

# Chapter 6– Personnel

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## **1.10 Computer/Internet –Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet Policy**

### 1. 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 Jefferson 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 align 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 services,
- public domain and shareware software of all types,
- discussion groups on a variety of subjects, and
- 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.

Jefferson 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. This curriculum is provided by the West Virginia Department of Education (WVDE). Instructional information regarding the WVDE method and curriculum content can be found at <http://wvde.state.wv.us/technology/cipa-compliance.php>. This WVDE method will provide

documentation that districts have met the annual E-rate compliance requirements of educating students regarding appropriate use.

## 2. 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 Jefferson 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.

## 3. 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 Jefferson 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.

#### 4. 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.

#### 5. 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.

Jefferson County Schools retains the right to inspect any user's physical/virtual drive and the files it contains. Use of the Jefferson County Schools' technology resources constitutes consent for the Jefferson 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 Jefferson 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. Jefferson County Schools will not tolerate cyberbullying(see Jefferson County policy Student Code of Conduct and Student Discipline Procedures section 7.1.3 a.). Users will not be permitted to send and/or post abusive messages to others. If a student bullies another person while using the Jefferson 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 or LiveGrades accounts should not be used at school.
- E. **AccessEmail:** 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.

## 6. User Responsibilities

It is the responsibility of any person using Jefferson 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(see Jefferson County policy Student Code of Conduct and Student Discipline Procedures section 7.1.3 a.) 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 Jefferson 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, administrators 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 Jefferson 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.

## 7. County/School Website Publication

Parental consent for the use of student names and/or photographs can be obtained in the Parent/Student handbook "Publication of Student Pictures" section. Under no conditions can a student's home address, home phone number, or other personal information be used on a web site.

## 8. Passwords

When passwords are provided, each user shall be required to use and maintain the passwords that were created according to Jefferson County Schools' guidelines. This password is to be used to access the Jefferson 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.

## 9. 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 Jefferson 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 Jefferson County's Technology Policy.

### 10. Violations/Sanctions

Failure to observe these guidelines may subject users to termination of their Jefferson 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. Jefferson County Schools will also advise law enforcement agencies of illegal activities conducted through Jefferson County Schools' resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through Jefferson County Schools' resources.

### 11. 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 Jefferson 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 Jefferson 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 Jefferson 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.

## **Staff/Adult Consent Form for the Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet**

**The following form must be read, signed, and returned to your supervisor.**

I have read the Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet Policy. I understand that access to the Jefferson County Schools' network and access to the Internet via West Virginia Network for Educational Telecomputing (WVNET) is for only educational purposes; failure to observe the policy may subject users to termination of their Jefferson County Schools' accounts and/or Internet and network access privileges. Failure to observe policy may also result in disciplinary action and or loss of licensure. Jefferson County Schools will also advise law enforcement agencies of illegal activities conducted through Jefferson County Schools' resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through Jefferson County Schools' resources.

I further agree to abide by the rules contained within State Policy 2460 and myschool's/location's policy on Internet/Telecommunication.

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

Signature\_\_\_\_\_Date\_\_\_\_\_

School/Location Name\_\_\_\_\_

# Chapter 8– Students

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## 4.8 Computer/Internet –Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet Policy

### 1. Introduction and Purpose

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  - Any and all information transmitted or received in connection with networks, e-mail use and web-based tools.
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- 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.

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## 7. County/School Website Publication

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## 8. Passwords

When passwords are provided, each user shall be required to use and maintain the passwords that were created according to Jefferson County Schools' guidelines. This password is to be used to access the Jefferson 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.

## 9. Network Policies and Miscellaneous Technology Use

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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 Jefferson 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 Jefferson County's Technology Policy.

### 10. Violations/Sanctions

Failure to observe these guidelines may subject users to termination of their Jefferson 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. Jefferson County Schools will also advise law enforcement agencies of illegal activities conducted through Jefferson County Schools' resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through Jefferson County Schools' resources.

### 11. 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 Jefferson 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 Jefferson 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 Jefferson 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.

# Parental Consent Form for the Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet

**The following form must be read and signed by you and your child.**

We have read the Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet Policy. We understand that access to the Jefferson County Schools' network and access to the Internet via West Virginia Network for Educational Telecomputing (WVNET) is for only educational purposes; failure to observe the policy may subject users to termination of their Jefferson County Schools' accounts and/or Internet and network access privileges. Failure to observe policy may also result in disciplinary action that may include suspension, or expulsion. Jefferson County Schools will also advise law enforcement agencies of illegal activities conducted through Jefferson County Schools' resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through Jefferson County Schools' resources.

We further agree to abide by the rules contained within State Policy 2460 and our school's policy on Internet/Telecommunication.

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

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

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

School Name \_\_\_\_\_

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

Training - Date Completed \_\_\_\_\_ Trainer's Initials \_\_\_\_\_