

2013/14 On-Line Information Form
Job Description, Personnel Handbook, Privacy Notice,
School Board Policies, Teacher Contract, Salary Schedules

I understand that the Wakulla County School Board's Privacy Notice, Personnel Handbook, Job Descriptions*, School Board Policies, IPPAS, Employee Evaluation forms, Teacher Contract, Salary Schedules, Curriculum Guides, Pupil Progression Plans, Attendance Policies, Field Trip Handbooks, Wakulla County Safe Driver Plan, School District Strategic Plan, as well as school site and department handbooks are available for review at www.wakullaschooldistrict.org. I understand that it is my responsibility, as the employee, to be familiar with the policies and procedures relative to my position and assigned responsibilities. In the event I do not have computer access, I know there are computers available in the kiosk at the Human Resources Department at the School District Office, 69 Arran Road, Crawfordville, Florida.

I also understand that I may receive a hard copy of these items by either printing from the Web site www.wakullaschooldistrict.org or requesting a copy from the appropriate school, department or Human Resources Department.

NETWORK ACCESS STATEMENT & POLICY

The Wakulla County School Board's Telecommunications Network(s) provide an exciting opportunity to expand learning and job efficiency for all stakeholders. The fundamental goal of the network services is to provide Wakulla County educators, students, and support personnel with access to resources that enhance learning and/or improve job performance. At WCSB facilities, student access to and use of electronic networks will be under adult direction and will be monitored as any other school related activity.

Facilities that are a part of the School District have the capacity to connect to various network-internet services. With these opportunities comes the responsibility for appropriate use. It is understood that persons signing the telecommunication user contracts have read or had explained the School Board Policy for acceptable uses of and user responsibilities for network/internet services supported by the Wakulla County School Board.

With widespread access to resources from all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. There is the possibility that some material or individual communications is not suitable to school-age children. The WCSB views information gathered from electronic communications' networks in the same manner as reference materials identified by the school system. Specifically, the District supports resources that will enhance the learning environment with directed guidance from the faculty and staff.

It is realized that it is impossible to control all materials on a global network and an industrious user may discover inappropriate information. Efforts to monitor such occurrences and to minimize continued opportunities will be vigilant. The Wakulla County School District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district since the electronic telecommunications is obtained from sources outside the school setting. However, the technology policy and the subsequent procedures are an effort to maintain a healthy learning environment.

Employees must sign "Receipt of Network Access Statement & Policy and Telecommunications User Agreement." Disciplinary action may be taken against any student or employee who misuses the telecommunication systems. Links to all schools/programs can be found on the Wakulla County School Board Website: www.wakullaschooldistrict.org

I have read WCSB's Network Access Statement and Policy located on this form and in the Personnel Handbook. I understand that I am responsible for adhering to the policies and practices described therein. I understand that these policies may be added to, or changed by the WCSB at any time. It is my responsibility to bring any questions I have about the Network Access Statement & Policy to my supervisor. I further understand that it is my responsibility to report any violations of this policy that I witness, or become aware of, during the course of my employment.

The following should be included as part of your e-mail signature line:

The Wakulla County School District is an Equal Education Opportunity Provider and Employer. Under Florida's "Public Records" law, absent a specific exclusion, written communications to or from Wakulla School District employees are considered public records. E-mail communication with this correspondent may be subject to public and media disclosure upon request.

Employee Name (please print) _____

Employee Signature _____ Date _____