

Wayne County Schools

Acceptable Use Policy for Technology

In Secondary Schools, to include grades 6-12

Privileges:

- Use of all applicable student network software, including word processing, library retrieval, and research materials, spread sheet, and database.
- Use of lab packs and approved software.
- Use of peripheral equipment, including scanners, laser printers, color printers, , headphones, CD/ DVD players, digital projectors, interactive whiteboards, laptop computers, and transcription machines.
- Use of expendable resources for approved purposes.
- Use of distance learning equipment to participate in distance learning opportunities.

Access to and Control of Technology

Students should have access to the technological resources of the school. Student use of telecommunications and electronic information will be permitted upon submission of permission and agreement forms by parents, students, and teachers. The agreement form will be signed at the beginning of each programmatic level (Elementary School level, Middle School level, and High School level). Students, parents, and teachers must also read and agree to West Virginia State Policy 2460.

Supervision to such access will include any abuse of equipment, policies, and resources. Restrictions will apply only when a student has violated privileges. The signing of the agreement should serve to alert parents, students, and teachers that access is a privilege, not a right. Any abuse of the agreement will result in termination of privileges and other appropriate student disciplinary action as determined by county and school policy. Control of the technology will be the responsibility of the entire administration and faculty of each school. Immediate control will be the responsibility of the teacher supervising students using the materials.

Violations

The computer user is responsible for his/her actions and activities within his/her account. Unacceptable uses of computer systems and distance learning equipment will result in the suspension or revocation of privileges. Some examples of abuse include:

- Using computer systems and/or equipment for any illegal activity, including violation of copyright or other contracts, 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;
- Unsupervised and 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 by students determined to be inappropriate by teachers or administrators.

Penalties

Appropriate action will be taken in response to user abuse or misuse of school computer services/equipment. Violations of the technology usage policy may also violate the criminal code. In response to violations appropriate action may include, but not necessarily be limited to:

- Loss of access to school computer systems and technology resources with resulting effect on student's grade during suspension from use;
- Additional disciplinary action in accordance with existing practice regarding the damaging of school property and/or using inappropriate language or behavior, as stated in the school handbooks;
- Involvement of law enforcement agencies as applicable;
- Legal action including steps to recover damages.

Exposure to Unacceptable Materials

There can be no assurance that students will not be exposed to unacceptable materials using on-line and telecommunication services. There are currently available programs (firewalls) and services that allow for some restrictions. These programs, however, are not effective in a comprehensive manner. In addition, unlike other educational resources, materials from on-line and telecommunication services cannot always be previewed. Supervising teachers will have to deal with the students' reactions and responses to materials. Students, parents, and teachers must be aware that inappropriate materials do exist on these services and that total supervision is impossible. Students must be trained to realize that abusing the usage policy and deliberately tapping inappropriate materials or creating inappropriate materials is not only a violation of the state, county, and school technology usage policies, but it is also a violation of their personal worth and integrity. Therefore, because there is no way to completely screen on-line materials, students must assume the responsibility for the mature usage of technological resources.

Web Server Publications

Students and teachers of Wayne County should have the opportunity to publish documents on the county or school's web server. Each individual wishing to publish on these web servers must have signed the appropriate application and agree to abide by West Virginia State Policy 2460 and all policies of Wayne County Schools. Prior to publication, all individuals must submit for approval on diskette or CD all documents and graphics which they expect to be published. A letter granting permission to publish pictures of , or documents about, any individual, student or employee, identified on the page, must be signed by the employee or parent of the student and be on file in the office of the school. Because this is a school system, the web server committee reserves the right to deny publication privileges to material deemed inappropriate in an educational setting.

Discrimination Prohibited:

As required by federal laws, the Wayne County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin in employment or in its educational programs and activities. Inquiries may be referred to Annette Schoew, Title IX Coordinator, PO Box 70, Wayne, WV 25570, 304-272-5116 extension 363, or her successor and title, or Della Ryan, 506 Coordinator, PO Box 70, Wayne, WV 25570, 304-272-5116 extension 348, or her successor and title. Inquiries may also be directed to the United States Department of Education, Director of the Office of Civil Rights.

**Policy revision was approved by the Wayne County Board of Education
meeting in regular session on October 17, 2006.**

**WAYNE COUNTY SCHOOLS
ACCEPTABLE USE POLICY FOR TECHNOLOGY IN SECONDARY SCHOOLS
ACCOUNT APPLICATION AND CONTRACT**

This form must be filled out completely before access can be granted.

Student Section
<p>I have read, have been instructed and understand the West Virginia and Wayne County Schools Acceptable Use Policy for Technology and agree to abide by their provisions. I understand that violation of the use provisions stated in the policy will constitute suspension or revocation of network privileges, systems with resulting effect on student's grade during suspension from use and/or other disciplinary action. Teacher supervision is mandatory when using computers.</p> <p>Student Name _____ Grade _____</p> <p>Student's Signature _____</p> <p>Date _____ Student ID:# _____</p>

Parent Section
<p>I, the parent of _____, have read and discussed the West Virginia and Wayne County Schools Acceptable Use Policy and Student Guidelines for Technology with my child. I understand this access is designed for educational purposes and realize that any abuse will result in disciplinary action. I recognize it is impossible to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child. I certify that the information contained on this form is correct.</p> <p>Parent or Guardian's Signature _____</p> <p>Day Phone # _____ Evening Phone # _____ Date _____</p> <p style="text-align:center"><u>Distance Learning and Internet Publication</u></p> <p>I also grant permission to publish pictures of or documents, such as schoolwork or art projects, on the school's web server, and use of distance learning technologies.</p> <p>Parent or Guardian's Signature _____</p>

Teacher Section
<p>I have instructed the above student in the responsible use of the computer system and network as defined by the West Virginia and Wayne County Schools Acceptable Use Policies and Student Guidelines for Technology.</p> <p>Teacher _____ Date _____</p>

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