

RANDOLPH COUNTY SCHOOLS
NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP)
August 15, 2011

1. INTRODUCTION

This document formalizes the policy for users of Randolph County Schools' network and access to the Internet via West Virginia Network for Educational Telecomputing (WVNET). All users, including students, teachers, administrators, staff, substitute personnel, and educational organizations are covered by this policy and are expected to be familiar with its provisions. 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:

- a. Electronic mail communication
- b. Information and news services
- c. Public domain and software of all types
- d. Discussion groups on a variety of subjects
- e. Connections to many libraries, companies, agencies, and businesses
- f. Virtual courses and educational resources
- g. Online staff development
- h. Electronic educational tools and e-learning platforms

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.

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. Each student who will access the Internet will be part of a discussion group with educators pertaining to the proper use of the network. Based upon acceptable use of guidelines outlined in this document, the West Virginia Department of Education (WVDE) and WVNET system administrators and Randolph 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. As the use of telecommunication networks by students and educators increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations. Computer and Internet usage in Randolph County Schools' must be consistent with the educational objectives of each school, Randolph County Board of Education, and the WVDE. This policy and all computer use must be in compliance with West Virginia Board of Education (WVBOE) Policy 2460, Children's Online Privacy Protection Act (COPPA), and the Children's Internet Protection Act (CIPA). Access to the Internet is provided as a privilege to students who agree to act in a considerate and responsible manner. 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.

3. PARENTAL CONSENT

Students must have written parental consent to use this system, network, and Internet. A parent may rescind his/her consent in writing at any time, subsequently terminating the student's use of this service.

4. SECURITY

Users who identify a security problem on the system must notify a system administrator. Users must not demonstrate the problem to other users. Users must not use another user's account or give their password to others. Attempts to log into any system as a system administrator will result in cancellation of user privileges and may result in other disciplinary action (See Randolph County Schools' Policy 5600 – Student Discipline, Policy 3139 and 4139 – Staff Discipline). Any user identified as a security risk or having a history of problems with other computer systems may be denied access. WVDE and Randolph County Schools' provide filtering, but no system can totally filter unacceptable materials. Users assume responsibility for responsible use of the Internet and self-monitoring of materials accessed.

5. USER RESPONSIBILITIES

It is the responsibility of any person using Randolph County Schools' network or Internet to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in making decisions about the appropriate use of network and Internet resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from his or her administrator and/or the Director of Technology for Randolph County Schools. Use of Randolph County resources shall constitute acceptance of the terms of these guidelines.

A. EDUCATOR RESPONSIBILITIES

It is the responsibility of educators who are using Randolph County Schools' 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 Acceptable Use Policy as stated in this document. If an educator has reason to believe that a student is misusing the system, he or she has the right to request that Randolph County Schools access the student's account in order to review the use of Randolph County network devices by the student. It is also the responsibility of the teacher to report any misuse of the system to his/her administrator and/or the Director of Technology directly.

B. STUDENT RESPONSIBILITIES

It is the responsibility of students who are using Randolph County Schools' 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 Acceptable Use Policy as stated in this document. If a student is misusing the system, educators in the district have the right to discontinue his/her use of the system and/or to impose further disciplinary action (See Randolph County Schools' Policy 5600 – Student Discipline) up to and including suspension or expulsion.

C. ACCEPTABLE USES 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. Students are responsible for proper behavior and communication on the Internet just as they are in a school building. General school rules for behavior and communication apply for computer and Internet usage. Specific examples of acceptable use from state and local policies include, but are not limited to:

1. Use must be in support of education and research consistent with county and state policies for academic use.
2. All student use of Internet must be under the supervision of a teacher/administrator, without exception.
3. Training will be provided for individuals accessing the Internet and this Acceptable Use Policy, signed by parent/guardian, student, and teacher, will be on file.
4. Use must be consistent with the school's rules for computers and networks.
5. WVDE and WVNET Access E-mail accounts are provided as an instructional tool rather than a personal email address or forum.
6. Comply with fair-use laws and other copyright regulations while accessing and utilizing the Internet and other network materials and resources. Software may be copied if it is clearly identified as shareware, in the public domain, or with written permission of the copyright owner.
7. Users must be polite and considerate of others.
8. If a security problem is identified, notify the system administrator immediately.
9. Users may be occasionally required to update registration, password, and account information in order to continue Internet access.

D. UNACCEPTABLE USES AND BEHAVIOR

The resources available to Randolph County Schools' users are to be used for educational purposes, as noted above. In the interest of helping users understand inappropriate use, the following list clarifies what users should not do:

1. Respect yourself and other Internet users while being SAFE online
 - Users will not reveal personal information about themselves or others.
 - Users will not use, send, or display hate mail, forwards (FWD:), harassing or discriminatory remarks, or other antisocial communications (cyberbullying).
 - Users will not intentionally seek information on/obtain copies of, or modify files, other data, or passwords belonging to other users; do not misrepresent other users on the network or impersonate someone else online.
 - Users will not access or share sexually explicit (including nude or semi-nude images of yourself or others), obscene, or otherwise inappropriate materials-including sexting and inappropriate SMS/MMS messages.
 - Do not intercept communications intended for other persons or log in through another person's account or attempt to access another user's password or files (identity theft/hacking).
 - Do not send hurtful or untrue (defamatory or libelous) materials concerning a person or group of people
 - ("sexting", inappropriate SMS/MMS messages).
 - Users will not participate in cyberbullying: the act of making personal attacks or threats against anyone.
 - Users will not use instant messaging programs (e.g., AOL, MSN, GMail, Yahoo, etc) unless for educational purposes under the direct supervision of a teacher or administrator.
 - Any illegal activities are prohibited.
2. Use technology for instructional/educational purposes
 - Students should use technology for school-related purposes only during the instructional day.
 - Students can access collaborative networking sites under the direct supervision of a teacher or administrator.
 - Students can access voice and video live communications, relay chat, (Skype, GMail, WVDE Virtual School, etc) only under the direct supervision of a teacher or administrator
3. Be careful of what you download from the Internet
 - Do not use the Internet in any way that could disrupt the use of the Internet by other users (e.g., downloading large files during prime usage time, sending mass email messages, annoying other users, peer-to-peer file sharing.)
 - Do not use the network to download entertainment software or other files not related to the mission and objectives of Randolph County Schools.
 - Do not download, upload, distribute, or install unauthorized software (including shareware and freeware), files, or any other materials that are not specifically related to an educational project or in violation of federal copyright laws.
4. Be responsible about technical equipment and network usage
 - Do not allow for-profit institutions to use the network or internet for commercial activities (fundraising on school sites, links to websites with ads)
 - Do not use the Internet or network to further any political or religious purpose
 - Do not gain unauthorized access to computers or telecommunication networks
 - Do not interfere with the operation of technology resources, including placing a computer virus on any computer system, including the network system
 - Do not use the internet for personal business
 - Do not attempt to gain unauthorized access to the network system
 - Do not vandalize any technology equipment which is defined as any attempt to harm or destroy data of another user or any connections or equipment that are part of the internet.

As with any other form of communication, these systems may not be used to transmit or store messages or other data that are inappropriate under existing WVDE or district policies such as those prohibiting sexual harassment. Users may not create, send, or store messages or other data that are considered offensive, contain sexually explicit materials, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or group of people. Users also may not create, send, or store messages, pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort. **In accordance with the one-to-one initiative, students must comply with all sections of the acceptable uses and behavior framework.**

6. NO EXPECTATION OF PRIVACY

Randolph County Schools retains the right to inspect any user's Virtual Hard Drive (VHD) and the files it contains. Randolph County Schools' also has the right to give permission to the teachers, the school administrators, and the parents of any student to review the use of Randolph County tools by a student whom they think may be misusing the system. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Monitoring software may be used to periodically monitor computers by all users. Use of Randolph County Schools' technology resources constitutes consent for the Randolph County Schools' staff to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access.

7. PASSWORDS

Each user shall be required to use and maintain a password that was created according to Randolph County Schools' guidelines if a password is provided. This password is to be used to access the Randolph County Schools computer network and any resources that reside within the network and require password access. The users must take precautions to maintain the secrecy of their 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 change the password immediately. Users will be held accountable for all activity that takes place under their password.

8. VIOLATIONS/SANCTIONS

Failure to observe these guidelines may subject users to termination of their Randolph County Schools' accounts and/or Internet and network access privileges. Failure to observe guidelines may also result in disciplinary action (See Randolph County Schools' Policy 5600 – Student Discipline, Policy 3139 and 4139 – Staff Discipline) that may include suspension or expulsion from school. Randolph County Schools' will also advise law enforcement agencies of illegal activities conducted through Randolph County Schools' resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through Randolph County Schools' resources.

9. 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 Randolph 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 Randolph 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 Randolph County Schools' deny any responsibility for the accuracy or quality of information obtained through the system.
- E. WVDE, WVNET and Randolph County Schools' reserve the right to change its policies and rules at any time.
- F. All provisions of this agreement are subordinate to local, state and federal statutes.
- G. This policy is in compliance with state and federal telecommunications rules and regulations.

NETWORK POLICIES AND MISCELLANEOUS TECHNOLOGY USE

All technology guidelines are designed to maximize time on task, protecting the emphasis on academics and the prescribed curriculum. These guidelines also protect the integrity of the teaching and learning process. With this in mind, Randolph County Schools' offers clarification on specific issues as follows:

CYBERBULLYING

Cyberbullying will not be tolerated. Educators will educate students about responsible behavior, and students will assume responsibility for Internet and network use that demonstrates respect for themselves and others. Any conduct that meets the definition of "harassment, intimidation or bullying" that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or disrupts or interferes with the orderly operation of the school shall be subject to disciplinary action regardless of whether the conduct occurs on school property, at a school sponsored function, occurs during school time, or, involves the use of school property, shall be subject to disciplinary action.

DOWNLOADS

In order to ensure equitable access to Internet resources, no audio or videos files will be downloaded except by request and/or with specific district permission.

GAMING

Use of the Internet and network system will be for educational purposes. Games not related to instructional objectives will not be accessed during the school day. Teachers and administrators will be responsible for monitoring Internet and network use and ensuring that access is for the purpose of furthering instructional goals.

LAPTOPS AND PERSONAL COMPUTING DEVICES

STUDENTS

Students may **NOT** bring laptops/personal computing devices to school from home. While on school grounds, students may use only laptops, desktops, and computing devices provided by the school system under the direction of teachers, and they must abide by all elements of Randolph County Schools' Acceptable Use Policy.

TEACHERS/ADMINISTRATORS

Teachers and administrators (including all full-time, part-time, service and professional staff) with personal laptops/computing devices 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/computing devices agree to allow the county to connect their computers to the county network (if needed), to use the county-recommended antivirus protection, to update and run antivirus scans and definitions daily (prior to system use), and to abide by all elements of Randolph County Schools' Acceptable Use Policy.

SUBSTITUTE STAFF

Substitute staff may **NOT** bring personal laptops/computing devices from home.

VENDORS AND OTHER SCHOOL VISITORS

Vendors and other school visitors who wish to use personal laptops/computing devices on while in the school environment must seek permission from the administration or Randolph County Schools' Office of Technology PRIOR to visiting the school or county office. These users also agree to abide by Randolph County Schools' Acceptable Use Policy.

STUDENT 1:1 COMPUTING (STUDENT-ISSUED NOTEBOOKS)

11th grade students will receive notebooks for 1:1 computing only after parents/guardians have read and signed the Acceptable Use Policy, indicating they understand and will abide by all AUP guidelines.

Notebook guidelines are as follows:

- 1) Notebooks remain the property of Randolph County Schools' and are subject to audit by county staff at any time.
- 2) Students will turn in notebooks at the scheduled date at the end of the school year and pick them up again at the beginning of the next school year. They will keep the same notebook until graduation or departure.
- 3) Students will be responsible for keeping their notebooks secure and in good condition.
- 4) Students will demonstrate responsible and safe use of the Internet both at school and at home.
- 5) Students will respect teachers and use notebooks only as directed in the instructional environment.
- 6) Students will respect peers and promote positive interactions among all classmates.
- 7) Students are responsible for all use of their notebooks.
- 8) Students will not loan their notebooks to peers or family members.
- 9) All software loaded on the laptop must be approved by Randolph County Schools' Office of Technology.
- 10) **Parents/Guardians/Students are financially responsible for the return of the student notebook if it is damaged, lost, or stolen. Student notebooks are covered under a limited two-year warranty purchased by Randolph County Schools. A two-year accidental damage protection warranty may be purchased.**

Students who receive a notebook will receive a Student/Parent 1:1 Notebook Program Handbook for complete information on rules, regulations, procedures, and best practices with the student-issued notebooks.

CONSEQUENCES of FAILURE TO COMPLY

Failure to comply with the policies as set forth here may result in loss of privileges to use Internet and network computers indefinitely and may also result in further disciplinary action (See Randolph County Schools' Policy 5600 – Student Discipline, Policy 3139 and 4139 – Staff Discipline), up to and including suspension and expulsion. The Randolph County Board of Education shall ensure implementation of this policy in a method that promotes proper use of the Internet. As needed, each school shall utilize technical assistance that is available from the West Virginia Department of Education and RESA VII to promote implementation of this policy. Additionally, each school shall establish procedures that promote the proper use of the Internet system. These procedures must be consistent with approved county and West Virginia Board of Education policies and guidelines.

ACCEPTABLE USE POLICY AGREEMENT

School / Location: _____

STUDENTS:

As a user of the Randolph County Schools computer network, I have read (or it has been explained to me) and 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.

Student Signature _____ Date _____

School _____ Grade _____

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 judgment 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 West Virginia 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.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use -- setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media. I have read and discussed the Randolph County Schools Acceptable Policy with my child.

Parent/Guardian Signature: _____ Date: _____

PERMISSION FORM FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK

I understand that my child's work or writing may be published on the district's web page at <http://boe.rand.k12.wv.us>. I further understand that no last name, home address or home telephone number will appear with such work. I grant permission for World Wide Web publishing. I may withdraw permission in writing at any time.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

PERMISSION FORM FOR WORLD WIDE WEB PUBLISHING OF STUDENT PHOTOGRAPH

I understand that my child's photograph may be published on the district's web page at <http://boe.rand.k12.wv.us>. I further understand that no last name, home address or home telephone number will appear with such work. I grant permission for the World Wide Web publishing. I may withdraw permission in writing at any time.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

EMPLOYEES & STAFF

As a user of the Randolph County Schools computer network, I have read and 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/termination. I understand that commission of any crime via Internet falls under State and Federal authority.

Employee Signature _____ Date _____