



New Market Skills Center "NMSC"
7299 New Market Street SW
Tumwater, WA 98501
(360) 570-4500
www.newmarketskills.org

**Electronic Media & Communications Technology
Policy Statement/Agreement**

Copyright laws and educational value or impact are of major importance. New Market administrators will oversee the use of all New Market electronic equipment on campus and in the classrooms. This includes the appropriate use of campus photocopiers, video equipment, computer hardware and software/shareware, Internet, network, modems, e-mail, cellular phones, and pagers.

Only software and materials that are supplied by New Market or approved by an administrator will be allowed to be installed, copied or used on any computer, copier or any other electronic media on the New Market campus.

Use of the Internet for obtaining information, placing orders, or communicating with outside sites must be:

1. Directly related to the documented program curriculum, or
2. Specifically approved by the instructor.

Downloading from the Internet must be under the guidance and approval of the instructor. Browser or program plug-in's & modifications, streaming audio or video, chat, messaging software, or any other file(s) are forbidden. Appropriate media player access, music, and email use is allowed only with instructor approval.

Each student is given space on the server to save class work. When saving, students should save to their personal or H drive. Students are prohibited from saving personal (non program related) files to any computer or server. These files could be, but not limited to, photos, music, games, or documents of any type.

All NMSC computer systems are subject to monitoring at all times to ensure proper functioning of equipment and systems, including security devices, to prevent unauthorized use and violations of proper use and security regulations, to deter inappropriate activity, and for other similar purposes. If monitoring of this or any other NMSC system reveals possible evidence of violation of Electronic Media Policy, this evidence and any other related information, including identification information about the user will be provided to the proper officials.

Violation of this policy will be cause for disciplinary action and may include revocation of user rights on the campus computer network and district Internet, possible removal, suspension, and/or expulsion from the program and/or the New Market Skills Center. Violation of this policy may constitute a criminal offense and may result in appropriate legal action. Violators will be charged for the cost of repair for any damage. In addition, any vandalism or theft of electronic equipment will be subject to administrative action.

I have read and understand the above policy. I have read and agree to follow Tumwater School District's Electronic Information Systems - Board Policy and Procedures found at <http://www.tumwater.k12.wa.us/Page/936>

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release New Market Skills Center, Tumwater School District No. 33, Washington Department of Information Services and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use the network. Further, my child and I agree that the New Market Skills Center has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network's system and we hereby waive any right of privacy which my child or I may otherwise have into such material. **New Market is not responsible for any personal electronic devices.**

Print Student Name	Student Signature	Date
--------------------	-------------------	------

Print Parent Name	Parent Signature	Date
-------------------	------------------	------

Please return this form to the program instructor