

Wayne County Schools

Acceptable Use Policy for Technology

Guidelines for Personnel Using the Internet in Educational Facilities

The use of instructional technology resources is an extension of the educator's responsibility in his/her classroom as is outlined by the West Virginia Content Standards and Objectives. The use of Internet, data networks, video networks and related equipment must be consistent with the West Virginia Department of Education Policy 2460 – "Safety and Acceptable Use of the Internet by Students and Educators," Wayne County Schools Acceptable Use Policy for Technology in Elementary Schools and the Wayne County Schools Acceptable Use Policy for Technology in Secondary Schools.

Guidelines

The following rules for use of instructional technology resources in Wayne County Schools apply but may not be limited to:

- All use of the Internet must be authorized by a Wayne County Schools educator and must focus on appropriate goals and objectives for learning.
- All students are to be under adult supervision when using any telecommunications or instructional technology resources.
- Before any student uses the Internet, computer networks or distance learning equipment in any school, he/she must receive Acceptable Use Policy training conducted by a Wayne County Schools educator or administrator. This session must include discussion of guidelines for technology use set forth in the West Virginia Policy 2460 and the Wayne County Schools Acceptable Use Policies.
- All students and personnel, professional and service, who participate in computer access activities must have a fully signed Wayne County Schools Account Application on file each year in their school.
- Students and educators can access email at school through the use of an approved Wayne County Schools mail account. This account is at the West Virginia Department of Education/WVNET domain, "access.k12.wv.us." Use of this account requires the signing of the West Virginia Policy 2460 Acceptable Use Policy form in addition to the Wayne County Schools Acceptable Use Policy. No student or personnel can access email at school from free or unsecured email servers such as Hotmail or Yahoo Mail. All email use is to be for educational or school business purposes.
- Each school will have a designated professional who will administer the school email accounts.
- The principal at any particular school within the county where any possible violation with regard to the use of instructional technology resources occurs, shall have sole authority to make final decisions with regard to such issues.

Violations

Use of the Internet access provided by the State of West Virginia and use of the data and video networks provided by the Wayne County Board of Education is a privilege. The computer user is responsible for his/her actions and activities within his/her account. Unacceptable uses of computer systems, distance learning equipment and other technologies could result in the suspension or revocation of privileges. Some examples of abuse include but are not limited to:

- Using computer systems and/or equipment for any illegal activity, including violation of copyright or other contracts or visiting any inappropriate website;
- Using the network for financial or commercial gain or detriment;
- Damaging or disrupting equipment or system performance;
- Vandalizing the data of another user;
- Vandalizing the distance learning equipment;
- Wastefully using expendable resources;
- Duplication of copyrighted software or gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using an account owned by another user;
- Posting anonymous messages or personal communications without the author's consent;
- Harassing, insulting or attacking others, using obscene language, sending/displaying offensive messages or pictures, creating inappropriate web pages or sites;
- Unauthorized or recreational game playing;
- Use of any unauthorized disks on school computers;
- Unauthorized use of chat rooms;
- Inappropriate use of any email program;
- Non-adherence to all the above standards of appropriate content for personal web pages or postings, regardless of where the web page or posting is hosted, that can be accessed from the school's computers.
- Any other actions determined to be inappropriate by administrators.

This policy was approved by the Wayne County Board of Education meeting in regular session on October 17, 2006.

**EDUCATOR
INTERNET EMAIL ACCOUNT**

through

West Virginia Department of Education (WVDE)
West Virginia Network for Educational Telecomputing (WVNET)

Computers, networks and on-line access are used to support learning and to enhance instruction. These tools and connections to the Internet allow communications with millions of users through hundreds of thousands of networks. Your application for an Internet account indicates you will comply with the attached use policies and will be a responsible, efficient and ethical user. Failure to adhere to the policies and guidelines will result in the revocation of the use privileges.

Please answer all questions. **Incomplete forms cannot be processed.**

Please type or print all information.

Date:(M/D/Y)_____

Name _____
 First Middle Last

Home Phone _____

Home Address _____
 Street/P.O. Box

_____ City State Zip

School/Work Phone _____

School Name _____

School Address _____

_____ County _____

Please check/complete the appropriate educator information:

1. _____ Teacher--List grade level(s) taught: _____
 Subject(s): _____

_____ Administrator--List title: _____
 Area(s) of responsibility: _____

2. I plan to access the Internet from _____ school _____ home _____ other: _____

3. I have been provided staff development or training on the appropriate use of the Internet by:

Name of trainer/teacher: _____ Date:(M/D/Y) _____

Location of training: _____ Hours of training: _____

4. I have read West Virginia Board of Education Policy 2460 and will comply with it and the referenced WVNET policies. _____ Yes _____ No

5. I understand that in addition to these policies, I will need to abide by any county or school policy. _____ Yes _____ No

6. I understand that any violation of use policies could result in loss of access, personal payment of any fees incurred and possible prosecution. _____ Yes _____ No

7. I understand that 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. _____ Yes _____ No

With connections to computers and people all over the world also comes the availability of material that may not be considered to be of appropriate educational value. On a global network, it is impossible to 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 educational system is not abused.

Educators: Have this box completed.

By placing my signature on this document, I am confirming I have read, understand, and will abide by the use policies and guidelines noted. I know that the WVDE and WVNET do not control the content of Internet networks. I will notify WVDE of any future change in employment.

Signature of Educator: _____ Date:(M/D/Y) _____

Signature of Teacher/Trainer for Internet Use: _____

School Technology/Internet Contact: _____

County Technology/Internet Contact: _____

Return the completed form to: Office of Technology
West Virginia Department of Education
1900 Kanawha Blvd., East, Building 6, Room 346
Charleston, WV 25305-0330

Attention: Email Applications
(No fax accepted)