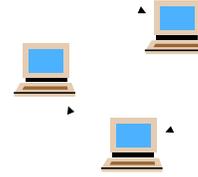


Randolph County Schools Acceptable Use Policy (AUP) for Computers and the Internet

Revised 23 Oct. 2002



The availability of Internet access in Randolph County Schools provides great educational opportunity through connections to computers, information resources, and people all over the world. Access to Internet will provide Randolph County students and educators with:

- C Electronic mail communications (SEPARATE APPLICATION REQUIRED)
- C Information and news services
- C Discussion groups on a variety of subjects
- C Connections to many educational resources, schools, libraries, colleges, companies, agencies, and businesses.

With this access comes rights and responsibilities. Computer usage and Internet usage in Randolph County Schools must be consistent with the educational objectives of each school, Randolph County Board of Education, and West Virginia Board of Education. This policy and all computer use must be in compliance with WV Policy 2460, the Children's Internet Protection Act (CIPA), and the Children's Online Privacy Protection Act (COPPA).

With the access of computers involving people and places all over the world, the student may encounter some material that is not of educational value or may be objectionable. Randolph County Schools feels that the risk of this material is far outweighed by the valuable information and interaction available through this technology. Although we cannot guarantee that your child will not access inappropriate material, Randolph County Schools and the WV Department of Education will take specific steps (listed on subsequent pages) to minimize the chance that students will encounter objectionable material.

The use of the Internet is a privilege, not a right. It is the responsibility of the administrator, teacher, student, and parents/guardians to ensure that access to telecommunication networks and computers provided by the Randolph County School system is not abused. To avoid abuse and to provide the best educational opportunity, this Acceptable Use Policy has been developed. Before students have access to the Internet, this policy will be explained to the student and a copy sent home for the student, parent/guardian, and teacher to read and sign. This signed policy must be returned to the school and kept on file. All Internet users must comply with this AUP, and also the rules of individual teachers and schools during Internet and computer use.

*****It is necessary that all Internet-using Employees, Students, and Parents/Guardians read, sign and return this Acceptable Use Policy.**

Acceptable Use

- C **Use must be in support of education and research consistent with County and State policies for academic use.**
- C **All student use of Internet must be under the supervision of a teacher, without exception.**
- C **All E-mail accounts must be issued through WVDE and WVNET.**
- C Training will be provided for each individual accessing Internet and this Acceptable Use form, signed by parent/guardian, student, and teacher, will be on file.
- C Use must be consistent with the school's rules for computers and networks..
- C Access is provided as an instructional tool rather than a personal forum.
- C Software may be copied if it is clearly identified as shareware, in the public domain, or with written permission of the copyright owner.
- C Users must be polite and considerate of other users.
- C If a security problem is identified, notify the system administrator immediately.
- C Only group photographs of students are allowed to be posted on school web sites (without individual names). "SOCCER TEAM" is OK. "Jim Jones, Art Bell, Leslie Church" are not allowed.
- C Users may be occasionally required to update registration, password, and account information in order to continue Internet access.

Unacceptable Use

The following are PROHIBITED ACTIVITIES:

- C **Accessing any Web-based email account, e.g. Hotmail, Yahoo mail, from a school computer; except for the WVDE-sponsored K-12 Web Mail site.**
- C **Chat Rooms or Live Chat.**
- C **Illegal activities.**
- C **Posting or E-mailing Individual student photographs.**
- C Revealing your account password or allowing another person to use your account.
- C Students revealing any personal information of oneself or others to any Web site, or in any e-mail, unless it is official school business, or in the domain of Randolph County Schools or West Virginia Department of Education, e.g. a special restricted-access web site used for class registration or other academic business.
- C Taking other users' identities for granted. Remember that the online world is in many ways an anonymous one. Online user profiles and personal information provided by others could be more fiction than fact.

(UNACCEPTABLE USE, Continued)

- C Using another individual's account.
- C Attempting to log on as another user.
- C Threatening, obscene, or sexually explicit material or language.
- C Using Internet or e-mail to demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, sexual persuasion, or any other reasons.
- C Harassment. This includes the persistent annoyance of another user, causing someone to feel uncomfortable, or the interference in another user's work, or the sending of unwanted E-mail which causes another user to feel harassed. All State and Federal laws such as WVDE Harassment Policy 2421, WV Code 18-2-5, 5a, 7b, and Title IX, are applicable regarding harassment and school safety.
- C Vandalism (defined as any malicious attempt to harm hardware, or destroy the data of another, the Internet, or any network).
- C Downloading data to the hard drive without the approval of the system manager or the classroom teacher.
- C Unauthorized use of copyrighted material without author's permission.
- C Unauthorized copying or distribution of software, by copying onto portable media or onto other computers by any method.
- C Use of Internet, computers, or computer equipment for creating, storing, or viewing pornographic material.
- C Use for activities which are commercial, cost-incurring, or for-profit.
- C Product advertisement.
- C Political lobbying.
- C Intentionally disrupting the network, or the work of others by manipulating system data with malicious intent.
- C The intentional composition, transmittal, or proliferation of computer viruses or worms.
- C Intentionally spreading virus hoaxes by any method.
- C Posting any information on a web site which would make any student personally identifiable, such as their full name, address, or telephone number.
- C Advertising, promotions, or links to commercial entities on school web sites except to a school's business partner(s). This is to comply with the non-profit status of schools in order to be eligible for Federal E-rate funds.
- C Showing or identifying a security problem to anyone other than the supervising teacher and/or system administrator.
- C Attempting to circumvent, defeat, or disable filtering software.
- C Use of the Internet, computer, or computer equipment which harms or potentially harms others or the operation of computer equipment that is not specifically outlined in this Unacceptable Use section will also be subject to penalties upon the review of Randolph County Schools Administration, Randolph County Schools Technology Team, West Virginia Department of Education, and/or WVNET.

Other Web Site Practices

- C Official Web site of the school is designated by Faculty Senate and Principal, and the URL will be made known to the County Office, or if hosted on a State-approved “access” server, the URL will be provided to the school.
- C School web sites must be hosted on Randolph County Schools web servers if one is available.
- C School web sites will be regularly maintained and checked at least bimonthly by each school to make sure they contain current information and functional links. Errors in grammar, usage, and spelling must be eliminated.
- C The Principal will be the person responsible for the school web site, but may designate a teacher to act as Webmaster on a working basis. The appearance and content of a school web site is very important, and is a reflection of the School and County to the educational community and the world.
- C “Home Pages” for individual students which are composed at school must be under the direction of a teacher and must have parental permission.
- C Personal web sites may be composed at school as part of a class but must be uploaded to the student’s home ISP. It may not be hosted on a State or County server.
- C School or County computers may not host any live web sites except in the case of servers intended for that purpose.
- C All web sites must comply with WVDE Policy 2460, the Children’s Internet Protection Act, and the Children’s Online Privacy Protection Act.

Notice

- C The Internet is a public network, and as such, according to well-established legal precedents, **e-mail is not private**. System operators have access to all user account directories and data, e-mail, personal web pages, and any other files stored on system servers.
- C Those operating the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- C System Administrators may delete files at any time to conform to system storage needs.
- C Logging of user activity may be utilized by system operators to insure compliance and investigate problems.

Penalties for Unacceptable Use

- C **Any user violating the provisions of this AUP, applicable state or federal laws, or posted classroom rules of computer-use will be denied network privileges at the time of the offense and will be subject to School/County Disciplinary options, including temporary or permanent denial of Internet access and/or use of an e-mail account. WVNET may independently impose e-mail restrictions, depending on the offense. Criminal prosecution may result when applicable.**

This AUP will be reviewed annually by the County Administration and the Technology Team.

Randolph County Schools
Acceptable Use Policy Agreement Signature Page
SCHOOL/LOCATION: _____



RELEASE AND AUTHORIZATION FORM

As a user of the Randolph County Schools computer network, I hereby agree to comply with the Acceptable Use Policy (AUP) Agreement. Should I commit any violation, my access privileges may be temporarily or permanently revoked and disciplinary action may be taken, up to and including suspension/expulsion. I understand that commission of any crime via Internet falls under State and Federal authority.

USER'S NAME (please print) _____ GRADE, if student: _____

USER'S SIGNATURE _____ DATE _____

FOR PARENTS/GUARDIANS OF MINORS:

As a parent or legal guardian of the above signed student, I have read this Acceptable Use Policy. I grant permission for him/her to access networked computer services such as electronic mail (E-mail) and the Internet for educational purposes. I understand that he/she is expected to use good judgement and, to follow rules, policies, and classroom guidelines in making contact on school telecommunication networks (e.g. the Internet). I understand that Randolph County Schools and the WV Department of Education have taken precautions to minimize objectionable material. However, I recognize it is impossible to restrict access to all controversial materials. When using the Internet, I realize that students might read material, including e-mail, that is controversial or offensive. If a violation of this policy occurs, the offending student will be subject to school discipline policy, and if actual laws were broken, possible criminal penalties. I give my permission to access Internet and apply/obtain at no cost a West Virginia Department of Education E-mail account for my child. I voluntarily agree to release, hold harmless, defend, and indemnify, the Randolph County Schools, its officers, board members, employees and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use, including, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions.

_____ **ACCEPT** I understand and accept the above Acceptable Use Policy governing Internet and WVDE electronic mail accounts and computer use..

- 9 <---- *By checking this box, I also give permission for the school to post exemplary schoolwork of my child to the school web page with their first name and last initial. (NO PHOTOGRAPH OR LAST NAME).*
- 9 <----*By checking this box, I also give permission for my child to create a personal or family home web site "home page" as part of a class, and upload and post it to my home Internet Service Provider. (The ISP is not under the jurisdiction of the school).*

_____ **DENY** I do NOT give permission for my child to use Internet. I understand that it is not possible to guarantee that my child may not observe others using it.

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

Student Name (please print) _____
Home Address/City/Zip _____

Home Phone _____ Work Phone _____

SCHOOL SIGNATURE Approved: AUP Council Representative/Teacher

Teacher Name (please print) _____ Date _____

Teacher/Administrative Signature _____ Date _____

If you have any questions about this Acceptable Use Policy, Policy #2460, CIPA, or COPPA, please contact the supervising teacher at the school, or Randolph County Schools Director of Technology at 636-9155 x135.

A complete copy of Policy #2460 is available for review from your school Technology Staff/Teachers, and will be provided to each person applying for a WVDE E-mail account.