Code of Student Conduct for the Virtual Enterprise Electronic Mail Community and Photo/Video Release

The California Network of the US Networks of Virtual Enterprises, International Electronic Mail Policy is a separate policy that is in addition to existing school district Acceptable Use Policies. The California Network of the US Networks of Virtual Enterprises, International Electronic Mail Policy is not intended to supplant existing school site or district requirements for Internet or Electronic Mail use.

This policy is for California Network of the US Networks of Virtual Enterprises, International students only. The California Network of the US Networks of Virtual Enterprises, International will issue Electronic Mail accounts to California Network Virtual Enterprise students (hereinafter referred to as "employees") through their position titles only. No employee will receive an Electronic Mail account in his or her own name. Before any employee is given access to an Electronic Mail account for Virtual Enterprise activities, the employee's teacher (hereinafter referred to as "consultant") and the school site or district appointed administrator must endorse and return the "Virtual Enterprise Electronic Mail Memorandum of Understanding" that clarifies the school site's and/or district's responsibility for its own students' behavior while using the California Network of the US Networks of Virtual Enterprises, International Electronic Mail system. The California Network of the US Networks of Virtual Enterprises, International program will not assume any responsibility for individual student actions or behavior.

The California Network of the US Networks of Virtual Enterprises, International strongly believes in the educational value of such electronic services and recognizes its potential to support our curriculum. Our goal in providing this service is to promote educational excellence by facilitating professional business-like communication for Virtual Enterprise employees. Employee access at school will be under staff supervision for educational purposes. As members of a school community and as representatives of their school in the global electronic community, employees are expected to abide by a code of conduct. If you and your student (a VE employee) agree to abide by the following, your student (a VE employee) will be given access to a network account and password. If you DO NOT respond to the following code of conduct, The California Network of the US Networks of Virtual Enterprises, International will not grant access to a network account and password to your student (a VE employee).

Additionally, you will be asked for permission to post your student's (a VE employee) work and school contact information on the California Network of the US Networks of Virtual Enterprises, International web pages and/or links to other Virtual Enterprise web pages. This permission is separate from your and your student's (a VE employee) agreement to abide by the following code of conduct and requires a separate signature.

The purpose of creating this document is to establish guidelines for the use of electronic mail by employees of the California Network of the US Networks of Virtual Enterprises, International Program. Electronic Mail (E-Mail) is a business tool that will be used in accordance with generally accepted business practices and current law reflected in the California Public Records Act to provide an efficient and effective means of the US Networks of Virtual Enterprise, International communication.

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All Electronic Mail messages are official California Network of the US Networks of Virtual Enterprises, International records and are the property of the California Network of the US Networks of Virtual Enterprises, International (herein referred to as "Network"). The Network reserves the right to access and disclose all messages sent over its Electronic Mail system for any purpose. Electronic Mail transmissions are not confidential; therefore, employees should have no expectation of privacy in anything that is sent over the Electronic Mail system of the Network.

All messages transmitted over the Electronic Mail system should be those which involve Network business activities or contain information essential to its employees for the accomplishment of business-related tasks, any communication directly related to Network business, administration, or practices.

Incidental and occasional personal use of the Electronic Mail system is prohibited. If employees need to transmit personal messages they are not to use the Network system to do so. Employees are encouraged to communicate with their Virtual Enterprise Consultant to clarify school site and/or district policy for student use of other Electronic Mail services.

Users of the Network Electronic Mail system are solely responsible for the management of their mailbox and its associated folders. Electronic Mail documents will remain in a folder until deleted or trashed. The user can purge wastebaskets automatically or manually, and anything to be retained for a longer period should remain in their specified folders and/or converted to hard copy. Each employee's mailbox will be limited to five megabytes of storage space. Employees are advised to refrain from transmitting large file attachments, as these files will clog the Network's Electronic Mail system. In the event that storage space becomes limited, the Network will purge mailboxes after electronic notification of pending action.

Administrative Reports should not be sent out for final approvals via Electronic Mail. Electronic Mail should not be used for broadcast purposes unless the message is of interest to all users and directly relates to Virtual Enterprise business. The Network may access any messages in the Electronic Mail system at any time. Access may occur because, but not be limited to, situations indicating priority, violation of Network policy, legal requirements, suspected criminal activities, breach of electronic mail security, to locate substantive information that is not more readily available by some other means, or for the performance of routine maintenance.

The contents of electronic mail may be disclosed within or outside of the Network without employee permission or knowledge. The Network has unlimited access to protect system security or the Network's property rights.

Confidentiality is not provided for on the Electronic Mail system because all communications transmitted on the system are the property of the Network. A message dealing with an individual's personnel issues may lose its confidentiality due to its transmission through the system. For this reason, the Electronic Mail system is not appropriate for confidential communications. This would include messages of such nature as to be appropriate for placement in one's personnel file. Common sense should be employed if a communication must be private, e.g., placed in an interoffice envelope marked personal and confidential rather than use the computer. It would not be appropriate for a supervisor to use Electronic Mail to issue a written reprimand, warning, etc. Conversely, it would not be appropriate for any employee to respond back to a supervisor via Electronic Mail should a disciplinary action occur. There is a temptation, because Electronic Mail provides a method of communication without seeing or hearing a person, to "let off steam" or annoy someone by way of sending a message. This is unacceptable and will not be condoned.

It is a violation of Network policy for any employee, including system administrators, supervisors, or programmers to use the electronic mail and computer systems for purposes of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to the files or communications of others. Abuse of authority by accessing Electronic Mail is prohibited except at the direction of the Network management. Casual browsing through
someone else's files for their own amusement would be an example. Employees found to have engaged in such "snooping" will forfeit all Network access privileges.

Language that is insulting, offensive, disrespectful, demeaning, threatening, or sexually suggestive will not be tolerated. Harassment of any form, sexual or ethnic slurs, and obscenities, or any representation of obscenities, will not be tolerated. Solicitation of personal information such as home addresses or phone numbers is not allowed. Invitations to make contact by telephone, in person, or by electronic mail not related to Virtual Enterprise business is not allowed. Sending a carbon copy of these types of offensive Electronic Mail communication to a separate party will not be tolerated. Failure to comply will result in forfeiture of all Network access privileges.

Appropriate uses of Electronic Mail would be for day-to-day activity messages regarding activities and issues; notices where timely, formal reply is not needed from the recipient, such as Personnel reminding employees of an upcoming training class; or, for scheduling purposes. Electronic Mail is not intended to alter any current departmental/divisional policies regarding interdepartmental communication. Inappropriate uses are: employee personal business or message communication of a personal nature between employees; messages advising of personnel matters. Private, for sale and want ads will not be allowed. Messages of a political nature are prohibited. Employees may not use Network Electronic Mail to either support or oppose campaigns or candidates for elected offices. Messages of a religious nature or promoting or opposing religious beliefs will not be allowed.

I do hereby grant consent to participate in presentations - whether via audio tape, display, exhibition, film, publication, video, or website - for the Virtual Enterprise operated by the Kern High School District and waive my right to control or approval of the programming.

All rights of any nature which may also arise, from the programming or presentations are hereby granted, worldwide and in perpetuity, to the Kern High School District.

I hereby waive any rights to fees, royalties, or other compensation which may arise from my participation in the presentation under the laws of the United States or any state thereof, or under the laws of any other nation or jurisdiction.

I grant full permission for the use of my name, likeness, performance, voice and biography for the purpose of publicizing, advertising, or promoting the presentation in any medium, including audio tape, film, the internet, print media, radio, television, or video tape.
Virtual Enterprise: Parent and Student Agreement Form

Return this form to the Virtual Enterprise Consultant at _______________________ High School.
If you want your student (a VE employee) to use the California Network of the US Networks of Virtual Enterprises, International Electronic Mail System at school under professional supervision.

I want my student to have Electronic Mail access through the California Network of the US Networks of Virtual Enterprises, International Electronic Mail System and will support the above code of conduct.

Parent Signature: __________________________________________
Date: ____________________________

I have read and agree to abide by the Code of Student Conduct for the Virtual Enterprise Electronic Mail Community.

Student Signature: __________________________________________
Date: ____________________________

Agreement to the following is not necessary to basic Electronic Mail access photo/video release.

The California Network of the US Networks of Virtual Enterprises, International is proud of the work of students participating in the business simulation and may wish to showcase this work on the Network web pages, publicizing, advertising, or promoting the presentation in any medium, including audio tape, film, the internet, print media, radio, television, or video tape. The California Network of the US Networks of Virtual Enterprises, International may wish to highlight individual accomplishment and may wish to accompany such acknowledgement with a student picture. In some instances, the California Network of the US Networks of Virtual Enterprises, International may wish to have students involved in on-line interactive projects; some of these projects may involve posting a Virtual Enterprise employee Electronic Mail address. Student home addresses and home phone numbers will NEVER be posted on the California Network of the US Networks of Virtual Enterprises, International web pages.

I agree that my student's name, picture, employee Electronic Mail address, video image and work may be featured on the California Network of the US Networks of Virtual Enterprises, International web pages, promotional materials and/or links to other Virtual Enterprise web pages.

Student Name: __________________________________________
School Name: __________________________________________
Parent Signature: __________________________________________

The School Consultant must return the original agreement to the California Network of the Virtual Enterprises, International Central Office before Electronic Mail accounts can be established. Please mail signed agreements to:

The California Network of US Networks of Virtual Enterprises, International
C/O Nancy Phillips
Regional Occupational Center / Kern High School District
501 South Mt. Vernon Avenue
Bakersfield, CA 93307

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