

Guilford County - Field Experience

1. Complete and submit the following:
 - a. Review Field Experience Application Process, pg. 3
 - b. [GCS Volunteer Registration](#)
 - c. Read Student Record & Confidentiality Agreement, pg.13
 - d. Read Acceptable Use of Technology/Social Media Agreement, pgs.14-15
 - e. Confirm receipt of [GCS Agreements and Policies](#)
 - f. PDF of your cleared and confirmed application
 - a. Once the EESS office has received notification that your application has been approved, we will reach out to the principal to request placement.
2. Submit all completed documents through the Microsoft Form link available on the Field Experience website.
3. Placement confirmations will be provided by the Office of Educator Engagement and Student Success and reflected in the Brave Educator Dashboard. Be sure to check the dashboard regularly for updates.

Questions? Please contact the Director of Educator Engagement and Student Success, Dr. Kamina Fitzgerald, kamina.fitzgerald@uncp.edu

GUILFORD COUNTY SCHOOLS

Student Teacher and Intern Placement and Application Process

GCS & IHE Collaboration

2024-2025



Dear Placement Coordinator,

Thank you for selecting Guilford County Schools as the District of choice for the placement of your student teachers and/or interns. On behalf of our Superintendent, Dr. Whitney Oakley, and Chief of Human Resources, Dr. Shirley Morrison, we welcome your students to our District! We have an outstanding team of educators who stand ready to help you prepare future educators for our children.

This packet is designed to assist you and your student teachers/interns with the application process.

- **Should you have any questions about the process for student teachers or interns, please contact our Director of Recruiting, Alan Hooker (hookera@gcsnc.com).**
- **Should you have any questions about the electronic Student Teacher Application, please contact our Recruiting Technician, Raheela Ijaz (ijazr@gcsnc.com).**

Thank you again for selecting Guilford County Schools and we look forward to another great year collaborating with you and your students.

Sincerely,

Guilford County Schools Human Resources
336.378.8806

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Application Process for Interns Requesting Field Experience Hours Only

INTERNS <small>(Interns = College/university students completing field experience hrs.)</small>	STUDENT TEACHERS & FULLTIME INTERNS <small>(Ex.s of Fulltime Interns = Counseling, Social Work, OT, PT, Speech Interns)</small>
<u>FOLLOW DIRECTIONS on this PAGE ONLY</u> if you are an Intern, seeking field experience placement permission.	<u>ADVANCE to the NEXT PAGE</u> if you are a student teacher or fulltime departmental intern, seeking placement permission for a fulltime internship.

Steps to Follow:

- 1- The **Field Experience Coordinator or Intern** should contact a **Principal for permission to complete field experience hours.**
(Student teachers or fulltime interns in Counseling, Social Work, OT, PT, and Speech, should follow steps beginning on the next page.)
 - If the **Principal** can accommodate the request, they may confirm approval with **Field Experience Coordinator.**

- 2- The **Intern** completes the **GCS Volunteer Registration Form** (use this link).
 - The **Intern** must select the **specific school site** for the field experience.
 - Background check is **received by the SCHOOL SITE** within 1-2 days.

- 3- The **Principal or Designee** must confirm if the background check has cleared.
(At each school site, Principals designate a **School Volunteer Coordinator** who may also check clearance status.)
 - The **Principal/Designee** should notify the **Field Experience Coordinator** if cleared.
 - Questions concerning clearance must be answered by the **Principal/Designee** of the **requested school site.**

- 4- The **Principal or Designee** assigns a Principal-approved staff member.
 - **The Field Experience Coordinator** should work with the **Principal/Designee** for placement matches.
 - **Principals** may access the list in their **HR Internal Communications Folder.**
 - Link is only accessible by Principals.
 - This link may be inactive at certain times due to updates being made in staffing for the following school year.
 - **HR** sends **Field Experience Coordinators** the Approved Clinical Educators/Cooperating Teachers & Staff List.
 - To request this list, please call **GCS Recruiting and Staffing Department:** 336.378.8806.
 - **Principal/Designee** should notify **Field Experience Coordinator** of match/assignment and school protocol.

- 5- The **Intern must confirm** receipt of **GCS Agreements** in link provided by **College/University Field Experience Coordinator.**
(Student Teachers/Fulltime Interns will complete this process as part of their online application.)
 - The **Field Experience Coordinator** should provide **Interns** with both of the following:
 - 1- **LINK:** **GCS AGREEMENT CONFIRMATION LINK**
 - **Field Experience Coordinator** should ensure **Interns** complete the link above to confirm they have received the GCS Agreements listed below. Please consider reviewing Agreements with Interns, as these areas can be problematic if not followed correctly and content is applicable in most Districts.
 - 2- **GCS Agreements**
 - *Intern Student Records and Confidentiality Agreement* (end of this packet, pp. 14-16).
 - *Acceptable Use of Technology/Social Media Agreement* (end of this packet, pp. 14-16).

WHEN CAN I BEGIN MY FIELD EXPERIENCE?

An Intern may begin field experience hours once all steps on this page are completed.

Thank you for your partnership!

Congratulations and welcome!

Student Teacher/Fulltime Intern Application & Placement Process

General Overview

STEP 1

- The **College/University Field Experience Coordinator or Student Teacher/Intern** works with **Principals** to identify a staff member to serve as a **Clinical Educator/Staff Member/Teacher**, using the approved HR list.
 - College/University Field Experience Coordinators in need of this list should contact Director of Recruiting in GCS Human Resources at 336.378.8806.
 - Fulltime Interns completing internships in Support Services Departments (Counseling, Social Work, OT, PT, Speech, etc.) should contact their **Guilford County Schools Department Placement Coordinator** for information regarding a placement.
- **Principals** may access this list in their **HR Internal Communications Folder**.
 - This link is only accessible by Principals.
 - This link may be inactive at certain times due to updates being made in staffing for the following school year.
- The process is most efficient if the **Student Teacher/Intern** and/or **Coordinators** seek preliminary placement approval **with a school, or GCS Department for Support Services**, prior to completing the online application, as the online application will ask for the names of the school, Principal/GCS Department Placement Coordinator, and matched Clinical Educator.

STEP 2

- The **College/University Placement Coordinator** will share this packet with the **Student Teacher/Intern**.
- **On the following pages, this packet contains the online application link, step-by-step directions with screenshots, and additional information needed.**
- The **Student Teacher/Intern** completes the online **Student Teacher/Intern Placement Application**.

STEP 3

- The **GCS Human Resources Department** reviews the completed application and directly sends an electronic “**Forms Packet**” to the **Student Teacher/Intern**. Electronic forms must also be filled out and submitted by the Student Teacher/Intern.
- **Important:** It is very important that contact information (names, email addresses of **Supervisors, Principals**, etc.) provided by the **Student Teacher/Fulltime Intern** are as accurate as possible to ensure the electronic approval process will be routed to the correct email addresses of personnel.

STEP 4

- The **College/University Placement Coordinator** and **Principal/GCS Coordinator** will both receive an electronic form, via email, to approve final placement.
- The GCS Human Resources Department will provide the final approval once the applicant’s Background Check is processed and cleared.
- See the pages below for step-by-step directions, screenshots, and explanations to assist in the application process.

Student Teacher/Fulltime Intern Application & Placement Process

Student Teachers/Fulltime Interns must complete an online ***Student Teacher/Intern Placement Application*** to be considered for a Guilford County Schools Student Teaching/Fulltime Internship. See below for step-by-step directions. **Current employees** completing Student Teaching/Fulltime Internship experiences must also follow this process.

STEP 1: COMPLETE THE PLACEMENT APPLICATION

- If you receive this document with hyperlinks, you may click here to apply: [APPLY HERE](#)
Important: Please follow all steps on this document to ensure accurate application submission. Click **Apply** (red button on the right of the application title)

- If you are manually applying on our website, please follow the steps below:
 - Go to www.gcsnc.com
 - Click the **Careers** tab
 - Click **Apply Here** link
 - **Search** the first few words of the application title:
GCS Student Teacher/Practicum/Administrative Internship Placement Application

After clicking **'Apply,'** student teachers/interns will be directed to the screen below.

- Student teachers/interns who do not have an application on file, will click the 'Start' link.
- Student teachers/interns who have an application on file or are Guilford County Schools employees will log in to their application on file and begin the application at Section Four of this document.
- If you have questions, please call 336.378.8806 for assistance.

SECTION ONE: PERSONAL INFORMATION PAGE

The screenshot shows the 'Personal Info' section of the application. It includes a navigation menu on the left with '1. Personal Info' selected. The main content area contains a message: 'Please enter all required information.' Below this are two sets of name fields: 'Name' and 'Other', each with dropdowns for Title, First, Middle Initial, Last, and Suffix. A note states: 'The following information is needed for you to continue your application at a later date.' This is followed by three bullet points explaining the need for an email address and password. Below these are four required fields: 'Email Address' (with a 'Not Available Email Address' error), 'Confirm Email', 'Social Security Number', and 'Confirm SSN'. A 'Password' field is also present with a 'Password Required' error. At the bottom, there are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

- The personal information section of the application is the first section of the application.
- After filling in the information, click 'Next Page.'

SECTION TWO: CURRENT EMPLOYMENT STATUS

The screenshot shows the 'Current Employment Status' section of the application. The navigation menu on the left has '2. Current Employment Status' selected. The main content area starts with a message: 'Please enter all required information.' followed by the question: 'Are you currently an employee of Guilford County Schools?'. A note explains that applicants who are substitutes should select 'external' or indicate they are not a current employee. Below the question are two radio button options: 'No, I am not currently an employee of Guilford County Schools' and 'Yes, I am currently an employee of Guilford County Schools'. A final note states: 'This selection determines what application pages are presented and how your application is reviewed. If you are uncertain of your current employment status, please contact Guilford County Schools.' At the bottom, there are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

- Student teachers/interns who are not Guilford County Schools Employees will click 'No' in this section.
- Once done, click 'Next Page' to continue the application process

SECTION THREE: POSTAL ADDRESS

The screenshot shows the 'Postal Address' section of the application. It features two columns of form fields: 'Permanent Address' and 'Present Address'. The 'Permanent Address' fields include: Number & Street (required), Apt. Number, City (required), State/Province (dropdown menu set to NC), Zip/Postal Code (required), Country (dropdown menu set to United States of America), Daytime Phone (required), and Home/Cell Phone. The 'Present Address' fields include: Number & Street, Apt. Number, City, State/Province (dropdown menu), Zip/Postal Code (dropdown menu), Country (dropdown menu), Phone Number, and Until what date?. A message at the top says 'Please list your mailing address.' and another note states 'Fields preceded by a red asterisk (*) are required.' The navigation menu on the left highlights '3. Postal Address'. At the bottom, there are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

- Only the Permanent Address is required in this section.
- Click 'Next Page.'

SECTION FOUR: VACANCY DESIRED

The screenshot shows the 'Vacancy Desired' section of the application. It features a search box with the following fields: Title Contains, Posting Contains, In Category (dropdown menu), At Location (dropdown menu), Within (5 miles of Zip), and Posted in the last (All Dates). A 'Search' button is located to the right of the search box. Below the search box, there is a section titled 'Admin/Student Teacher/Clinical Observation' with a 'General' sub-section. A checkbox is checked for 'JobID 20120: Fall 2020 Student Teacher Placement Application - By Invitation Only!'. Below this, there is a dropdown menu for 'How many years of experience do you have in similar positions?'. A yellow box at the bottom contains the following text: 'Positions open unexpectedly and fill quickly. If you would like to be considered for positions that are not listed above, please establish a pre-employment file by completing this online application. Indicate the areas for which you would like to be considered on the next page (Step 4 - Position Desired). Thank you for your interest in Guilford County Schools'. The navigation menu on the left highlights '4. Vacancy Desired'. At the bottom, there are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

- The application will already be selected for you. If it is not selected, please type in the 'Title Contains' box: **'GCS Student Teacher/Practicum/Administrative Internship Placement Application - By Invitation Only!'** For those completing full-time internships (such as final semester internships in counseling, social work, speech language, etc.) please follow the same instructions.
- Click 'Next Page.'
- On the next page, do not select another vacancy, such as substitute teaching or a licensed position. If you select other positions, **it will result in several additional and required steps** (i.e. completing the TeachFit Assessment, uploading transcripts, and listing references). **We do not recommend that you select additional positions of interest, at this time.**

SECTION FIVE: POSITION DESIRED

The screenshot shows the 'Guilford County Schools - Employment Application' form. The navigation menu on the left highlights '5. Position Desired'. The main content area contains a list of checkboxes for various positions, including 'Admin/Student Teacher/Clinical Observation', 'Athletics/Activities', 'Classified - Afterschool Care (ACES)-Clerk', 'Classified - Afterschool Care (ACES)-Group Leader', 'Classified - Afterschool Care (ACES)-Site Coord', and 'Classified - Brailist'. Some positions are marked with '**Vacancy**'. At the bottom, there are buttons for 'Applicant Tracking', 'Save as Draft', and 'Finish and Submit', along with 'Prev Page' and 'Next Page' navigation arrows.

- You will want to **SKIP THIS SECTION**.
- Click **'Next Page'** *without making a selection* to continue with the application for student teaching/fulltime internship.
- **Please be reminded that selecting another vacancy, such as substitute teaching or a licensed position, will result in several additional and required steps on your application (i.e. completing the TeachFit Assessment, uploading transcripts, and listing references).** **We do not recommend that you select additional positions of interest, at this time.**

SECTION SIX: Student Teaching/Internship University Information

The screenshot shows the 'Guilford County Schools - Employment Application' form, Section 6: Student Teaching/Internship University Information. The navigation menu on the left highlights '6. Student Teaching/Internship University Information'. The main content area contains a list of checkboxes for various positions, including 'College/University', 'Student Teaching/Internship Coordinator's Name', 'Student Teaching/Internship Coordinator's Telephone Number', 'Student Teaching/Internship Coordinator's Email Address', 'License Area', 'Semester (e.g. Fall 2000)', and 'Anticipated Graduation Date (Semester/Year)'. At the bottom, there are buttons for 'Applicant Tracking', 'Save as Draft', and 'Finish and Submit', along with 'Prev Page' and 'Next Page' navigation arrows.

IMPORTANT:

- Information on this page is **REQUIRED** to **successfully submit** the Student Teacher/Intern Application.
- For the section titled, please **provide contact information as noted below**.
 - **Student Teachers and Interns in Specialty Areas** (ex. Speech, Occupational Therapy, Counseling, Social Work, etc.): Please provide all contact information for your **COLLEGE/UNIVERSITY FIELD PLACEMENT COORDINATOR**.

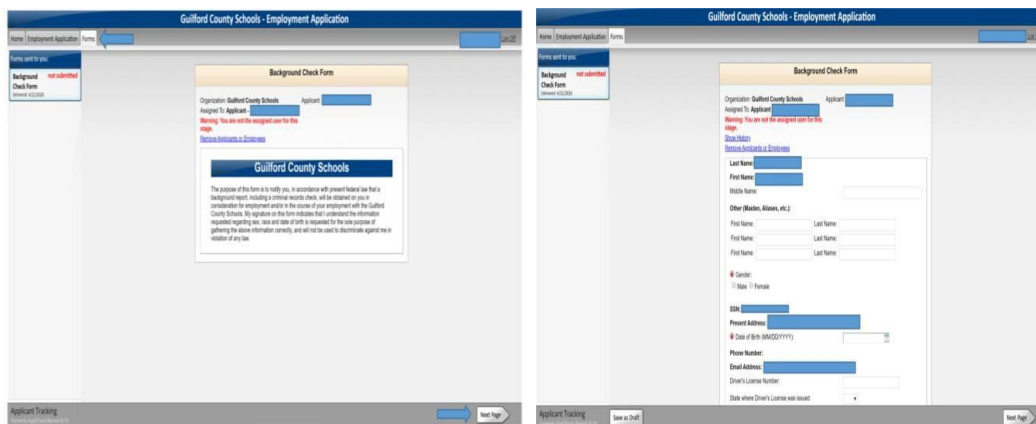
SECTION SIX: CONFIRMATION



- Click 'Submit Application' to complete the first part of the application process.

STEP 2: COMPLETING BACKGROUND CHECK(S) - REQUIREMENT

- After the application is submitted, student teachers/final semester interns will be sent an electronic copy of the **Student Teacher/Intern Background Check Form** as part of the Applitrack electronic application process.
- If the student teacher/intern is **already an employee who has a completed background check on file**, he/she will not need to complete the form again.



- The required portions of the form are marked with a red asterisk.

Out-of-State Background Check

- If the student teacher/intern has lived outside of the state of North Carolina within the last seven years while over age 16, it is required that we complete a Background Check in those states through the company BIB, Inc.
- Once the **Background Check Form** has been submitted by the student teacher/intern, Guilford County Schools Human Resources Dept. will send the student teacher/intern an email with the **link to the BIB portal**.
- BIB charges a \$15 fee to complete the out-of-state background check.

If we have questions regarding the results of the North Carolina and/or out-of-state background check, we will notify the **Student Teacher/Intern Placement Coordinator** and will send the **student teacher/intern** an email to request additional information as needed.

STEP 3: COMPLETE FORMS

INFORMATION FORM, ACCEPTABLE USE OF TECHNOLOGY FORM, AND CONFIDENTIALITY AGREEMENT FORM

- In addition to the Background Check Form, the **student teacher/intern** will also receive the following:
 - **Student Teacher/Intern Confidentiality Agreement** (requires electronic signature)
 - **Student Teacher/Intern Technology Use Form** (requires electronic signature)
 - **Student Teacher/Intern Information Form** (electronically filled out, see below)
- **IMPORTANT:** To process the application fully, this form must be filled out accurately. Contact information provided in this form will impact processing with the university/college and school system.
 - The **student teacher/intern will need to know their placement** and other important information.
 - Listed below the diagram, you will find the information **needed prior to completing this section**.

STEP 1: TO BE COMPLETED BY THE STUDENT TEACHER

- Student's Name (First, Middle, Last):
- Contact Phone Number:
- Student Teacher e-mail:
- Licensure Area:
- University/College:
- I plan to begin Student Teaching (Please indicate Fall/Spring Year 20_):
- College/University Placement Coordinator's Name:
- College/University Placement Coordinator's e-mail address:
- College/University Placement Coordinator's telephone number:
- Student Teaching/Intern School Site:
Fulltime Internships in Student Support areas list department name:
- Principal/GCS Field Experience Coordinator's Name:
Fulltime Internships in Student Support list GCS department contact name:
- Principal/GCS Field Experience Coordinator's Email Address:
Fulltime Internships in Student Support list GCS department contact e-mail:
- Clinical Educator/Cooperating Teacher/Staff Member's Name:
- Clinical Educator/Cooperating Teacher/Staff Member's Subject and Grade Level:
- Student Teacher Signature

Click to Digitally Sign

REQUIRED Information Needed for the *Student Teacher/Intern Information Form*:

- Student's Name
- Contact Information
- Licensure Area
- College/University
- Semester of student teaching / fulltime internship
- **Student Teacher/Intern Coordinator's Name and Contact Information**
For accurate processing, **Student Teachers and Fulltime Interns** must list correct information for the **College/University Coordinator**.
- **School Site**
Student Teachers must list School Name.
Fulltime Interns from Departments in Student Services should list Department Name (such as GCS Counseling or GCS Social Work).
- **Clinical Educator's Name, Subject Area, and Grade Level**
Student Teachers and Fulltime Interns must list name/info for the staff member with whom they are paired. If you don't know the name of the assigned Clinical Educator for a student teacher, please ask the Principal for confirmation. Counseling, Social Work, Speech, OT/PT Fulltime Interns should ask the Guilford County Schools Supervisor over their respective department for this information (ex. Director of Counseling, etc.).
- **Principal/Guilford County Supervisor's Name & Contact Information**
Guilford County Principal/Supervisor information **MUST** be provided accurately.
STUDENT TEACHERS: Must provide accurate contact information of school site's Principal.
FOR COUNSELING, SOCIAL WORK, SPEECH, OT/PT, and other INTERNSHIPS in RELATED SERVICES:
Must provide accurate contact information of Guilford County Departmental Contact.

STEP 5—Approval Process/Confirmation Received by All Stakeholders

The final approval form will be routed automatically to the emails provided on the Student Teacher/Intern Information Form.

Stage 1: College/University Student Teacher/Intern Placement Coordinator Approval

- The student teacher/intern submits the 'Student Teacher/Intern Information Form' with accurate email addresses for contacts.
- The College/University Student Teacher/Intern Coordinator will receive an email from mailbot@applitrack.com.
- Follow the **link to the document** in the email, which will read:
"Frontline Education Form Principal/Supervisor's Name Form" Guilford County Schools Student Teacher/Intern Information Form is ready for "Student Teacher/Intern Coordinator Approval."
- The College/University Student Teacher/Intern Placement Coordinator should review the information and **sign and submit the document electronically.**

Stage 2: Principal/Guilford County Supervisor Approval

- Next, the Principal/GCS Field Experience Coordinator will receive an email from mailbot@applitrack.com.
- The Principal/GCS Field Experience Coordinator should follow the **link to the document** in the email, which will read:
"Frontline Education Form Principal/Supervisor's Name Form" Guilford County Schools Student Teacher/Intern Information Form is ready for "Student Teacher/Intern Coordinator Approval."
- The Principal/GCS Field Experience Coordinator should review the information, approving or denying the student teacher/internship placement, and **sign and submit the document electronically.**

Stage 3: HR Approval

- **HR will notify** the student teacher/intern and College/University Student Teacher/Intern Placement Coordinator of the final approval once all forms and approvals are complete. **Congratulations!**
- **Last, the GCS Human Resources will receive notice once both the Principal and College/University Field Placement Coordinator have electronically signed and submitted to signify approval**

Please see below for information pertaining to mandatory trainings and substitute teaching.



Required Online Safe Schools Trainings & In-Person Site-Based Safety Trainings

In-Person Site-Based Safety Trainings

- **Student teachers and interns are required to participate in on-site School Safety Trainings.**

Online Safe Schools Training

- The completion of Safe Schools Training sessions will be communicated to student teachers/interns **via email**, when required and include a link to the website: **Vector Solutions/Safe Schools**.
- When online training is required, student teacher/intern **student teachers/interns** will access the training under the **GCS Substitute Teacher Training for Safe Schools** in the **Vector Solutions/Safe Schools website**.

GCS Email Address and Canvas Instruction Access

A representative at your site (often the Media Specialist, Office Support Staff, or an Administrator) will be able to assist you in the process of completing the following requests from the Technology Department:

- To be added to the email database for Guilford County Schools and your school site
- To receive a Guilford County Schools email address
- To acquire access to Canvas page instructional courses

Student Teachers Serving as Substitute Teachers

It is not the practice of the District to pay a student teacher for services as a substitute teacher during the duration of her/his student teaching experience. At the conclusion of the student teaching experience, substitute teaching is permitted. The student teacher should log in to their online application and update their application to reflect interest in substitute teaching.

A student teacher who has not completed the duration of their student teaching experience may serve as a substitute teacher only in the event of a long-term absence due to unforeseen and extenuating circumstances. If such extenuating circumstances arise, a request must be made for the student teacher to serve as a substitute and **a written and signed letter of approval from both the Principal and the Dean of the University's School of Education must be submitted to the Guilford County Schools Director of Recruiting before final approval may be granted. Additionally, the student must complete all application requirements to be hired as a GCS substitute teacher prior to the start of the long-term absence. If you have additional questions, please call our HR office at 336-378-8806.** The information above is shared with student teachers, university contacts, and principals.



INTERN STUDENT RECORDS AND CONFIDENTIALITY AGREEMENT

The undersigned will be working in the Guilford County Schools under the supervision of a college or university pursuant to a program between that institution and GCS. For purposes of this Confidentiality Agreement, the undersigned is referred to as “Intern.” As an express condition of being permitted to work and learn in the Guilford County Schools, the undersigned Intern acknowledges that confidential student information will be available to Intern and that State and federal law protect that information from distribution to any person not providing educational services to students as contemplated in the Family Educational Right and Privacy Act, FERPA, 20 U.S.C. 1312, and N.C.G.S. 115C-§402. The Intern expressly agrees as follows:

Documents and Records: The Intern, in the performance of the duties required, may have access to or may create confidential student documents and records. Intern agrees to preserve the confidentiality of such records and to destroy the records as soon as they are no longer necessary for the performance of Intern’s obligations pursuant to the program placing Intern with the GCS students. During the course of performing the services pursuant to an internship program at GCS, Intern will have access to confidential student information (“Education Records”) protected by the Family Educational Records Privacy Act (34 CFR 99), the North Carolina Identity Theft Protection Act, and the federal Social Security Act.

Intern shall protect the Student Records whether the Records are stored electronically and/or by hard copy. Additionally, Intern will use the Education Records only for the purpose of fulfilling its duties under the Program and will not share such data with or disclose it to any third party except as provided for in the Program unless authorized in writing by the GCS. For the purpose of this Agreement, Intern shall be designated as a “school official” with “legitimate educational interests” in GCS’s educational records, as those terms have been defined under FERPA and its implementing regulations, and Intern agrees to abide by the limitations and requirements imposed by 33 C.F.R. 99.33(a) on school officials.

- 1. Destruction of Records at Conclusion of Program:** Intern agrees to destroy all personally identifiable student information as soon as the information is no longer required by the Program and to notify the Supervisor that the information has been destroyed.
- 2. Student Information and Social Media:** In addition to the other prohibitions about disclosing confidential student information, Intern shall not disclose any personally identifiable information about students using any social media service or device and shall not communicate with any students of GCS using social media devices. Failure to abide by this provision will result in serious consequences, up to and including termination from the Program.
- 3. Security Breach:** In the event that the security of personally identifiable data of students is breached by Intern, Intern shall be required to notify GCS immediately, but in no event within 24 hours, of any unauthorized access to data in violation of any state or federal law, including but not limited to FERPA or the North Carolina Identify Theft Protection Act. Such notice shall be in accordance with the Education Law §2d (6) and any implementing regulations thereunder.

I agree to abide by all of the terms of this Agreement as an express condition of participation in the Program allowing me access to GCS.

Important

Interns Only:

- *The College/University Field Placement Coordinator must provide both GCS Agreements and the corresponding link.*
- *Interns must use the link to confirm adherence to and receipt of agreements. [GCS AGREEMENT LINK](#)*

Student Teachers/Fulltime Interns:

- *This document will be completed electronically as part of the online application.*



ACCEPTABLE USE OF TECHNOLOGY/SOCIAL MEDIA AGREEMENT

Technology and Communication:

All technology resources employed by Guilford County Schools should be used in a responsible, legal and ethical manner. Guilford County Schools Internet connection exist in the belief that the information and interaction available are valuable additions to educational resources. As a user, you are required to follow all standards, policies, and procedures related to the use of technology in Guilford County Schools. You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are: circumventing safety configurations, modifying setup policies, modifying settings on machines, attaching unauthorized devices, etc. Incidents and violations of the AUP policy by employees will be referred to the Human Resources Division for review. The Technology Policies, Procedures and Standards Manual provides policies for using all technology resources in a responsible, legal and ethical manner. Examples of issues addressed in the manual include minimum standards for networked computers, relocation of equipment, computer donations, personally owned software, email accounts for non-employees, password resets, use of email and approved software lists.

Email and Electronic Transmissions Capabilities:

Technology and the Internet offer staff members the resources from thousands of computers and millions of individual people all over the world. You may have access to email, information and news, advertisements, discussion groups and university and government libraries around the world. Business Use: Guilford County email, office communications and Internet capabilities are to enable you to perform your duties more efficiently, to support research and education and to extend the resources of Guilford County Schools. To that end, all uses of electronic transmission capabilities must support the goals and educational philosophy of the school district.

No Expectation of Privacy:

You should be aware that there is no reasonable expectation of privacy with regard to your use of, and transmission of information over, district-owned computers and computer networks. The school district reserves the right to monitor use and transmission and to take appropriate disciplinary action if it can be reasonably determined that you have violated acceptable use standards. (Reference: Board of Education Policy EFE)

Social Media:

The importance of teachers, students and parents engaging, collaborating, learning and sharing in these digital environments is a part of 21st century learning. To this aim, Guilford County Schools has adopted the following guidelines to provide direction for instructional employees, students and the district community when participating in online social media activities. Whether you choose to participate in an online network or any other form of online publishing or discussion is your decision.

Information produced by you as a GCS employee is a reflection of the entire District and is subject to the District's Acceptable Use Policy. Personal postings, even if marked private, may also be subject to relevant GCS policies and procedures, as well as to relevant local, state and federal laws.

Personal and Professional Responsibility:

Guilford County Schools encourages district employees with a personal online presence to be mindful of the information they post. Your online behavior should reflect the same professional and personal standards of honesty, respect and consideration that you use face-to-face and in work-related settings. Please note that even if you delete personal information, it still may be stored on the Website's server. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example. There is no realistic expectation of privacy on the Web.

Security and Privacy Settings:

You should also ensure that content associated with you is consistent with your work at GCS and your role as a public school/State employee. It is your responsibility to familiarize yourself with the appropriate security settings for any Social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you have allowed to see your profile to copy and paste text and send it to someone else. It is also easy for others to "tag" or identify you in photos that they publish with or without your knowledge and permission. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

Student Communications:

It is inappropriate for you to use email, text messaging, instant messaging, or social networking sites to discuss with a student activities not related to school. Appropriate discussions would include the student's homework, class activity, school sport, club, or other school-sponsored activity. You should send electronic communications with students simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).

“Friending” and “Following”:

Your engagement with students in personal social-networking friendships on Facebook, Instagram, Snapchat, or other social networking sites is prohibited. It is strongly discouraged with parents or guardians of students. The District recognizes that because of the tight-knit community of GCS, you may have students or parents of students who are family members or close personal friends; however, the District cautions you against engaging in such social-networking friendships with these individuals. Use your official, school- or work-related page(s) instead. A recommended response to inappropriate “friend” requests on your personal pages is: “If you are a student or parent requesting to be my “friend,” please do not be surprised or offended if I ignore your request. As an employee of Guilford County Schools, district procedures and practices prohibit me from friending students and/or discourages me from friending parents on my personal pages. Please friend our school’s (and/or classroom’s, department’s, Guilford County Schools’ Facebook pages, etc.)”

District Image:

Material that you post on social networks that is publicly available to those in the school community must reflect the professional image applicable to your position and not impair your capacity to maintain the respect of students and parents/guardians or impair your ability to serve as a role model for children. While social media can be a powerful communication tool and an educational tool for students and parents, you are responsible for content you publish online. Be mindful that what you publish will be public for a long time—protect your privacy. Social media in the classroom is an extension of your physical classroom. What is inappropriate in your classroom is inappropriate online.

Teachers who use social networking to interact with students and/or parents in an educational manner or as a communication tool must find ways to interact without giving students and parents access to personal information and posts. When contributing online do not post confidential student information. Do not post pictures of any students on your personal sites. Use a GCS provided email as your email contact for official or school related pages. Do not use your GCS provided email as a username or email contact for personal pages. Please remember that all GCS policies and procedures, as well as relevant local, state and federal laws (copyright, fair use, Family Education Right to Privacy Act, personnel statutes, criminal statutes, etc.) apply to social media communications.

I have read and understand the Guilford County Schools’ Confidentiality of Student Records and Acceptable Use of Technology EFE and EFE-P Policies and Procedures. The Acceptable Use of Technology Policies and Procedures are located at gcsnc.com – Departments Tab – Technology Services – Policies and Procedures. I understand by receiving access to Canvas and other GCS technologies, including hardware, software, and networks, I agree to abide by the Board Policies and understand that access to GCS technologies is contingent upon my student teaching or internship placement in the district and may be revoked at any time.

Important

Interns Only:

- *The College/University Field Placement Coordinator must provide both GCS Agreements and the corresponding link.*
- *Interns must use the link to confirm adherence to and receipt of agreements. [GCS AGREEMENT LINK](#)*

Student Teachers/Fulltime Interns:

- *Your acknowledgement of these policies will be completed electronically as part of your online application.*