (e.g. viruses, worms, Trojan horses, e-mail bombs, etc.) is prohibited.
- Agree to be an ethical and accountable user.

- In addition, you will abide by MVCSC's Acceptable Use Policy, which prohibits the use of the MVCSC network for illegal, inappropriate or unethical purposes. It is in violation of this agreement to: 1) access, upload, download or distribute inappropriate material; 2) transmit obscene, abusive or inappropriate language; 3) violate any local, State or Federal statute; 4) vandalize, damage, or disable the property of another person or organization; 5) access another person's materials, information or files without the implied or direct permission of that person; 6) violate copyright, or otherwise use another person's intellectual property without their prior approval or proper citation.

I acknowledge and understand the above information concerning the appropriate use of computers while connected to the data network. I understand this agreement will be kept on file at the school or office where the personal device will be located.

As a user of the Mt. Vernon Community School Corporation's data network, I agree to comply with the above stated requirements and to use the network in a constructive manner. I am prepared to be held accountable for my actions. I understand that any violations of this agreement may result in one or more of the following:

- cancellation of use of access privileges
- payments for damages and repairs
- disciplinary action and/or civil or criminal liability under other applicable laws.

In exchange for connecting my personal electronic device to MVCSC's network, I knowingly and willingly convey all legal rights and privileges to any and all information and/or material stored in the device to the superintendent, or the superintendent's designee, and grant him/her the same access to the information and/or material as with any electronic device owned by MVCSC.

School Staff/Teacher

Signature _____ Date _____

Title _____ Location _____

Administrator's Approval: _____

Below for Administration Use:

Date form received by Technology Assistant: _____

Device checked for virus protection: _____

Name of Virus Software _____

Virus Subscription or software updated
with latest virus signature _____

Wireless Key Entered _____

Copy sent to Director of Technology _____

Other: _____