

**PUTNAM 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.

Putnam County Schools (PCS) and the West Virginia Department of Education (WVDE) 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 the County is for technology resources to be used as a valuable educational tool.

PCS and the WVDE reserve the right to monitor, inspect and investigate the content and usage of any technology device, resource or service which they provide. With probable cause, personally owned devices (PODs) may also be inspected. No student should have any expectation of privacy when using PCS technology. PCS reserves the right to disclose any information to law enforcement or third parties as appropriate.

**IMPORTANT:** Due to the virtual platform, there is the potential your child's name, voice, and/or likeness may be viewed in real time and/or recorded as part of the instructional day and posted by the instructor in Schoology. By logging in to the Schoology Learning Management Platform or using any educational software to view a classroom video, you are acknowledging that this video is for individual student viewing for educational purposes only, and it is not to be copied, distributed, or shared in any way.

This device is property of Putnam County Schools. By using this device, you are agreeing to use it solely for the purpose of education as set forth by Putnam County Schools' curriculum and the Putnam County Schools' AUP. Any and all recordings are for private, educational use only.

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

**USER RESPONSIBILITIES**

As the user of technology resources provided by PCS, I have read, understand and accept all of the following rules and any additional rules posted at school. Failure to abide by these rules may result in the loss of technology privileges and/or in disciplinary actions involving local, county, state or federal agencies. Disciplinary actions will apply to all sites when students attend multiple schools or community-based learning experiences outside of the home school.

1. I will demonstrate good work ethics by using software and online resources responsibly.
  - I will only use the school's network and Internet for educational purposes as directed by my teachers.
  - I will not download or play any non-educational games using PCS resources.
  - 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 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 resources.
  - I will not disrupt users, services, or equipment by downloading huge files or sending mass e-mails.
2. I will be a responsible user of technology devices, including any personally owned devices (PODs) that I may be allowed to use.
  - I will use all technology devices in a responsible, ethical and legal manner; I will not use technology to harass or bully others.
  - I will not destroy, deface or damage any equipment or move it from its proper location.
  - I will be a responsible user of printers and other technology resources and conserve paper and other supplies.
  - I will follow PCS, school and classroom rules when using PODs.
  - I will only access the Internet from the PCS network. I will not use a POD to establish a mobile hotspot or to bypass security features, filtering devices or established rules.
  - I will take responsibility for the safety, security and proper use of any POD that I am allowed to bring to school.
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 any other student.
  - I will not access the PCS network and online resources using anyone else's account information.
  - I will not take photographs or record audio or video of any person at school or at school sponsored activities without permission from my teacher or principal.

Exit Year \_\_\_\_\_ Student # \_\_\_\_\_ Complete Name \_\_\_\_\_

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 communication on this account is 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.
  - I will only make phone calls or send text from my POD when allowed by school rules.
  
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, crediting the creator's work.
  - I will not make copies of any software belonging to PCS 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 PCS 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 if I have received permission from the teacher.
  - I will not attach unauthorized equipment to the network.
  - I will not try to bypass security measures or filtering devices to gain unauthorized access to the network or the Internet.
  - If I identify any security issues or inappropriate information on the network, I will notify the principal or staff member. 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, the Internet 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 capabilities on any POD to access the Internet while on Putnam County Schools' property.

**STUDENT**

I, \_\_\_\_\_, have reviewed the information in the Putnam 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 \_\_\_\_\_

**PARENT or GUARDIAN**

As the parent or guardian of (student), \_\_\_\_\_ I have reviewed the Putnam 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 Putnam 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 Putnam County Schools permission to grant technology access to my student, including an e-mail account. I understand that my student 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 student's access and/or disciplinary action.

My child's \_\_\_\_\_ photo, \_\_\_\_\_ first name, and/or \_\_\_\_\_ original work may be published on school/classroom websites. (initial above to give permission) Parent or Guardian Name (please print) Parent or Guardian Date

Parent or Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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