

## **INTERNET ACCEPTABLE USE POLICY (AUP)**

### **1. INTRODUCTION**

This document formalizes the policy for users of Tyler County Schools' network and access to the Internet via West Virginia Network for Educational Telecomputing (WVNET). All users, including students, teachers, administrators, staff, substitute personnel, and educational organizations are covered by this policy and are expected to be familiar with its provisions. 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:

- a. Electronic mail communication
- b. Information and news services
- c. Public domain software of all types
- d. Discussion groups on a variety of subjects
- e. Connections to many libraries, companies, agencies and businesses
- f. Virtual courses and educational resources
- g. Online staff development
- h. Electronic educational tools and e-learning platforms.

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.

### **2. ACCOUNTABILITY AND RESPONSIBILITY**

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. Each student who will access the Internet will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. This is accomplished through the program TechSteps. Based upon acceptable use guidelines outlined in this document, the West Virginia Department of Education (WVDE) and WVNET system administrators and Tyler 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. As the use of telecommunication networks by students and educators increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations. Computer and Internet usage in Tyler County Schools' must be consistent with the educational objectives of each school, Tyler County Board of Education, and the WVDE. This policy and all computer use must be in compliance with West Virginia Board of Education (WVBOE) Policy 2460, Children's Online Privacy Protection Act (COPPA), and the Children's Internet Protection Act (CIPA). Access to the Internet is provided as a privilege to

students who agree to act in a considerate and responsible manner. 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.

All staff and students are required to abide by this policy and by WV BOE Policy 2460 – *Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet*. Signed agreements are required for all employees and students. Employee supervisors shall annually review technology acceptable use with employees under their supervision and require each employee to sign the Employee Technology Acceptable Use Agreement each year. The agreements are to be kept on file by the immediate supervisor. A procedure for ensuring annual review of technology acceptable use with all students will be implemented yearly by schools/principals. A Student Technology Access Consent and Waiver Agreement must be signed by the student and parent/guardian whenever a student first enrolls at a school. A new signed agreement is required whenever a student transfers or is promoted to a different school. Schools may develop additional acceptable use measures that exceed provisions of state and district policies, provided that such measures are printed on Technology Access Consent and Waiver Agreement. Whenever present, such additional measures are considered part of the agreement for that school.

### **3. PARENTAL CONSENT**

Students must have written parental consent to use this system, network, and Internet. A parent may rescind his/her consent in writing at any time, subsequently terminating the student's use of this service.

### **4. SECURITY**

Users who identify a security problem on the system must notify a system administrator. Users must not demonstrate the problem to other users. Users must not use another user's account or give their password to others. Attempts to log into any system as a system administrator will result in cancellation of user privileges and may result in other disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access. WVDE and Tyler County Schools' provide filtering, but no system can totally filter unacceptable materials. Users assume responsibility for responsible use of the Internet and self-monitoring of materials accessed.

### **5. USER RESPONSIBILITIES**

It is the responsibility of any person using Tyler County Schools' network or Internet to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in making decisions about the appropriate use of network and Internet resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from his or her administrator and/or the Director of Technology for Tyler County Schools. Use of Tyler County resources shall constitute acceptance of the terms of these guidelines.

## **A. EDUCATOR RESPONSIBILITIES**

It is the responsibility of educators who are using Tyler County Schools' 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 Acceptable Use Policy as stated in this document. If an educator has reason to believe that a student is misusing the system, he or she has the right to request that Tyler County Schools access the student's account in order to review the use of Tyler County network devices by the student. It is also the responsibility of the teacher to report any misuse of the system to his/her administrator and/or the Technology System Specialist directly.

## **B. STUDENT RESPONSIBILITIES**

It is the responsibility of students who are using Tyler County Schools' 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 Acceptable Use Policy as stated in this document. 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 (See Tyler County Schools' Policy 4373 – Student Discipline) up to and including suspension or expulsion.

## **C. ACCEPTABLE USES 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. Students are responsible for proper behavior and communication on the Internet just as they are in a school building. General school rules for behavior and communication apply for computer and Internet usage. District/school equipment that is used off site is subject to the same rules as when used on site. Specific examples of acceptable use from state and local policies include, but are not limited to:

1. Use must be in support of education and research consistent with county and state policies for academic use.
2. All student use of the Internet must be under the supervision of a teacher/administrator, without exception.
3. Training will be provided for individuals accessing the Internet and this Acceptable Use Policy, signed by parent/guardian, student, and teacher, will be on file.
4. Use must be consistent with the school's rules for computers and networks.
5. WVDE and WVNET Access E-mail accounts are provided as an instructional tool rather than a personal email address or forum.
6. Comply with fair-use laws and other copyright regulations while accessing and utilizing the Internet and other network materials and resources. Software may be copied if it is clearly identified as shareware, in the public domain, or with written permission of the copyright owner.
7. Users must be polite and considerate of others.
8. If a security problem is identified, notify the Technology System Specialist immediately.
9. Users may be occasionally required to update registration, password, and account information in order to continue Internet access.

## **D. UNACCEPTABLE USES AND BEHAVIOR**

The resources available to Tyler County Schools' users are to be used for educational purposes, as noted above. In the interest of helping users understand inappropriate use, the following list clarifies what users should and should not do:

## **USERS SHOULD:**

1. Respect yourself and other Internet users while being SAFE online
2. Use technology for instructional/educational purposes
  - Students should use technology for school-related purposes only during the instructional day.
  - Students can access collaborative networking sites under the direct supervision of a teacher or administrator.
  - Students can access voice and video live communications, relay chat, (Skype, Gmail, WVDE Virtual School, etc) only under the direct supervision of a teacher or administrator
3. Be careful of what you download from the Internet
4. Be responsible about technical equipment and network usage

## **USERS SHOULD NOT:**

- Users will not reveal personal information about themselves or others.
- Users will not use, send, or display hate mail, forwards (FWD:), harassing or discriminatory remarks, or other antisocial communications (cyber bullying).
- Users will not intentionally seek information on/obtain copies of, or modify files, other data, or passwords belonging to other users; do not misrepresent other users on the network or impersonate someone else online.
- Users will not access or share sexually explicit (including nude or semi-nude images of yourself or others), obscene, or otherwise inappropriate materials-including sexting and inappropriate SMS/MMS messages.
- Do not intercept communications intended for other persons or log in through another person's account or attempt to access another user's password or files (identity theft/hacking).
- Do not send hurtful or untrue (defamatory or libelous) materials concerning a person or group of people
- (“sexting”, inappropriate SMS/MMS messages)
- Users will not participate in cyber bullying: the act of making personal attacks or threats against anyone.
- Users will not use instant messaging programs (e.g., AOL, MSN, Gmail, Yahoo, etc.) unless for educational purposes under the direct supervision of a teacher or administrator.
- Any illegal activities are prohibited.
- Do not use the Internet in any way that could disrupt the use of the Internet by other users (e.g., downloading large files during prime usage time, sending mass email messages, annoying other users, peer-to-peer file sharing.)
- Do not use the network to download entertainment software or other files not related to the mission and objectives of Tyler County Schools.
- Do not download, upload, distribute, or install unauthorized software (including shareware and freeware), files, or any other materials that are not specifically related to an educational project or in violation of federal copyright laws.
- Do not allow for-profit institutions to use the network or internet for commercial activities (fundraising on school sites, links to websites with ads)
- Do not use the Internet or network to further any political or religious purpose

- Do not gain unauthorized access to computers or telecommunication networks
- Do not interfere with the operation of technology resources, including placing a computer virus on any computer system, including the network system
- Do not use the internet for personal business
- Do not attempt to gain unauthorized access to the network system
- Do not vandalize any technology equipment which is defined as any attempt to harm or destroy data of another user or any connections or equipment that are part of the internet.

As with any other form of communication, these systems may not be used to transmit or store messages or other data that are inappropriate under existing WVDE or district policies such as those prohibiting sexual harassment. Users may not create, send, or store messages or other data that are considered offensive, contain sexually explicit materials, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or group of people. Users also may not create, send, or store messages, pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort. **In accordance with the one-to-one initiative, students must comply with all sections of the acceptable uses and behavior framework.**

## **6. NO EXPECTATION OF PRIVACY**

Tyler County Schools retains the right to inspect any user's Virtual Hard Drive (VHD) and the files it contains. Tyler County Schools' also has the right to give permission to the teachers, the school administrators, and the parents of any student to review the use of Tyler County tools by a student whom they think may be misusing the system. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Monitoring software may be used to periodically monitor computers by all users. Use of Tyler County Schools' technology resources constitutes consent for the Tyler County Schools' staff to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access.

## **7. PASSWORDS**

Each user shall be required to use and maintain a password that was created according to Tyler County Schools' guidelines if a password is provided. This password is to be used to access the Tyler County Schools computer network and any resources that reside within the network and require password access. The users must take precautions to maintain the secrecy of their 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 change the password immediately. Users will be held accountable for all activity that takes place under their password.

## **8. NETWORK POLICIES AND MISCELLANEOUS TECHNOLOGY USE**

All technology guidelines are designed to maximize time on task, protecting the emphasis on academics and the prescribed curriculum. These guidelines also protect the integrity of the teaching and learning process. With this in mind, Tyler County Schools' offers clarification on specific issues as follows:

## **9. COPYRIGHT**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

## **10. WEB PUBLISHING**

Tyler County Schools recognizes the educational benefits of publishing information on the Internet by school personnel and students. It also recognizes the importance of having guidelines that address content, overall responsibility, potential contributors, quality, technical standards and student protection. In addressing these issues, it will be the policy of the Tyler County Board of Education to follow the “Web Publishing Guidelines” as set forth in WVDE Policy 2460 - Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet.

## **11. CYBERBULLYING**

Cyber bullying will not be tolerated. Educators will educate students about responsible behavior, and students will assume responsibility for Internet and network use that demonstrates respect for themselves and others. Any conduct that meets the definition of “harassment, intimidation or bullying” that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or disrupts or interferes with the orderly operation of the school shall be subject to disciplinary action regardless of whether the conduct occurs on school property, at a school sponsored function, occurs during school time, or, involves the use of school property, shall be subject to disciplinary action.

## **12. GAMING**

Use of the Internet and network system will be for educational purposes. Games not related to instructional objectives will not be accessed during the school day. Teachers and administrators will be responsible for monitoring Internet and network use and ensuring that access is for the purpose of furthering instructional goals.

## **13. VIOLATIONS/SANCTIONS**

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

Violation of any of the conditions of use explained in the Technology Access Consent and Waiver Agreement, Acceptable Use of Electronic Resources, Technologies and the Internet Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Students will be disciplined for violations in accordance with West Virginia BOE Policy 2460, and employee violations will be addressed in accordance with the Employee Code of Conduct and, if necessary, West Virginia Code § 18A-2-8.

**References:**

West Virginia Board of Education Policy 2460

Children's Internet Protection Act (CIPA)

Children's Online Privacy Protection Act (COPPA)

**Date: 6/18/12**

# TYLER COUNTY SCHOOLS

## Student Technology Access Consent and Waiver

Student Name \_\_\_\_\_ (print)

To the parent(s) or guardian(s) of the above named student:

The purpose of technology in Tyler County Schools is to support learning and enhance instruction. It is the general policy of Tyler County Schools that all technology resources are to be used in a responsible, efficient, ethical and legal manner. Today's global network provides valuable educational content but also the availability of material that may not be considered appropriate or of educational value. Both West Virginia State Policy 2460 and Tyler County Schools guidelines are established to ensure appropriate use.

### **USE OF THE INTERNET AND ONLINE SERVICES IS A PRIVILEGE NOT A RIGHT!**

The student and his/her parent(s) or guardian(s) must understand that student access to any network is being developed to support the school system's educational mission. Tyler County Schools makes no warranties with respect to network services and specifically assumes no responsibilities for:

1. The content of any advice received by a student from a source outside the Tyler County School System;
2. Any costs, liability or damages caused by the way the student chooses to use his/her network access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Tyler County School System;
4. The privacy of electronic mail, which cannot be guaranteed.

As a technology user, I will adhere to all West Virginia State and Tyler County Schools policies including the following acceptable use guidelines. It is the responsibility of the individual user to follow these guidelines with all technology equipment provided by Tyler County Schools.

- \* I will not damage or interfere with the normal operation of any computer or network hardware or software;
- \* I will not interfere with or disrupt network users, services, traffic, or equipment. (Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network);
- \* I will respect system security and not attempt to bypass it. This includes, but is not limited to, "hacking" and attempting to interfere with system security software, and I recognize that doing so will result in immediate loss of Internet and/or online service privileges;



- \* I will only access programs and equipment I am authorized to use. I will not attempt to modify programs. I will refrain from any “gaming” except use of educational games that have been assigned and are supervised;
- \* I will not download, upload or install any software or files onto any computer or other devices unless I have the approval of the building network administrator or other authorized Tyler County Schools personnel;
- \* I understand that these guidelines include use of personal devices such as notebook computers, cell phones, PDAs, MP3 players, handheld gaming systems and other electronic technologies. I will not access school network resources with such devices without the specific permission of the school network administrator. I will not use such devices for cheating, taking inappropriate pictures, copying of materials that could be used for cheating, text messaging, or any inappropriate communication;
- \* I will use only files I have created or files I am authorized to use; therefore, I will not change, copy, rename, delete, view or otherwise access files unless I have prior permission from the creator or network administrator;
- \* I will use only my assigned user name(s) and password(s). I will not share these or any other system passwords and will notify the system administrator of any security problems of which I am aware;
- \* I will limit my use of telecommunications in school to the educational objectives established by my teacher(s) and under the supervision of my teacher(s). I understand technology use may be monitored;
- \* I will not access telecommunications resources from outside sources such as cellular data plans or nearby residential/commercial wireless access points. I will only use the telecommunications resources provided by my school;
- \* I will not attempt to bypass internet content filtering through the use of any personal or web proxy;
- \* I will not use telecommunications access provided by Tyler County Schools for illegal purposes of any kind;
- \* I will not use telecommunications access to transmit threatening, obscene, or harassing materials;
- \* I will follow the rules of network etiquette, which include the use of appropriate language and polite responses;
- \* I will not use abusive language of any type, including swearing and name-calling;
- \* I will not divulge my home address, phone number, and personal information to another user for any purpose;
- \* I understand that information received online is private property, unless specified;

- \* I will not plagiarize information received in any form;
- \* I understand I may access email at school only through an approved Tyler County Schools mail account and only for educational purposes. The “access.k12.wv.us” is an approved account. I may not access email at school through a free or unsecured email server, misrepresent myself, or use of an alias;
- \* I will not participate in direct electronic communications such as but not limited to text messaging, message boards and web logs, chat rooms, and instant messaging unless assigned for a specific educational purpose and under the direct supervision of teacher(s) responsible for the assigned activity.

By signing this Consent and Waiver Form, I understand and agree that Tyler County Schools will not be held responsible if I participate in inappropriate activities listed above. I understand my responsibility as a user of technology. I have read the above rules and realize that any infraction will cancel my user privileges and may result in further disciplinary action, including suspension from school.

**STUDENT**

I have read the aforesaid Consent and Waiver Form for the use of technology in the classroom. I understand that this access is for educational purposes only and restricted to classroom assignments.

Student Name (please print) \_\_\_\_\_

Student  
(signature) \_\_\_\_\_ Date \_\_\_\_\_

**PARENT or GUARDIAN**

As the parent (guardian) of \_\_\_\_\_ (student name), I have read the aforesaid Consent and Waiver Form for use of technology and have discussed this with my son/daughter. I understand that the school may assist my child in creating an account on an online site whose purpose is further the schools educational mission. I understand that this access is provided for educational purposes only and that it is the responsibility of my child to restrict his/her use to the classroom projects and/or activities assigned by the teacher. I also accept full responsibility for supervision if and when my child's use of technology is in a setting other than school. I also understand that the teacher cannot be held responsible for intentional infractions of the above rules by my son/daughter.

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

Parent/Guardian  
(signature) \_\_\_\_\_ Date \_\_\_\_\_

# TYLER COUNTY SCHOOLS

## Staff Technology Access Consent and Waiver

Tyler County Schools (TCS) encourages the use of technology to further its educational mission and to facilitate effective educational practices. It is the general policy of TCS that all technology resources are to be used in a responsible, efficient, ethical and legal manner. Both West Virginia State Policy 2460 and TCS guidelines are established to ensure safe and appropriate use.

As a technology user, I will adhere to all West Virginia State and TCS policies including the following acceptable use guidelines:

- **I understand that all students must have training and sign the Technology Use Consent Form.**
- **I will sign, adhere to, and will enforce the TCS Student Technology Access Consent and Waiver Form, this Staff Technology Access Consent and Waiver, and Board Policy GO/IAC Internet Acceptable Use Policy.**
- I understand all students must be directly supervised when using technology resources.
- I understand that I must (with the help of the Media Specialist/TIS/other TCS designee) educate students about appropriate online behavior, including cyber bullying awareness and response and interacting with others when online (chats, wikis, blogs, social networking, etc.) I will provide on-going information to students about safe and acceptable use of technology.
- I will not share any of my assigned USERID's and/or passwords with anyone, nor will I allow **anyone** access to the network using my USERID and password. I will notify the system administrator of any security problems of which I am aware.
- I will use only appropriate language and polite responses and will not access, read, print, create, or send unethical, illegal, immoral, inappropriate, obscene, harassing materials or information of any type or use abusive language. I will not send or post information that might be misconstrued as representing the school's or the county's point-of-view.
- I will directly supervise any classroom activity (social networking, chat, wikis, blogs, etc.) using electronic messaging/posting and the activity will have a specific curricular purpose.
- I will not use bandwidth intensive resources unless I have the approval of the school technology coordinator or other authorized TCS personnel. This includes but is not limited to internet radio, continuous downloading, or streaming video.
- I will refrain from any "gaming" and other non-educational uses of technology. I will not permit students to access games except those educational games that are assigned and directly supervised.
- I will respect network security and not attempt to bypass it. This includes, but is not limited to, "hacking" and attempting to interfere with system security software. If I am aware network resources are being used inappropriately or bypassed, I will report it to the principal and authorized TCS personnel.
- I will treat all equipment with care and respect. On equipment assigned to me that does not receive network updates, I will keep antivirus and anti-spyware software current.
- Personal or county owned electronic devices, including cell phones, should not interfere or disrupt the duties assigned to any employee. Most social networking sites are blocked from K12 network due to federal regulations. Therefore, personal devices should not be used during the school day to circumvent this.

In order to protect your professional reputation, TCS recommends that you do not accept students as friends on your personal social networking sites. Allowing students access to your social network, gives them the ability to download and share your information/photos with others.

Here are some other tips to help protect your professional reputation:

- Exercise caution when posting information on your social networking site.
- Do not discuss students or coworkers on your social network site.
- Do not post images that include students or coworkers on your personal site.

The technology user is personally responsible for his/her actions in accessing and utilizing the TCS's computer resources. Based upon the severity of the violation and/or inappropriate use of the computers, disciplinary action will be taken. In the case of vandalism or malicious destruction of data or equipment, user should expect to pay for all cost incurred in repair and/or replacement of damages.

I have read and understand the above rules and agree to comply with stated rules as they apply to the use of all personal or TCS technology in any TCS facility or at any event sponsored by TCS. By using TCS telecommunications, I have agreed to this policy.

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Employee Name (Print)

Employee Signature

Date