

R 3-32-2 Technology Acceptable Use Policy

Purpose

The purpose of technology in Preston County Schools (“PCS”) is to support learning and enhance instruction. Internet access is available to the students in PCS.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Access to the Internet provides students, teachers, and other employees with access to electronic mail, information and news services, public domain software of all types, discussion groups and a multitude of subjects and connections to libraries, companies, agencies and businesses. The Internet offers vast, diverse and unique resources.

The global network also provides access to controversial materials and materials which lack educational value. Given the global nature of the Internet, it is impossible for PCS to restrict knowledgeable users from accessing controversial materials. The purpose of this policy is to set forth the acceptable use of technology and the Internet in PCS.

Responsibility

The Superintendent and/or his designee have the right and responsibility to monitor computers and/or Internet activity to insure that such technology is used only for Preston County school activities, and in an appropriate manner.

The Superintendent is responsible for supervising the drafting of guidelines and procedures governing the appropriate use of the Internet by all users in PCS. The Superintendent shall convey to each school principal the responsibility for monitoring student access to the Internet in his/her school.

Sexting, cyber bullying, promotion of illegal behaviors and harassing behaviors via electronic devices will not be tolerated in the Preston County Schools. Faculty members and students who become aware of such behaviors should report them to the principal of the school.

The use of camera phones is strictly forbidden in private areas, such as, locker rooms, wash rooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code.

As appropriate, report the incident to the West Virginia Department of Health and Human Resources under the requirement of reporting child abuse or neglect;

Each school principal shall provide a consent and waiver form for signature by students and their parents or legal guardian. School principals have the authority to terminate individual student access to technology if the student graduates, transfers from the school, drops out of school or violates the Acceptable Use Guidelines.

Each local school technology coordinator, system administrator and/or teacher, under guidelines set forth in this policy and under the direction of the school principal, may deny user access at any time.

Additionally, the PCS may pursue legal action to recover damages as a result of the inappropriate use of the network.

Any questions regarding the PCS's use of technology should be directed to the school principal or the Technology Coordinator of that school.

Authority

The WVDE's information systems are to be used exclusively for the business of the organization. All information system messages are records of the WVDE. WVDE reserves the right to access and disclose all messages sent over its information systems for any purposes. For reasons of privacy, employees may not attempt to gain access to another employee's personal file of messages 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.

WV Constitution, Article XII, Section 2; WVC §18-2-5; SBP 2460, Use of Internet by Students and Educators

Guidelines for Teachers Using the Internet in Classrooms

The use of telecommunications in the classroom is an extension of the educator's responsibility in his/her classroom. The use of Internet in schools must be consistent with Preston County School's Acceptable Use Policy and SBP 2460. The following rules apply to use of the Internet in any PCS facility.

All users of the Internet must be authorized by a PCS educator and must focus on appropriate learning goals and objectives.

Each school accepts the responsibility for training teachers to use the Internet appropriately. Any employee without an "access.k12.wv.us" account must sign the PCS Acceptable Use Policy

Before any student uses the Internet in school, he/she must receive Acceptable Use training conducted by a PCS educator. The session must include a discussion of the SBP 2460 (available at <http://access.k12.wv.us>) and the PCS Policy and guidelines herein.

All students must have a signed PCS Acceptable Use Policy on file in their school. These files should be monitored for needed changes throughout the year.

The PCS endorses the use of the state email system account (access.k12.wv.us) for all staff and students. The state email account systems offer a monitoring system and a level of security not available with other accounts. The school Internet contact as designed by the State Department of Education will apply for "access.k12.wv.us" for staff and/or students in their respective school. This same school contact is responsible for keeping the state email accounts updated as staff and students move in and out of their respective school. Local school principals who permit the use of free and/or unsecured email accounts agree to accept sole responsibility at such use by staff and students in their school. No student may use such accounts without the knowledge and consent of their teacher. No teacher may use such email accounts for personal and/or student use without the knowledge and consent of their school principal. Records must be kept of all email accounts for future investigative use when needed.

Owing to the demand on limited bandwidth, no CU SeeMe or continuous downloading, such as Internet Radio, is allowed without permission from the network administrator. No chat group activities are allowed unless a teacher has a specific curricular need that incorporates these groups into the lesson which has received administrative approval.

Computers that students use in grades k-8 will have a computer interface known as filtering software which will be provided by the State Department of Education and installed according to state

guidelines. This software is provided so that objectionable materials are not easily accessed. Schools must maintain a monitoring/management system for Internet use. Students must sign in and out on log sheets when using the Internet to keep track of online usage. These log sheets must be kept on file for at least the two previous completed semesters.

Adult supervision must be adequately provided as to deter intentional access of inappropriate sites or activity when students are using computers to access the Internet. If a student enters an inappropriate site on the Internet, s/he will withdraw and notify the adult in charge of this situation.

Supervision must be adequately provided to insure that no board-owned computers/networks are used for “hacking” or other illegal purposes. Board-Owned computers/network also must not be used for buying or selling of goods for personal gain or for political purposes.

Guidelines for Official PCS Web Pages

Although community members and students are welcome and encouraged to assist in the creating, designing, content, and maintenance of web pages associated with Preston County Schools, the designated Web Master must be a member of the school staff and/or the local chief school administrator’s designee for which the chief school administrator accepts responsibility. Each school will have one official home page and the chief school administrator will be responsible for selection criteria by the web master. It is the web master’s responsibility to:

- ❖ Submit the School Web Page Application Form to the Office of Technology for PCS and serve as the contact person with the PCS designated Web Master.
- ❖ Create web pages that are appropriate for a school web site.
- ❖ Proof all work for grammar, spelling and punctuation errors.
- ❖ Keep information on web page current and accurate
- ❖ Modifications to the home page can be ongoing, but the basic structure should be in place before the page is linked to the PCS home page.
- ❖ All graphics and text on the web site are subject to copyright laws.
- ❖ Keep the school staff informed and knowledgeable about the web site.
- ❖ Ensure that a backup of the pages is kept on a computer at school.
- ❖ Group pictures of students may be published on the web page with parental permission. Names must not be included that would identify individuals unless a parental permission form is completed.

- ❖ No second party advertising is permitted. This would include advertising initiated by an ISP and mounted on the individual school’s website. Only business advertising and links thereto, that is initiated by the individual school, may appear on the school’s website. Business partners can, and should be, recognized for their contributions to the school.
- ❖ School-sponsored clubs and extra-curricular activities may be linked to the site if the designated web master takes responsibility for the content of the web page.
- ❖ All official PCS web pages must be stored on servers approved by the division of technology for PCS. Local school administrators must investigate and assure the security and integrity of any local service providers used for mounting PCS Web pages.

- ❖ At no point should a student be given administrative responsibilities for a server with wide-area network or Internet connections, which includes knowledge of password to upload the home page to the server.

Due Process for Students Suspected of Violating the Acceptable Use Policy

- ❖ In the event that there is an allegation that a student has violated the school's Acceptable Use Policy, his/her student service account will be disabled cutting off access to the school's internal network and all internet websites until an administrative investigation may be conducted.
- ❖ As a part of the administrative investigation, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation of the alleged breach of computer protocol.
- ❖ Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network.
- ❖ Disciplinary actions may include, but are not limited to, actions that are defined in The Student Code of Conduct, Violation Level I.