



Skype is a peer-to-peer teleconferencing system. You may communicate from one computer to another computer in the world as long as both computers have Internet access, a web camera and microphone.

Skype will be available to CMS staff on a limited basis for specific projects, and exchange students under the Global Studies Department. Our network will not support unlimited access, so you will need to provide a timeline for Skype to be enabled. This can be for up to 20 consecutive school days. For extended instructional projects you may request Skype be made available at different intervals. For example, you may need Skype at the beginning and end of an extended unit of study.

Skype will be enabled on a specific computer under a teacher or administrator account. It must be a CMS machine connected to the CMS network. You will need to supply the unique computer name. This can be found on the log-in screen by clicking on the *CMSSites* box and recording the ID listed by *This Computer*. The machine's ID will start with 4xxx, 5xxx, 7xxx, 8xxx for elementary, middle, high, specialty schools respectively, where the xxx stands for your courier code.

In order for Technology Services to meet your timeline, please submit this form two weeks prior to the date you request Skype access. With limited staff resources we may not be able to meet your schedule with less notice.

Please complete the following Skype Classroom Project Application Form:

Teacher Name:

Computer Number:

School Name:

Brief Project Description: How do you plan to use Skype in the classroom?

I understand by signing up for Skype as the classroom teacher *I am responsible for following the CMS Acceptable Use Policy and for monitoring all conversations and messages sent by the students in my class.*

Please submit this form from your CMS email address to InstructionalTechnology@cms.k12.nc.us Sending via your CMS email acts as your signature agreeing to the terms outlined above.