

### **33.01 General**

Kanawha County School students of all ages will be actively involved in critical thinking and problem solving, develop the ability to collaborate, cooperate, and be productive citizens. KCS students will become lifelong learners proficient in college-career readiness and with the skills that prepare students to be successful in school, on the job, in life, and community as defined in [West Virginia Department of Education Policy 2520.14](#). Kanawha County Schools takes all precautions necessary to ensure that students are exposed to a safe digital environment as required by the FCC under the *Children's Internet Protection Act* (CIPA), *Children's Online Privacy Protection Act of 1998* (COPPA) and E-rate guidelines.

Kanawha County Schools provides computers and other technology devices, access to the internet, and various programs to enhance and promote the educational experience. Technology must be interwoven into the required curriculum and fully integrated to transform instructional practice and support development of skills necessary to succeed, and attain self-sufficiency. Teachers should integrate high quality digital content and assessment resources with curriculum to personalize learning. Use of any district equipment or network is for the purpose of legitimate educational practices. Use of technology in Kanawha County Schools is a privilege, not a right. Usage of the Kanawha County Schools network suggests no expectation of privacy. Kanawha County Schools and the West Virginia Department of Education reserve the right to monitor, inspect, investigate, copy, review and store, without prior notice, information about the content and usage of any network and system files, user files, disk space utilization, applications, bandwidth utilization, document files, folders, 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. Kanawha County Schools reserves the right to disclose any electronic message, files, media, etc., to law enforcement officials or third parties as appropriate.

### **33.02 Purpose**

The WVDE Policy 2460 sets forth regulations that apply to all schools in individual districts. This policy outlines the responsibilities of all individuals who have direct contact with students. These regulations meet local, school, and federal statutes pertaining to safe and acceptable use of Internet and digital resources in compliance with E-Rate guidelines and reinforce copyright compliance.

The use of instructional technology should provide greater student access to advanced and additional curricular offerings, including quality virtual courses and online educational tools and resources. Learning powered by technology should enable students to achieve at higher academic levels, master digital content and technologies, access and manage information, communicate effectively, think critically, solve problems, work productively as individuals and collaboratively as part of a team, acquire new knowledge, access online assessment systems, and demonstrate personal accountability, productivity, and other self-directional skills. West Virginia Students must become proficient in college and career readiness standards to succeed in life, in school, and on the

job. Technology will enable educators to participate in online professional development, access digital resources and platforms, utilize educational data, and deliver instruction through blended learning and other virtual options. To promote student learning, teachers must be equipped to fully integrate technology to transform instructional practice and to support student acquisition of technology skills necessary to succeed, to continue learning throughout their lifetimes, and to attain self-sufficiency.

### **33.03 Internet Safety Education.**

The promotion of acceptable use in instruction and educational activities is intended to both provide a safe digital environment, and meet Federal Communications Commission(FCC) guidelines and E-rate audits. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world and use technology responsibly. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Districts must provide for educating students about appropriate online behavior, including digital citizenship, interacting with other individuals on social networking websites and other digital communication platforms rooms, and cyber bullying awareness and response.

Kanawha County Schools will utilize the West Virginia Department of Education provided method and instructional modules that allow districts/schools to certify compliance with the FCC regulations regarding Internet safety policies. The modules provide 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. Instructional information regarding the WVDE method and curriculum content for certifying that students have been educated about appropriate online behavior 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.

### **33.04 Parental Agreement.**

Prior to affording individual student telecommunication access, *the Internet & Telecommunications Network Acceptable Use Agreement* attached hereto as "Appendix A" (secondary) or "Appendix B" (elementary) must be signed by the student, and parent(s) or guardian(s).

Appropriate permission shall be obtained prior to publishing student pictures or names on class, school, or district web sites or other publications, provided that such information is not designated as directory information under district policy. All releases of information designated as directory information under district policy must comply with parental opt-out provisions as described in the

FERPA and WVBE Policy 4350.

### **33.05 School Control.**

The principal of each school that affords students network access shall cause accurate records to be maintained that include: *an Internet and Network Acceptable Use Agreement* signed by the student and a parent or other responsible adult for each student who is afforded access to the network; Internet safety education for all students enrolled in the school, to be recorded in the vehicle provided by WVDE; all relevant account information provided to such students in connection with telecommunication access; and, the initiation and termination dates of individual student telecommunication access. The principal of each school shall ensure that all K-12 students will receive the grade appropriate curriculum currently offered through the West Virginia Department of Education.

The acceptable use form and documentation of classroom instruction must be completed or signed yearly. These records are to be retained for a 10 year period. Every School shall have a school technology team and a comprehensive technology plan. Schools may choose to have the local school Improvement Council (LSIC) the Faculty Senate, or the curriculum team serve in this role.

### **33.06 Accountability and Responsibility.**

The acceptable and appropriate use of telecommunications and/or access to the Internet and digital resources is an extension of the educator's responsibility in his/her classroom. Educators occupy a position of trust and stand in the place of a parent or guardian while a student is in school. (W. Va. Code § 18A-5-1(a).) Therefore, it is the educator's responsibility to ensure classroom activities focus on appropriate and specific learning goals and objectives for personalized learning when using Internet-related technologies. Student use of Internet-related or web-based applications must be authorized by the educator and parent or guardian. It is also the educator's responsibility not to use electronic technologies in a manner that risks placing him/her in a position to abuse that trust. Even though "educators" are the ones who come in daily classroom contact with students, acceptable/appropriate uses of online resources, technologies and the Internet is a responsibility of all educational staff and employees.

Including but not limited to:

- Regular teaching staff
- Itinerant teachers
- Substitutes certified or 5202
- Student teachers or teacher in Residence
- Demonstration staff, etc.

### **33.07 Termination of Access.**

The principal of each school that affords student telecommunication access shall cause the termination of individual student access if a student graduates, transfers from the school, drops out of school, or violate agreement described in Section 33.05.

Any user identified as a security risk may be denied access by the appropriate disciplinary authority. Users who are aware of or suspect that confidential information may have been exposed to unauthorized parties must notify district and/or state officials responsible for implementing privacy incident response protocol consistent with federal and state regulations including, but not limited to, Policy 4350 and the Student Data Accessibility, Transparency, and Accountability Act, W. Va. Code §18-2-5h. The principal shall cause a monthly review of the students who are afforded Network access to insure that all appropriate terminations of student access have occurred. Users who identify a security problem on the system must notify a system administrator.

### **33.08 Digital Citizenship and Acceptable Use**

1. All users need to be part of this digital citizenry to appropriately and safely learn, work, play, and live in today's global society. The International Society for Technology in Education (ISTE) includes standards and provides guidance related to digital citizenship for students, teachers, administrators, instructional coaches and computer science educators.

2. All employees and students are required to abide by this policy and by West Virginia Board of Education Policy 2460 – Educational Purpose and Acceptable use of Electronic Resources, technologies and the Internet. Signed agreements are required for all employees and for all students in grades K-12. Employee supervisors shall annually review technology acceptable use with employees under their supervision and require each employee to sign the Employee Acceptable Use Agreement each year (Appendix C). The agreements are to be kept on file by the immediate supervisor. Schools shall determine a procedure for ensuring annual review of technology acceptable use with all students at the beginning of each year. The appropriate Student Acceptable Use Agreement must be signed each year before a student has access to the Internet or any online resources (Appendix A for secondary students, Appendix B for elementary students). The agreements are to be kept on file at the school for a period of 10 years by the school Computer Specialist, or other person as designated by the principal. The agreement will not transfer to another school.

3. Kanawha County Schools provides students with the opportunity to become proficient in learning skills and technology tools, necessary to become lifelong learners with the skills that prepare students to be successful in school, on the job, in life and community as defined in West Virginia Department of Education Policy 2520.14. Kanawha County Schools takes all precautions necessary to ensure that students are exposed to a safe digital environment as required by the

FCC under the *Children's Internet Protection Act (CIPA)*, *Children's Online Privacy Protection Act of 1998 (COPPA)* and E- rate guidelines. Kanawha County Schools believes that the benefits to educators and students from access to the Internet and other on-line services in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But, ultimately, the parent(s) and guardian(s) of students are responsible for setting and conveying the standards that students should follow. To that end, Kanawha County Schools supports and respects each family's right to decide whether or not to apply for access.

4. The appropriate use of technology helps employees and students become lifelong learners and positive and effective digital citizens. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world and use technology responsibly. They understand that information posted to the Internet is public, permanent and may have long-term impact on their lives and careers.

Use extreme caution when revealing personal information, including a home address and phone number, on websites, videos, social media, other digital communication platforms, e-mail, or as content on any other electronic medium.

Users are expected to abide by the generally accepted rules of digital/network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use proper English and appropriate language; avoid "Netspeak." Do Not swear; do not use vulgarities or other inappropriate language.
- Do not reveal, on any electronic medium, personal information about another individual.
- Do not use the Internet in a way that would disrupt the use of the Internet by others.
- Notify the appropriate school authority of any dangerous or inappropriate information or messages encountered.

Electronic educational material containing confidential student information shall be stored only in secure locations consistent with federal, state, and local privacy regulations. Electronic educational material containing no confidential student information, including but not limited lesson plans, worksheets, primary source documents, and other materials used for instruction, may be stored in appropriate locations but should follow state/district guidelines.

5. All students will receive the grade appropriate curriculum designated by the West Virginia Department of Education, to ensure that all Kanawha County Schools fully comply with FCC regulations regarding Internet safety policies that are defined under the *Children's Internet Protection Act (CIPA)*, the *Children's Online Privacy Protection Act (COPPA)*, and e-rate laws and policies. Schools are responsible for maintaining accurate records of students who have completed the curriculum.

### **33.09 Digital Security**

1. Kanawha County Schools and the West Virginia Department of Education reserve the right to monitor, inspect and investigate information about the content and usage of the network or any technology device, resources or services which they provide. No student should have any expectation of privacy when using them; we reserve the right to disclose any information to law enforcement or third parties as appropriate.

2. Employees, the student and his/her parent(s) or guardian(s) must understand that access to the School District Network is being developed to support the District's educational responsibilities and mission. The specific conditions and services offered will change from time to time. In addition, Kanawha County Schools makes no warranties with respect to network service, and it specifically assumes no responsibilities for:

- a. The content of any advice or information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;
- b. Any costs, liability or damages caused by the way the student chooses to use his/her network access;
- c. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District;
- d. The privacy of electronic mail or other forms of electronic communications, which cannot be guaranteed.

3. Specific examples of prohibited use include, but are not limited to:

- a. Downloading, executing or viewing non-educational activities (e.g., games, music, videos, shopping, gambling);
- b. Downloading, uploading and/or executing malicious code (e.g., viruses, Trojans, worms, macros, spyware, malware, etc.);
- c. Unauthorized installation or willful altering of software, setup preferences, security or other system settings;
- d. Corrupting, destroying, deleting or manipulating system data with malicious intent;
- e. Creating, storing, transmitting or viewing materials of a violent, sexual, racist, obscene or other offensive nature;
- f. Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes/remarks, and other unauthorized uses as referenced in federal, state, and local policies and laws.
- g. Employing the network, equipment or technology resources for commercial or unauthorized purposes;
- h. Using school equipment or resources in any manner that violates any law or state/district policy;
- i. Violating copyright laws;
- j. Misrepresenting an individual's identity or sources of communication or data (e.g., plagiarism, language translators).

- k. Using another's username/password to gain unauthorized access to email, electronics files, folders or online resources;
- l. Providing your username/password to another to gain unauthorized access to secure network resources;
- m. Unsupervised or unauthorized participation in non-educational / non- professional chat rooms, wikis or blogs;
- n. Connecting any computer or other device to the network without the consent of the network administrator, Department of Technology or Department of Information Systems;
- o. Unauthorized or improper publishing to district or school websites;
- p. Unauthorized disclosure, use, or dissemination of personal information regarding yourself (if student) or others;
- q. Using social media to engage in non-professional interaction between employees and students in an inappropriate manner;
- r. All other prohibited activities as listed in WVDE Policy 2460, Section 6.3.

4. A signed acceptable use agreement must be on file for the student before he/she is permitted to access the Internet. The agreement remains in effect for the school year or until it is revoked by the parent or authorized school personnel. That form does not transfer to another school. Each School is responsible for maintaining their own student forms on file.

5. Access to the Internet and WVEIS is provided to all schools and administrative locations through connection to the state telecommunications network established by WVDE and WVNET. This access provides technical protection measures in the form of Internet content filtering to protect against visual depictions that may be considered (1) obscene, (2) child pornography, or (3) harmful to minors as well as other material deemed locally to be harmful to minors. In order to implement the intent of CIPA, COPPA, and E-rate guideline, alternative means of connecting to the Internet from schools and administrative locations are specifically prohibited, unless such service demonstrates similar protective measures and is approved in advance by the Director of Technology. Content filtering is an additional means of providing protection, but it is not to be considered a substitute for the monitoring of students internet use by KCS personnel or parent/guardian.

6. Internet access is provided to users internet to enhance teaching, learning, and other school operations. Remote connections to district routers, servers or other equipment connected to the Internet or Wide Area Network (WAN) are prohibited unless approved by the Director of Technology. Approval will only be granted when access is deemed necessary, and when such access does not conflict with federal, state and local laws, policies or procedures. Kanawha County Schools is not responsible for any damages, loss of data, or validity of information acquired when utilizing the KCS network.

7. Use of the Internet, KCS Network, KCS and KCS electronic devices is considered a privilege and may be suspended or revoked for violation of school, district or state Acceptable Use policies. The Kanawha County Board of Education will take appropriate legal action in response to violations of federal, state and district policies. Such action may include, but is not limited to, action to recover damages and referral to law enforcement agencies.

8. Instances of cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks and other instances of abuse as referred to WV Board of Education Policy 2460, Kanawha County Policy C53 and C58, and other policies and laws will not be tolerated. Allegations of such abuse shall be investigated and appropriate administrative and/or disciplinary actions initiated according to applicable policies and laws.

9. Regardless of the type of social media or electronic communication, inside or outside school, all employees shall maintain a professional relationship with students. Therefore, all employees are discouraged from using any social media to establish non-professional interaction with students. Doing so places the employee at risk. Instances of inappropriate conduct shall be investigated and handled according to the Employee Code of Conduct and Progressive Discipline Procedures.

10. The West Virginia Department of Education can only monitor those e-mail accounts issues to the @stu.k12.wv.us server, which is administered by WVDE. Students should only use their @stu.k12.wv.us email account while in school. All full-time and part-time employees are issued a @mail.kana.k12.wv.us email account through the Department of Information Systems. They may also apply for a WVDE @.k12.wv.us account. There is no presumption of privacy regarding these accounts, and either account may be closed or suspended for violation of acceptable use.

11. Personal technology devices cannot be added to the school, district or state network without prior permission.

#### INTERNET – WEB PUBLISHING

1. Kanawha County Schools recognizes the educational benefits of publishing information on the Internet by school personnel and students. The West Virginia Department of Education established *Web Publishing Guidelines* in West Virginia Department of Education Policy 2460, Section 10. Kanawha County Schools personnel and students shall adhere to those guidelines when publishing information on the Internet, except to the extent that the County Technology Committee and/or School Technology Committee establish procedures that are more restrictive than Policy 2460.

2. The Director of Technology shall provide principals with a copy of West Virginia Department



of Education Policy 2460, *Educational purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet*, and any procedures established by the County Technology Committee. Revisions to Policy 2460 or county procedures shall be provided upon release. The principal is responsible for distribution of Policy 2460 and county procedures to staff and students involved in web publishing.

References:

- *CIPA - Children's Internet Protection Act* - <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>
- *COPPA - Children's Online Privacy Protection Act* - <http://www.ftc.gov/ogc/coppa1.htm>
- *KCS Administrative Regulation J33A* – <http://kcs.kana.k12.wv.us/Repository/series-j-students/2>
- *KCS Administrative Regulation C58* - <http://kcs.kana.k12.wv.us/Repository/series-c-general-school-administration/1>
- *WVDE Policy 2460* - <http://wvde.state.wv.us/policies/>

APPENDIX A  
**KANAWHA COUNTY SCHOOLS**  
**INTERNET & TELECOMMUNICATIONS ACCESS ACCEPTABLE USE AGREEMENT FOR**  
**SECONDARY STUDENTS**

***USE OF TECHNOLOGY RESOURCES WITHIN KANAWHA COUNTY SCHOOLS IS A  
PRIVILEGE, NOT A RIGHT.***

**USER RESPONSIBILITIES**

As the user of technology resources provided by Kanawha County Schools, each student must read, understand, and accept all of the following rules stated below and any additional rules posted at school. Failure to abide by these rules may result in suspension and/or loss of technology privileges and/or disciplinary actions involving local, district, state or federal agencies. Disciplinary actions will apply to all sites when students transfer or have multiple schools or community based learning experiences outside of the home school.

**I understand my responsibility for using the Internet and other online resources; therefore,**

- I will limit my use of school resources, including electronic devices, software, networks, internet access and online resources to the educational objectives authorized and supervised by a teacher in the school;
- I will use appropriate language and polite responses when communicating online;
- I will not share information about myself or others while online. This information includes, but is not limited to, home address, telephone number, and age;
- I will not access, or attempt to access, another person's account(s), nor will I disclose my password to anyone;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not use online access for any illegal, unethical, immoral, harassing, cyberbullying, or unacceptable purpose;
- If given permission to use email at school, I will only use the West Virginia Department of Education @stu.k12.wv.us account email address. I understand that I am NOT to use my personal email account (i.e. Gmail, AOL, Hotmail, etc.) at school or on my school issued device;
- I will only use school-sponsored blogs, wikis, web 2.0+ tools, social networking sites and online groups as part of any educational activity;
- I will report any accidental access to inappropriate sites to the supervising teacher;
- I will only stream any multimedia content from the Internet that supports the educational process;

- I will not download any files or programs without permission from the supervising teacher;
- I will not download copyrighted music files without permission of the copyright holder;
- I will not download, stream or play non-educational games;
- I will not download/ listen to streaming audio and/or video files for non-educational purposes;

**I understand that I must adhere to all federal, state and local laws; therefore,**

- I must adhere to the mandates of West Virginia's Board of Education Policy 2460 – *Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet*. the *federal Children's Internet Protection Act (CIPA)* and the *federal Children's Online Privacy Protection Act (COPPA)*
- I will not access the Internet in school until I have completed Acceptable Use training, and my ~~teacher~~, parent or guardian (which applicable) and I have signed the KCS Acceptable Use form
- I understand my use of Internet-related applications must be authorized by my teachers and be for educational purposes only.
- I understand that cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes/remarks, and other unauthorized uses as referenced in federal, state and local policies and laws are not permitted;
- **NOTE:** A complete copy of Policy 2460 may be obtained from <http://wvde.state.wv.us/policies/>
- **NOTE:** A complete copy of the KCS Policy J33A may be obtained from <http://kcs.kana.k12.wv.us/Repository/series-j-students/1>

**I understand my responsibility for using software legally; therefore,**

- I will not give, lend, sell or copy any software found on school computers or retrieved online, unless I have written/printed permission from the copyright owner;
- I will not take and/or use school/district product key codes for unauthorized use;
- I will be responsible for utilizing all software according to its licensing agreement;
- I will not install, uninstall or delete software programs on any school computer without specific I permission from the supervising teacher or the school computer specialist/technician;

**I understand the importance of using both print and non-print information in a lawful manner; therefore,**

- I will respect and protect the intellectual property of others by observing copyright laws.
- I will not plagiarize information received in any form;
- I will accurately cite all sources of information;

- I will not copy or use copyrighted materials without permission from the owner of the materials;
- I will not use, purchase or steal documents or parts of documents from the Internet for classroom credit; Unless approved, I will not replicate any school-produced material for personal use or represent my own work as having been sanctioned by the school.

**I understand that the use of computer networks is a privilege, not a right; therefore,**

- I will not attempt to bypass system security;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not access or attempt to access another user's, username/passwords, email, or personal files or data without that person's permission;
- I will not change or attempt to change hardware, software or network settings without permission;
- I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising; online gaming, unauthorized video and/or audio streaming, propagation of computer viruses, or unauthorized access to system programs;
- I will not invade the privacy of others by attempting to learn their password or by copying, changing, reading, or using their personal files;
- I will not access a computer and/or network using another person's login information, username and/or password;
- I will not download, install, or execute any file unless it specifically relates to an educational assignment and I have received permission from the teacher.
- I will not attach any unauthorized equipment to the network, including but not limited to the wireless network;
- If I identify a security issue on the system, I will notify the teacher, principal or school computer specialist. I will not demonstrate or share the problem with other students.
- I will not knowingly create, distribute, or execute any virus, worm, Trojan horse, malware, spyware, spam, etc. or disable or change tools used to monitor hardware and software
- I will not seek, view, create, send or distribute unethical, illegal, immoral, inappropriate, or unacceptable material of any type through email or telecommunication resources.
- I will not try to gain unauthorized access.
- I will not try to hack, crack, vandalize or participate in other unlawful online activities.
- I understand that CIPA requires that all Internet access for students be filtered; therefore, I will not use any personal device to access the Internet while on Kanawha County Schools' property.
- I will only use personal technology devices according to school and classroom rules.
- I will not use personal devices to circumvent or bypass filtering devices, security

features, or acceptable use rules.

**Providing false or misleading information when applying for computer access, or violating any of the above rules, will cancel my user privileges and may result in further disciplinary action, including reimbursement for damage and computer recovery costs, suspension and/or expulsion from school.**

**School Name:** \_\_\_\_\_

**Student:** I have read and consent to the rule and responsibilities listed above. I have never had my computer privileges restricted or revoked by any other school.

Student Name (Please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Student WVEIS number: \_\_\_\_\_

**\* Parent or Guardian:** I have read and discussed this form with my child. I understand that it is the responsibility of my child to restrict his/her use to the classroom projects assigned. I accept full responsibility for supervision if and when my child is using computers 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 child.

\_\_\_\_\_ I give permission for my child to access the Internet in school.

\_\_\_\_\_ I do not give permission for my child to access the Internet in school.

\_\_\_\_\_ I give permission for my child to access the Internet in school ONLY FOR testing purposes.

#### **SCHOOL INTERNET WEB SITE STUDENT INFORMATION**

I hereby give permission to use the following information on the school and/or district web sites (initial that you approve):

\_\_\_\_\_ Student's first name

\_\_\_\_\_ Student's last name

\_\_\_\_\_ Student's photo

\_\_\_\_\_ Student in group photo

Parent/Guardian Name

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Vocational students not currently enrolled in a KCS secondary school are not required to obtain parent signature if they are 18 years or over.

**NOTE:** This form will be kept on file in the school listed above. It will not be transferred to another school.

**APPENDIX B**  
**KANAWHA COUNTY SCHOOLS**  
**INTERNET & TELECOMMUNICATIONS ACCESS ACCEPTABLE USE AGREEMENT FOR**  
**ELEMENTARY STUDENTS**

***USE OF TECHNOLOGY RESOURCES WITHIN KANAWHA COUNTY SCHOOLS IS A  
PRIVILEGE, NOT A RIGHT.***

**USER RESPONSIBILITIES**

**I understand my responsibility for using the Internet and other online resources;  
therefore,**

- I will only use the computer/iPad as directed by my teacher;
- I will only use the computer when an adult is in the room;
- I will only use good manners when using the computer/iPad;
- I will not give out any personal information about myself or others, such as my name, address, telephone number, or age while on the computer;
- I understand that all passwords are to kept secret;
- I will not log on to a computer/iPad using another person's username or password;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not post or send information to harass or bully another person;
- I will only use the school-provided email account while at school;
- I will only use school-sponsored blogs, wikis, web 2.0+ tools, social networking sites and online groups as part of any educational activity;
- I will only use appropriate Internet sites as directed by my teacher;
- I will tell my teacher or other adult if I accidentally access an inappropriate sites;

**I understand that I must adhere to the mandates of West Virginia's Board of Education Policy 2460 - Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet.**

- I cannot use the Internet in school until I have completed the Acceptable Use Training,

and my parents (or guardian), and I have signed and returned the KCS Acceptable Use form.

- NOTE: A complete copy of Policy 2460 may be obtained from <http://wvde.state.wv.us/policies/>

**I understand my responsibility for using software legally; therefore,**

- I will not give, lend, sell or copy any software found on school computers or the Internet, unless I have printed permission from the copyright owner;
- I will not install any software on school computers/iPads without teacher permission;
- I will not install or add any device to a school computer or network;

**I understand the importance of using both print and non-print information in a lawful manner; therefore,**

- I will not copy information received in any form and say that it is my own work;
- I will accurately cite all sources of information;

**I understand that the use of computer networks is a privilege, not a right; therefore,**

- I will follow the school's computer use rules
- I will not attempt to bypass system security or change settings without teacher permission;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not tamper with the network or computers/iPads;
- I will not damage or destroy any technology equipment;
- I will not go into anyone else's files or use anyone else's password;
- I will not download or listen to music from the Internet unless directed to do so by the teacher;
- I will not use any non-school email address while at school
- I will not play any non-educational game on a school computer/iPad.

**Providing false or misleading information when applying for computer access, or violating any of the above rules, will cancel my user privileges and may result in further disciplinary action, including reimbursement for damage and computer recovery costs, suspension and/or expulsion from school.**

**School Name:** \_\_\_\_\_

**Student:** I have read and consent to the rule and responsibilities listed above. I have never had my computer privileges restricted or revoked by any other school.

Student Name (Please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Grade: \_\_\_\_\_

Student WVEIS number: \_\_\_\_\_

**Parent or Guardian:** I have read and discussed this form with my child. I understand that it is the responsibility of my child to restrict his/her use to the classroom projects assigned. I accept full responsibility for supervision if and when my child is using computers 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 child.

- ☐ I give permission for my child to access the Internet in school.
- ☐ I do not give permission for my child to access the Internet in school.
- ☐ I give permission for my child to access the Internet in school ONLY FOR testing purposes.

#### SCHOOL INTERNET WEB SITE STUDENT INFORMATION

I hereby give permission to use the following information on the school and/or district web sites (initial that you approve):

- |   |       |   |
|---|-------|---|
| <input type="checkbox"/> Student's first name | _____ | <input type="checkbox"/> Student's last name    |
| <input type="checkbox"/> Student's photo      | _____ | <input type="checkbox"/> Student in group photo |

**NOTE:** This form will be kept on file in the school listed above. It will not be transferred to another school.



**APPENDIX C**  
**KANAWHA COUNTY SCHOOLS**  
**COMPUTER AND TELECOMMUNICATIONS ACCEPTABLE USE POLICY KCS EMPLOYEE**  
**AGREEMENT GUIDELINES FOR ALL KCS EMPLOYEES**

***USE OF TECHNOLOGY RESOURCES WITHIN KANAWHA COUNTY SCHOOLS IS A  
PRIVILEGE, NOT A RIGHT***

**When using computers or other technologies that are the property of Kanawha County Schools, my obligation is as follows:**

1. Even though “educators” are the ones who come in daily classroom contact with students, acceptable/appropriate uses of online resources, technologies and the Internet is a responsibility of all educational staff and employees.
2. I understand that KCS electronic equipment is to be used primarily for educational or business purposes, whether on school property or at another location. For that reason, I will limit my personal computer/internet activity while at school. However, any use of KCS electronic equipment while at school or any other location that violates policy will result in disciplinary action. These uses include but are not limited to, pornographic material, gambling, and/or anything that can be viewed or interpreted as inappropriate.
3. I will not install any unauthorized software on KCS computers. Unauthorized software is defined as software outside the legal licensing agreement created by the author of the program.
4. I will not install any software on KCS computers for non-educational/non-business use.
5. I will not give, lend, sell, download or copy any software found on KCS computers or retrieved online, unless I have printed permission from the copyright owner or the software license allows it. Additionally, I will not assist others in doing so.

6. I will not use computers to view, create, modify or disseminate obscene, objectionable, violent, pornographic, or illegal material.
7. I will not use computers for commercial or for-profit purposes that include, but are not limited to, gambling, advertising, and solicitation.
8. I will not use computers to send unsolicited, offensive, abusive, obscene, harassing, or other illegal communications.
9. I will not forward chain emails, inappropriate jokes and stories, Internet hoaxes, urban legends, and other non-educational email messages. I will make an effort to validate virus warnings before sending them to other KCS employees.
10. I will not attempt to bypass system security.
11. I will not attempt to bypass any school, county or state filtering system. I understand that content filtering is used to meet all federal CIPA, COPPA and E-rate laws, policies and guidelines.
12. I will not invade the privacy of others by attempting to learn their passwords or by copying, changing, reading, or using their personal files.
13. I understand that the school employees have more privileges (access) to files and folders on the network. Therefore, to protect the confidentiality of student/employee files and records, I will always log off the computer/network when not using it, AND I will not allow students, parents, or unauthorized persons to use my account.
14. I will not download copyrighted materials from the Internet without the permission of the copyright holder. This includes, but is not limited to, music and video files.
15. I understand video and/or audio streaming content requires massive amounts of bandwidth and will slow down the Internet service to the school, district and/or state. Because of this, the use of streaming content should be restricted to educational purposes.
16. I will not add or install any wireless device to a school network without prior permission from the KCS Department of Technology or Information Systems.
17. I will not disable any security and/or antivirus software installed on my computer or the school file server.
18. I understand that, if assigned a school, county or state funded laptop, I am expected to have it at my workplace every day.
19. I understand that I have a KCS email address and am expected to check it regularly. I understand it is for professional use.
20. Instances of cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks and other instances of abuse as referred to WV Board of Education Policy 2460, Kanawha County Policy C53 and C58 and other policies and laws will not be tolerated. Allegations of such abuse shall be investigated and appropriate administrative and/or disciplinary actions initiated according to applicable policies and laws.
21. Regardless of the type of social media or electronic communication, inside or outside school, all employees shall maintain a professional relationship with students. Therefore, all employees are discouraged from using any social media to establish non-professional interaction with students. Doing so places the employee at risk. Instances

of inappropriate conduct shall be investigated and handled according to the Employee Code of Conduct and Progressive Discipline Procedures.

22. I will adhere to the mandates of WVDE Policy 2460, federal CIPA (*Children's Internet Protection Act*) and COPPA (*Children's Online Privacy Protection Act*) laws.
23. I will not post student images, videos or personal information on the school website or the Internet without parental or guardian permission.

### **GUIDELINES FOR KCS TEACHERS USING THE INTERNET IN CLASSROOMS**

**NOTE: In order to supervise students using the Internet, staff members must have read the WVDE Policy 2460**

1. Educators occupy a position of trust and stand in the place of a parent or guardian while a student is in school. (W. Va. Code § 18A-5-1(a).) Therefore, it is the educator's responsibility to ensure classroom activities focus on appropriate and specific learning goals and objectives for personalized learning when using Internet-related technologies.
2. Before any student uses the Internet in school, he/she **must** receive an Acceptable Use training session conducted by a KCS educator that must include a discussion of the KCS Administrative Regulation, Series J33A, and the accompanying Acceptable Use Policy.
3. All student use of the Internet must be authorized by a KCS educator and must focus on appropriate learning goals and objectives. Non-educational gaming is NOT allowed.
4. All students must have a fully signed KCS Computer an Acceptable Use Policy on file in their schools before being allowed on the Internet or use any online resource.
5. Students can access email at school ONLY through the use of an approved West Virginia @stu.k12.wv.us account.
6. If chat groups, wikis and blogs are used with students, they must be monitored closely by the teacher for inappropriate content. KCS has provided Schoology and it is available to use with any KCS K-12 student.

#### References:

- CIPA - *Children's Internet Protection Act* - <http://www.fcc.gov/guides/childrens-internet-protection-act>
- COPPA - *Children's Online Privacy Protection Act* - <http://www.ftc.gov/ogc/coppa1.htm>
- WVDE Policy 2460 - <http://wvde.state.wv.us/policies/>
- KCS Administrative Regulation C58 - <http://kcs.kana.k12.wv.us/Repository/series-c-general-school-administration/1>

### **FAILURE TO COMPLY WITH THE ABOVE RULES MAY RESULT IN DISCIPLINARY ACTION**

I have read the rules and regulations above. I also understand that any computer, as the

property of KCS, is subject to random auditing, for the purpose of determining the presence of unauthorized software, by either KCS or software publishing organizations.

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

Employee's Signature:\_\_\_\_\_Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: This form will be kept on file in the school office. Employees not located in schools should submit the signed documents to their immediate supervisor.**