

Department of Human Resources  
Quality " Diversity " Passion " Commitment

## Placement Requests for Student Teaching/Guidance Internships

Please complete a separate

I understand that confidentiality is a legal issue, and I agree not to discuss my experience in a manner that will allow identification of any individual. Once I am informed by my university, I will contact the assigned cooperating teacher in advance to arrange a mutually convenient schedule.

\_\_\_\_\_  
Student's Signature

Submitted: 8/8/2016

\_\_\_\_\_  
Date

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
Department of Technology

NON-EMPLOYEE NETWORK ACCESS TERMS AND ACCEPTABLE USE AGREEMENT

UNDERSTANDING OF LIABILITY

- Using or installing any encryption algorithm or software program not authorized by VBCPS, or to encrypt or encode data without the express permission of VBCPS and without taking precautionary measures to ensure that VBCPS (1) has copies of all encryption software used and the specific code, key, password and seed Non-Employee used to encrypt the data; and (2) will be able to access the encrypted data; and
- Using the System to copy, send, receive, print display or otherwise disseminate data that contains or includes confidential or proprietary information of VBCPS or its officials and employees without authorization or to any person who is not authorized to receive such data
- Using the internet resources for commercial profit is prohibited.
- E-mail is to be used only for everyday business purposes and the computer at work is the property of VBCPS.

## 7. CONFIDENTIALITY

Non-Employee hereby acknowledges that the information that it may receive or access may be confidential student records protected from disclosure to unauthorized parties by the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. Part 99. As a member of the School Board, the Non-Employee hereby agrees that it will protect the confidentiality of these records and not disclose the information to any other party without the prior consent of the parent or eligible student. Failure to comply with this provision will result in the Non-Employee losing the right to access personally identifiable information from the School Board education records for a period of five years. Non-Employee may not release information concerning the student (including names, address, telephone number, email address or other identifying information) without the express written consent of VBCPS and the parent or eligible student. Non-Employee may not use any such information for any purpose other than the provision of services under this Agreement

I have read, understand, and unconditionally agree to comply with all of the provisions in the Non-Employee Network Access Terms and