**Braxton County Schools**

***Technology Acceptable Use Agreement Form***

Professional Employees/Classroom Aides/Contracted Service Providers

**OVERVIEW**

The appropriate use of technology enables students and employees to become life-long learners and positive and effective digital citizens. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world and use technology responsibly. They understand that information posted to the Internet is public, permanent and may have a long-term impact on their lives and careers.

Braxton County Schools (BCS) and the West Virginia Department of Education (WVDE) provide a variety of technology tools, resources and services, including Internet and e-mail accounts, to employees who understand how to use them in a responsible manner. The intent of the district is for technology resources to be used as a valuable tool to support the educational process (Policy 2311 BCBOE/Policy 2460 WVDE).

The acceptable and appropriate use of technology and/or access to the Internet and digital resources is an extension of the educator’s responsibility in his/her classroom. Educators occupy a position of trust and stand in the place of a parent or guardian while a student is in school. Therefore, it is the educator’s responsibility to ensure classroom activities focus on appropriate and specific learning goals and objectives when using Internet-related technologies. It is the educator’s responsibility to avoid using technology in a manner that abuses this trust.

Collaboration, resource sharing and dialogue between the educational stakeholders (employees, student and/or parents) may be facilitated by the use of social media and other electronic communication. Such interactivity outside of the school walls can enhance classroom instruction. However, a clear line must be drawn between personal social networking and professional/educational social networking to protect the safety of the students and the integrity of educational professionals and service staff. Use of social media and electronic communication must support the educational process and follow BCS technology procedures. Educators are discouraged from using personal accounts to contact students and parents.

Braxton County Schools and the WVDE reserve the right to monitor, inspect and investigate the content and usage of any technology device, resource or service. No one should have any expectation of privacy when using technology on district property; BCS reserves the right to disclose any information to law enforcement or third parties as appropriate. Personal devices used for school-related information exchange are subject to inspection by legal authorities.

**USE OF TECHNOLOGY RESOURCES WITHIN BRAXTON COUNTY SCHOOLS IS A PRIVILEGE, NOT A RIGHT.**

**USER RESPONSIBILITIES**

As the user of technology resources provided by Braxton County Schools, each employee must read, understand and accept all of the following rules states in this section.

1. I understand and will abide by the generally accepted rules of digital/network etiquette and security.

* I will be polite in electronic communications and use proper English and appropriate language.
* I will not reveal any personal information about another individual on any electronic medium except through the WVDE secure accounts.
* I will keep educational files and e-mail messages within my allotted space limits.
* I will only publish student pictures or names on class, school or district-approved websites when appropriate and written permission has been received from the parent/guardian in accordance with district’s policy.
* I will only use personally owned devices (PODs) when given permission and in accordance with the Children’s Internet Protection Act (CIPA).

2. I understand that all technology use must be for educational purposes when at school or school-related activities.

* I will use BCS technology resources and telecommunications for purposes that support the educational process. District equipment that is used offsite is subject to the same rules as when used onsite.
* I will not use BCS network for personal purposes, which include, but are not limited to participating in online gaming and gambling.
* I will not use BCS resources to view, create, modify or disseminated obscene, objectionable, violent, pornographic or illegal material.
* I will not use BCS resources for commercial or for-profit purposes.
* I will not use BCS resources for hacking, cracking, vandalizing or any other unlawful online activities.
* I am responsible for BCS devices given to me as part of my job. If any BCS device is lost, stolen or damaged through negligence while in my possession away from school property, I am responsible for replacement/repair costs.
* I understand that the district assumes no liability for loss, damage or misuse of personally owned devices (PODs) on BCS property or at BCS-sponsored events.

3. I understand the bandwidth available to BCS and WVDE is limited and must be protected for educational purposes.

* I will not access my personal social networking sites using BCS resources.
* I will only stream audio and video files that have an educational purpose, and I will download and save the content to the computer, server or cache server during non-peak hours when possible.

4. I understand that employees have access to confidential information and files and that I am responsible for protecting the confidentiality of these data.

* **I will log off or lock the computer/network when not using it.**
* **I will close students records (gradebooks, WVEIS, etc.) when away from my desk.**
* I will not allow students, parents or unauthorized people access to my accounts or gradebooks.
* I understand that information in WVEIS is to be used only for district business, and I must maintain the confidentiality of student and other personal data in accordance with the Family Educational Rights and Privacy Act (FERPA).
* I will not copy, change, read or use files that belong to other employees without their permission.

5. I understand copyright laws protect a variety of materials (print, non-print and ideas), including those found on the Internet and electronic resources.

* I will not install any unauthorized software, including personal software, on BCS equipment. Unauthorized software is defined as software outside the legal licensing agreement created by the author of the program.
* I will not make copies of any software found on the district’s equipment or on the Internet to keep, give or sell in violation of the legal license agreement.
* I will not use shareware beyond the trial period specified by the program unless I purchase it.
* I will not download any copyrighted materials from the Internet without the permission of the copyright holder. This included, but is not limited to, music and video files.

6. I understand that importance of maintaining the technology that I used for my job.

* I will not attempt to bypass or disable any security or antivirus software installed on my device(s) or on the network.
* I will not knowingly create or introduce any virus to BCS equipment.
* I will inform my technology support personnel or site administrator about problems with technology and security issues; I will follow the repair process implemented at my work site.
* I will maintain my devices by allowing periodic updates or operating systems, anti-virus programs and anti-spy/malware software to run when prompted.
* I will protect my data by performing periodic back-ups to external media or cloud-based storage.
* I will not remove any BCS technology device, other than laptops, without the prior approval of the school principal.
* I will follow BCS policy when attaching PODs to the district’s wireless network (Internet). I understand that I may not access BCS servers from my POD and will not use a network cable to attach to the network.

**USER RESPONSIBILITIES FOR EMPLOYEES WHO SUPERVISE STUDENTS USING TECHNOLOGY**

1. A staff member is required to be present and to monitor student use of the Internet or network resources.
2. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist in filtering and acceptable use issues.
3. Students use of the Internet must support the educational learning goals and objectives as defined in WVDE Policy 2520.14.
4. All students must have a signed BCS Acceptable Use Agreement Form on file at school before they access any technology.
5. As part of all Internet lessons and periodically during other technology lessons, acceptable use of technology and telecommunications should be reviewed.
6. Teachers will educate students about appropriate online behavior, including cyber bullying awareness and response and interacting with other individuals on social network sites and in chat rooms. Teachers shall record the instruction of such lessons on WVEIS WOW.
7. At school, students should ONLY use their WVDE provided email account. By second grade, all students need email accounts to master the CSOs.
8. Teachers who utilize Web 2.0 tools (wikis, blogs, pod/vodcasts, etc.) at work must adhere to BCS policies. These tools should be on educational sites that provide protection of user privacy, content monitoring and limit advertising. Information on appropriate sites is available from the BCS and WVDE technology departments.
9. Teacher will instruct students about copyright laws and the fair and appropriate use of information and ideas.
10. An educator who observes a student violating the BCS policy must report the student to the school sysop and/or administration according to the procedures in place at his/her school.
11. Educational web portals, such as approved school websites, are designed to encourage communication between school and home. Use of portals as a primary access point for teacher, students and home communication is encouraged. Sites that actively promote and focus on school fundraising and/or commercial ventures are not permitted. Questions about portals should be addressed to the BCS Technology Department.

**Failure to comply with the above rules may result in permanent revocation of technology privileges and/or disciplinary actions involving local, county, state or federal agencies.**

I have read and agree to abide by the rules and regulations above. I also understand that any technology device used on the BCS network is subject to random auditing by BCS staff, WVDE staff or software publishing organizations for the purpose of determining the presence of unauthorized software or misuse of technology.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THIS SIGNATURE PAGE MUST BE ON FILE AT THE PERSONNEL OFFICE FOR THE**

**EMPLOYEE TO MAINTAIN TECHNOLOGY ACCESS.**