



Department of Human Resources  
*Quality • Diversity • Passion • Commitment*

**Placement Requests for Student Teaching/Guidance Internships**

1. Please complete a separate Placement Request Form (PRF) for each experience.
2. Please indicate the placement type.
3. Student should submit the completed and signed form to the university official responsible for field placements.
4. University field experience coordinator should submit the form electronically to [cindy.mosley@vbschools.com](mailto:cindy.mosley@vbschools.com).  
*(Note: Any PRFs received by VBCPS directly from students will be returned to the student without action.)*
5. **Fall Placement Deadlines: April 1<sup>st</sup> Student Teacher & Guidance Interns**
6. **Spring Placement Deadlines: November 15<sup>th</sup> Student Teacher & Guidance Interns**
7. Upon notification of the placement, student should contact the teacher/counselor via email in advance to arrange a schedule.

PLACEMENT TYPE:     Student Teaching     Guidance Internship

***PLACEMENT INFORMATION FROM THE STUDENT***

Student's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

College or University: \_\_\_\_\_

Course Title: \_\_\_\_\_

Professor/Instructor: \_\_\_\_\_

Subject/Grade Level Requested: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ (Beginning) \_\_\_\_\_ (Ending)

Total Number of Hours: \_\_\_\_\_

Duration of Placement:     7 Weeks     14 Weeks     Other: \_\_\_\_\_

School Requested:    1<sup>st</sup> choice: \_\_\_\_\_

                                  2<sup>nd</sup> choice: \_\_\_\_\_

                                  3<sup>rd</sup> choice: \_\_\_\_\_

(We will make every effort to honor your choices, but cannot guarantee these locations.)

Briefly explain any special requests: \_\_\_\_\_

Do you have relatives in the school requested?     No     If Yes, Who and how related? \_\_\_\_\_

If you are a VBCPS graduate, from which high school did you graduate? \_\_\_\_\_

Are you a VBCPS employee? \_\_\_\_\_ WISE # \_\_\_\_\_

*(Please note: Current non-substitute VBCPS employees should contact their principal and must submit a request for unpaid Academic Leave to the Director of Employee Relations in the Department of Human Resources at least 60 days prior to the commencement of the experience.)*

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 mentor/cooperating teacher in advance** to arrange a mutually convenient schedule.

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

\_\_\_\_\_  
**Date**

**NON-EMPLOYEE NETWORK ACCESS TERMS AND ACCEPTABLE USE AGREEMENT**

**UNDERSTANDING OF LIABILITY**

This Agreement sets forth the terms and conditions under which the School Board of the City of Virginia Beach also known as Virginia Beach City Public Schools (VBCPS) will grant remote network access to a Non-Employee. VBCPS network resources include all computer equipment, data, databases, files, and software (collectively referred to as the “System”). VBCPS requires appropriate, efficient, ethical, and legal utilization of the System by Non-Employees. Any violation of the provisions stated below may result in revocation of access privileges and/or legal action. This Agreement shall be governed by the laws of the Commonwealth of Virginia and the parties designated by the Circuit Court of the City of Virginia Beach, Virginia, for the purposes of all litigation and venue.

1. Access to the System must be for the express purpose of conducting or participating in VBCPS business. Personal use of VBCPS Technology resources is prohibited
2. All communication or information stored on or transmitted via the System is the sole property of VBCPS. VBCPS has the right, without creating any obligation to do so, to access, audit, and monitor any communication or information the Non-Employee creates, stores, sends or receives in connection with the Non-Employee’s use of the System. Information obtained in the course of such actions may be used or disclosed by VBCPS, at its sole discretion or election, to third parties to comply with state, federal and local laws, regulations, court orders, subpoenas, governmental or administrative procedures or Virginia Beach School Board Administration policies and regulations without notice to Non-Employees.
3. Non-Employee shall comply with all United States copyright, trademark, trade secret, and patent laws, as well as, all applicable local, state and federal laws.
4. Non-Employee shall scan or screen for viruses and other malicious codes, all data, files, graphics and software that Non-Employee uploads to the System.
5. Non-Employee shall indemnify and save harmless VBCPS from and against all liability, claims, lawsuits, damages, penalties, fines, and costs (including reasonable attorneys’ fees) arising or alleged to arise from the unauthorized use or access to VBCPS technology and network resources and the violation of any applicable local, state, or federal law pertaining to the use of electronic information resources.
6. Any misuse of the System is expressly prohibited. The term “misuse” includes, but is not limited to, the following actions:
  - Using the System, intentionally, negligently or otherwise to access, send, receive, print, display, perform or otherwise disseminate material, in either text or graphic form, that may be abusive, obscene, pornographic, defamatory, harassing, grossly offensive, vulgar, threatening or malicious;
  - Attempting to access a part of the System for which the Non-Employee has not been granted authorized access to, or using or otherwise undermining or circumventing security devices, procedures, or access restrictions within the System or anywhere else via the System;
  - Downloading, using, or installing any unauthorized or unlicensed software or data, including without limitation, screen savers, games, time or logic bombs, lockout or disabling devices or code, Trojan horses, viruses or worms;

