

IIBG

Monroe County Schools

Acceptable Use Internet Policy

Computer/Internet - Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet Policy

I. Introduction and Purpose

All users, including students, teachers, administrators, staff, substitute personnel, and educational organizations are governed by this policy and are expected to be familiar with its provisions. A signed consent form (found at the end of this policy) must be appropriately signed and filed at each users' location in order to utilize the district's electronic resources, technologies, and the Internet.

This document formalizes the Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet Policy for users of Monroe County Schools' network and access to the Internet via West Virginia Network for Educational Telecomputing (WVNET). The purpose of this policy is to assure all users a safe digital environment, outlining consequences that aligns with federal/state laws, state, district, and school policies especially Effective Behavior in Safe and Supportive Schools as well as to meet Federal Communications Commission (FCC) guidelines and e-rate audits.

The Internet is a virtual world connecting millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide students and educators with:

- electronic communication
- information and news service
- public domain and shareware software of all types
- discussion groups on a variety of subjects
- connections to many libraries, companies, agencies, and businesses

With connections to computers and people all over the world comes the availability of materials that may not be considered to be of appropriate educational value. On a global network, it is impossible to completely restrict access to controversial materials. It is the responsibility of the student, parent, teacher and administrator to ensure that access to telecommunication networks and computers provided by the school system is not abused and that all users treat one another with respect.

Monroe County Schools at the school level will provide instruction for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

II. Privileges and Background

The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon acceptable use of guidelines outlined in this document, the West Virginia Department of Education (WVDE) and WVNET system administrators and Monroe County Schools will deem what is inappropriate use, and their decision is final. Also, system administrators and/or local teachers/administrators may deny user access at any time, as necessary. Users must be in compliance with the rules and regulations of West Virginia Board of Education Policy 2460, Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet (<http://wvde.state.wv.us/policies/p2460.html>).

Students and staff are expected to use state, district, and school-owned technology in a responsible, efficient, ethical, and legal manner in accordance with the educational mission of the state, district, and school. The use of such technologies may be restricted or revoked for inappropriate behavior or use.

Transmission of any material in violation of any U.S. or state law regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutes is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

Downloading, copying, duplicating and distributing music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. Moreover, installing unapproved software is also prohibited. However, the duplication and distribution of materials for educational purposes are permitted if and when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, United States Code <http://copyright.gov/title17>) and content is cited appropriately.

III. Security

Users must not use another user's account or give their passwords to others. Attempts to fraudulently log into any system as a system administrator will result in cancellation of user privileges and may result in other disciplinary action. Users who identify a potential problem (virus, hacking, etc.) on the system must notify a system administrator. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

WVDE and Monroe County Schools provide electronic filtering. Providing this service at the state level enables districts/schools to meet the Children's Internet Protection Act (CIPA) and E-Rate guideline requirements for filtering. However, no system can totally filter unacceptable materials. Users assume responsibility for responsible use of the Internet and self-monitoring of materials accessed.

Any attempts to defeat or bypass the state's Internet filter or conceal Internet activity are prohibited. This includes, but is not limited to, proxies, https, special ports, modifications to state browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.

IV. Parental Consent

Students must have written parental consent (Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet Form) to use this system. A parent may rescind his/her consent in writing at any time, subsequently terminating the student's use of this service.

V. Acceptable Use and Behavior

The purpose of the Internet and school network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work.

Monroe County Schools retains the right to inspect any user's physical/virtual drive and the files it contains. Use of the Monroe County Schools' technology resources constitutes consent for the Monroe County staff to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites accessed. Therefore, users should have no expectation of privacy; and Monroe County Schools reserves the right to monitor, inspect, investigate, copy, review and store, without prior notice, information about the content and usage of:

- Network and system files;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with networks, e-mail use and web-based tools.

A. The use of the Internet must be in support of education and consistent with the educational objectives of the West Virginia Board of Education. Use of other networks or computing resources must comply with the rules appropriate for that network.

B. Users must also be in compliance with the rules and regulations of West Virginia Policy 2460: Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and Internet Policy.

C. Treat others on the Internet the way you would treat people in person. Monroe County Schools will not tolerate cyberbullying. Users will not be permitted to send and/or post abusive messages to others. If a student bullies another person while using the Monroe County Schools' Internet or other networks, the educators in the district have the right to

discontinue his/her use of the system and/or to impose further disciplinary action up to and including suspension or expulsion.

D. Proper codes of conduct in electronic communication must be used. Giving out personal information is inappropriate. When using email, extreme caution must always be taken in revealing any information of a personal nature. Emails other than Access accounts should not be used at school.

E. Access Email: WVDE can monitor the email accounts issued to the "access.k12.wv.us" server, which is administered by the WVDE. Non- "access.k12.wv.us" e-mail accounts should not be used for school/educational purposes. All liability for any non- "access.k12.wv.us" email accounts lies with the administrator(s) and/or educator(s) responsible for student utilization of alternative accounts or the administrator(s) and/or educator(s) identified as responsible for the server being used. In order to be issued an "access.k12.wv.us" email account, users will be required to receive training on appropriate email use. Contact your teacher or school "access.k12.wv.us" email contact for more information.

F. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

G. Exhibit exemplary behavior on the network as a representative of your school and community. Use appropriate language.

H. Comply with fair-use laws and other copyright regulations while accessing and utilizing the Internet and other network materials and resources.

VI. User Responsibilities

It is the responsibility of any person using Monroe County Schools' network or Internet to read, understand, and follow these guidelines.

A. Student Responsibilities

The use of telecommunications and/or access to the Internet is an extension of the students' responsibility in the classroom and must follow all federal and state laws as well as state and local policies.

Cyberbullying will not be tolerated. Educators will instruct students about responsible behavior, and students will assume responsibility for Internet and network use that demonstrates respect for themselves and others.

It is the responsibility of students who are using Monroe County network devices to learn about safe and responsible use of the Internet and network. They are responsible to use these resources appropriately. They must abide by the Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet Policy as stated

in this document. Students will not use information containing unethical, illegal, immoral, inappropriate, or abusive language. If a student is misusing the system, educators in the district have the right to discontinue his/her use of the system and/or to impose further disciplinary action up to and including suspension or expulsion. Furthermore, restitution will be pursued in cases in which damage of hardware/software/infrastructure has occurred.

B. Educator Responsibilities

It is the responsibility of educators who are using Monroe County network devices with students to teach students about safe and responsible use of the Internet and network. Educators are responsible for monitoring students' use of these resources, and to intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet Policy as stated in this document. If an educator has reason to believe that a student is misusing the system, it is the responsibility of the teacher to report any misuse of the system to his/her administrator.

Collaboration, resource sharing, and student/teacher, student/student, and teacher/parent dialogue can all be facilitated by the use of social media and other electronic communication. Such interactivity outside of the school walls can greatly enhance face-to-face classes. However, it is imperative that a clear line be drawn between personal social networking and professional/educational networking to protect the safety of the students and the integrity of educational professionals and service staff.

In order to assist educators in maintaining a professional relationship with students and to avoid situations that could lead to inappropriate relationships between school personnel and students, the following regulations apply to all school personnel. Failure to adhere to these regulations may result in disciplinary action and/or loss of licensure:

- School personnel will maintain a professional relationship with all school students, both inside and outside the classroom and while using any form of social media and other electronic communication. Unethical conduct includes but is not limited to committing any act of harassment as defined by district policy; committing or soliciting any sexual act from any minor or any student regardless of age; soliciting, encouraging, or consummating a romantic or inappropriate relationship with a student, regardless of the age of the student; using inappropriate language including, but not limited to, swearing and improper sexual comments; taking inappropriate pictures (digital, photographic or video) of students or exchanging any inappropriate pictures with students; or engaging in any other behavior that constitutes a violation of county policy or that is detrimental to the health and welfare of students.
- The viewing, storing, transmission or downloading of pornography or sexually suggestive or sexually explicit material or text on a work computer or other electronic storage or communication device, whether at home or at

work, by school personnel or anyone else to whom the school personnel has made the computer or other electronic storage or communication device available, is prohibited. This same prohibition applies to a personal computer or other electronic storage or communication device while at school or a school activity.

- All information stored within work computers or servers is the property of the state, county or school, and the personnel using such computers/servers/networks have no expectation of privacy with respect to its contents.

School personnel who receive information via any electronic resource, including a social networking site, that falls under the mandatory reporting requirements of W. Va. Code § 49-6A-2, must report as indicated in W. Va. Code.

Under federal law, employees violating the copyright laws may be subject to fines, confiscation of material, and other prosecution. Violations may also result in the employee's suspension and/or dismissal for insubordination under W. Va. Code §18A-2-8.

School personnel are responsible for protecting their passwords associated with their computers and e-mail address and must not make them accessible to others.

The WVDE's administrative information systems, including the West Virginia Education Information System (WVEIS), are to be used exclusively for the business of the respective state, district (county) and school organizations. All information system data are records of the respective organizations. The WVDE reserves the right to access and disclose all data sent over its information systems for any purposes. All staff must maintain the confidentiality of student data in accordance with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

For reasons of privacy, employees may not attempt to gain access to another employee's files in the WVDE's information systems. However, the WVDE reserves the right to enter an employee's information system files whenever there is a business need to do so.

VII. County/School Website Publication

Under no conditions can a student's home address, home phone number, or other personal information be used on a web site. Parents may request at respective schools that students photo not be published on school or county web sites with written documentation.

VIII. Passwords

When passwords are provided, each user shall be required to use and maintain the passwords that were created according to Monroe County Schools' guidelines. This password is to be used to access the Monroe County Schools computer network and any resources that reside within the network and require password access. The user must take precautions to maintain the secrecy of

his/her password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password, the user should contact school authorities immediately. Users will be held accountable for all activity that takes place under their passwords.

IX. Network Policies and Miscellaneous Technology Use

A. Off-site Use of County Property

District/school equipment that is used off site is subject to the same rules as when used on site.

B. Prohibitions on Camera/Audio Recording

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, be used to exploit personal information, and or compromise the integrity of educational programs. Accordingly, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.

Exceptions: With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- the use is specifically required to implement a student's current and valid IEP
- the use is at the direction of a teacher for educational purposes
- the use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.

C. Personal Technology Devices

1. Students

Students are encouraged to use district and school equipment whenever possible. Unauthorized or unacceptable use of personal technology devices by students may result in suspension or revocation of personal device privileges. These uses include, but are not limited to, the following:

- Using personal devices to gain or give an advantage in a testing situation
- Using personal devices during class that are not approved by the school or the individual teacher (e.g. cell phones, smart phones, tablets, digital cameras, MP3 players, and laptops)
- Downloading and installing district licensed software on personal devices unless specifically allowed by the licensing agreement
- Using personal devices to bypass filtering, circumvent network security, or in violation of the acceptable use standards which normally apply to district-owned technology
- Using personal devices for violations related to cyber bullying and harassment

2. Teachers/Administrators/Staff

Teachers and administrators with laptops may access the school network system if it is approved by the county technology department, and they sign a laptop agreement and agree to abide by the terms set forth in said agreement. Teachers/ Administrators accessing the county's network with their personal laptops agree to allow the county to set up their computers, to use the county's antivirus system, to update and run antivirus daily (prior to system use), and to abide by all elements of Monroe County's Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet Policy.

3. Vendors and Other School Visitors

Vendors and other school visitors who wish to use laptops on while in the school environment must seek permission from the administration or the county technology department PRIOR to visiting the school or county office. These users also agree to abide by Monroe County's Technology Policy.

X. Violations/Sanctions

Failure to observe these guidelines may subject users to termination of their Monroe County Schools' accounts and/or Internet and network access privileges. Failure to observe guidelines may also result in disciplinary action that may include suspension, expulsion, or job termination. Monroe County Schools will also advise law enforcement agencies of illegal activities conducted through Monroe County Schools' resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through Monroe County Schools' resources.

XI. Disclaimers/Conclusions

A. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

B. WVDE, WVNET and Monroe County Schools will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained is at your own risk.

C. WVDE, WVNET and Monroe County Schools make no warranties (expressed or implied) with regard to any costs or charges incurred as a result of seeing or accepting any information and any costs, liability, or damages caused by the way the user chooses

to use his or her access to the network.

- D. WVDE, WVNET, and Monroe County Schools deny any responsibility for the accuracy or quality of information obtained through the system.**
- E. All provisions of this agreement are subordinate to local, state and federal statutes.**
- F. This policy is in compliance with state and federal telecommunications rules and regulations.**

Adopted by Board Action June 30, 2012

MONROE COUNTY SCHOOLS

Elementary/Middle Technology Acceptable Use Agreement Form



OVERVIEW

The appropriate use of technology and digital resources helps students learn and become good digital citizens. Successful digital citizens live safely and mannerly in a digital world and use technology responsibly. They understand that current actions on the Internet may have a long term impact on their lives and careers.

Monroe County Schools provides a variety of technology tools, resources and services, including Internet and e-mail accounts, to students who understand how to use them in a responsible manner. The intent of Monroe County Schools is for technology resources to be used as a valuable educational tool.

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

USER RESPONSIBILITIES

In order to use technology at school, I will follow the rules below and all rules posted at my school. If I misuse technology or break the rules, I will lose my technology privileges and/or be disciplined.

1. I will show good work ethics by using server software and online sites responsibly.
 - I will only use appropriate Internet sites as directed by my teacher.
 - If I find inappropriate information or pictures, I will tell my teacher and not share it with others.
 - I will only play educational games approved by my teacher.
 - I will only play music or videos from the Internet when directed by my teacher.
 - I understand that information and ideas are protected by copyright laws so I will not copy and paste digital information and turn it in as my work.
 - I will list all sources of information that I use in my projects and work.
2. I will show good work ethics by using technology equipment responsibly.
 - I will listen and follow instructions.
 - I will keep equipment in its place and clean up my area when I finish using equipment.
 - I will follow the school's computer use rules.
 - I will not damage or destroy any technology equipment.
 - I will ask before I print and be a friend to the environment by not wasting paper.
3. I will use technology to improve my communication skills with others.
 - Any e-mails I send from school will be from my school e-mail account.
 - I will only use instant messaging, chat programs, blogs or discussion groups when directed by my teacher.
 - When communicating online, I will follow good manners, use appropriate language, and be polite.
 - I will not post or send information to harass or bully another person.
 - When working with a partner or in a group, I will make sure that everyone has a chance to use technology.

MONROE COUNTY SCHOOLS

Secondary Technology Acceptable Use Agreement Form



OVERVIEW

The appropriate use of technology helps students 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.

Monroe County Schools and the West Virginia Department of Education provide a variety of technology tools, resources and services, including Internet and e-mail accounts, to students who understand how to use them in a responsible manner. The intent of Monroe County Schools is for technology resources to be used as a valuable educational tool.

Monroe County Schools and the WV Department of Education reserve the right to monitor, inspect and investigate information about the content and usage of any technology device, resources or services which they provide. No student should have any expectation of privacy when using the Internet; we reserve the right to disclose any information to law enforcement or third parties as appropriate.

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

USER RESPONSIBILITIES

As the user of technology resources provided by Monroe County Schools (MCS), each student must read, understand, and accept all of the following rules stated below and any additional rules posted at school. Failure to abide by these rules may result in loss of technology privileges and/or disciplinary actions involving local, county, state, or federal agencies. Disciplinary actions will apply to all sites when students have multiple schools or community based learning experiences outside of the home school.

1. I will demonstrate good work ethics by using server software and online resources responsibly.
 - I will use the school's network and Internet only for educational purposes as directed by my teachers.
 - I will not download or play any non-educational games on a school computer.
 - I will only use school-sponsored blogs, wikis, web 2.0+ tools, social networking sites and online groups as part of an educational activity.
 - I will not access my personal social networking sites at school.
 - I will only stream any multimedia content from the Internet that supports the educational process.
 - I will manage my files and e-mail messages so that I do not overuse available server space.
 - I will not disrupt users, services, or equipment by downloading huge files during the school day, sending mass e-mails, annoying other users, etc.

2. I will be a responsible user of technology equipment and devices.
 - I will use school and/or county owned technology in a responsible, ethical and legal manner.
 - I will not destroy, deface, damage any equipment or move it from its proper location.
 - I will be a responsible user of printers and other technology supplies and conserve paper and other supplies.

- I will only use personal devices according to school and classroom rules; I will only use personal devices on the MCS network or Internet with the written permission of MCS.
 - I will not use personal devices to circumvent or bypass filtering devices, security features, or acceptable use rules.
 - I will not use personal devices to harass or bully another individual.
3. I respect personal privacy for myself and others.
- I will use extreme caution about revealing my personal information (including but not limited to home address, phone number, age, or images) on websites, blogs, podcasts, videos, e-mails, or as content on other electronic media.
 - I will not reveal any personal information about another individual on any electronic medium. I understand that posting such information about a person without his/her permission is a form of bullying and harassment.
 - I will not share any of my school account usernames or passwords with anyone else.
 - I will only use my account information to access the network and online resources.
4. I will use technology to improve my communication skills with others.
- I will only use a school provided e-mail account while at school, and I understand that the communications on this account are for educational use only.
 - I will follow the rules of network etiquette, which include use of appropriate language and polite responses.
 - I will not use telecommunication resources for any illegal, unethical, immoral, harassment, or unacceptable purposes.
5. I respect and protect the intellectual property of others by observing copyright laws.
- I will not copy information received from any source and say that it is my work.
 - I will cite all sources of information that I use in my projects and work, acknowledging the creator's work.
 - I will not make copies of any software belonging to MCS and its community-based learning sites to keep, give, or sell.
 - I will not install any personal software onto any school device.
6. I will follow school rules, the MCS Code of Conduct and state and federal rules when using technology.
- I will not access or attempt to access another user's e-mail, ID/passwords, personal files or data without that person's permission.
 - I will not download, install or execute any file unless it specifically relates to an educational assignment and I have received permission from the teacher.
 - I will not attach unauthorized equipment to the network.
 - I will not try to bypass any security measures or content filtering devices to gain unauthorized access to programs, equipment, or the Internet.
 - If I identify a security issues on the system, I will notify the principal. I will not demonstrate or share the problem with other students.
 - I will not knowingly create, distribute, or execute any virus, worm, Trojan horse, malware, spyware, spam, etc. or disable or change tools used to monitor hardware and software.
 - I will not seek, view, create, send or distribute unethical, illegal, immoral, inappropriate, or unacceptable material of any type through e-mail or telecommunication resources.
 - I will not hack, crack, vandalize or participate in other unlawful online activities.
 - I understand that CIPA requires that all Internet access for students be filtered; therefore, I will not use broadband capabilities on any personal device to access the Internet while on Monroe County Schools' property.

STUDENT

I, _____, have reviewed the information in the Monroe County Schools Technology Acceptable Use Agreement Form with my parent or guardian and my teacher. I understand the rules that I am to follow. I also understand that failure to follow these rules will result in the loss of my technology access and privileges and/or disciplinary action.

Student Signature _____ Date _____ Grade _____
Signature

PARENT or GUARDIAN

As the parent or guardian of _____ (student), I have reviewed the Monroe County Schools Technology Acceptable Use Agreement Form with my child and understand the terms, rules, and guidelines as stated in the document. I also understand that information distributed through the Internet and other online services cannot be entirely controlled by Monroe County Schools. I therefore realize that during the course of educational studies and/or communication projects there is potential for the student to encounter controversial or offensive material. I give Monroe County Schools permission to grant technology access to my child. I understand that my child may maintain access as long as the procedures and guidelines described above are followed. I also understand that failure to abide by these rules may result in the revocation of my child's access and/or disciplinary action.

Parent or Guardian Name (please print) _____

Parent or Guardian _____ Date _____
Signature

**THIS SIGNATURE PAGE MUST BE ON FILE AT THE SCHOOL BEFORE THE
STUDENT IS PERMITTED TECHNOLOGY ACCESS**

-----For Office Use Only-----

Training Date Completed _____ Trainer's Signature _____