

FAYETTE COUNTY BOARD OF EDUCATION
Fayetteville, West Virginia

Board Policy: ACCEPTABLE USE OF ELECTRONIC RESOURCES,
TECHNOLOGIES AND THE INTERNET

Adopted: September 8, 1998

Revised: August 20, 2001
January 21, 2003
June 2, 2008
June 18, 2012

1. PURPOSE.

Access to electronic resources, technologies and the Internet provides potential opportunities for educational benefit. However, Fayette County Schools has no reasonable means to totally control the content of communications or information disseminated on the Internet or other on-line services. Moreover, Fayette County Schools lacks the ability to completely monitor the dissemination of communication to and from students.

Fayette County Schools, through the West Virginia Department of Education, filters Internet content in compliance with CIPA (Children's Internet Protection Act) which serves to block or filter access to pictures that are obscene, child pornography, or harmful to minors. Even so, it is possible that, defamatory or inaccurate information, or information that is offensive may be accessed through the Internet or other on-line services, and because unlawful or inappropriate student communication may serve as a basis for criminal and/or civil liability, it is necessary that parents or other responsible adults provide informed consent for student access to the Internet.

2. SCHOOL CONTROL AND EMPLOYEE/STUDENT USE.

2.1. Each school that affords Internet access shall develop a plan for control of access to the network for students and employees. This plan should include but not be restricted to: a school acceptable use policy (AUP); supervision schemes for labs and all other Internet access points (there should be no unsupervised Internet access); a consent and waiver form signed by a parent or other responsible adult for each student who is afforded Internet access; all relevant passwords, codes, account numbers, etc., provided to such students in connection with Internet

access; and the initiation and termination dates of individual student Internet access. The plan should also contain specific punishment routine for violation of the acceptable use policy.

2.2. Accidental or purposeful accessing of inappropriate sites or material should be documented and reported to the Fayette County Board of Education's (FCBOE) CIPA compliance agent. Offensive emails may be forwarded to abuse@access.k12.wv.us.

2.3. A copy of the plan along with all policies developed by the school will be submitted to and approved by the FCBOE's Director of Technology.

2.4. All public schools located in Fayette County will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

2.5. Actions not permitted on the county networks include, but are not limited to, the following: (WVEIS record keeping is not considered Internet based communications.)

2.5.1. Transmitting private information about students or employees.

2.5.2. Sending or displaying harassing or offensive messages.

2.5.3. Sending email to promote the election of a candidate for public office or the promotion or opposition to any ballot proposition.

2.5.4. Viewing, creating, accessing, uploading, downloading, storing, sending or distributing obscene language or obscene, pornographic or sexually explicit material.

2.5.5. Downloading programs that may threaten the network (virus programs, files containing viruses, non-curricular Internet game software, Internet music, or any software that siphons excessive bandwidth.)

2.5.6. Violating copyright laws. Documents on the Internet that are copyrighted may not be copied without permission.

2.5.7. Logging on as another person and accessing the network as them. (unless done in an administrative capacity)

2.5.8. "Hacking" (breaking into protected files) or looking in other person's folders without authorization.

2.5.9. Introducing problems into the network for the purpose of disruption.

2.5.10. Using the network for personal financial gain.

2.5.11. Use of “chat” programs or electronic message board is not allowed without expressed consent. “Chat” programs should only be used in a curricular pursuit.

2.4.12. Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks and other unauthorized uses as referenced in WVBE policies or other policies and laws

2.5. The viewing, storing, transmission or downloading of pornography or sexually suggestive or sexually explicit material or text on a work computer or other electronic storage or communication device, whether at home or at work, by school personnel or anyone else to whom the school personnel has made the computer or other electronic storage or communication device available, is prohibited. The same prohibition applies to a personal computer or other electronic storage or communication device while at school or a school activity.

2.6. School personnel will maintain a professional relationship with all school students, both inside and outside the classroom and while using any form of social media and other electronic communication. Unethical conduct includes but is not limited to committing any act of harassment as defined by WVBE and/or district policy; committing or soliciting any sexual act from any minor or any student regardless of age; soliciting, encouraging, or consummating a romantic or inappropriate relationship with a student, regardless of the age of the student; using inappropriate language including, but not limited to, swearing and improper sexual comments; taking inappropriate pictures (digital, photographic or video) of students or exchanging any inappropriate pictures with students; or engaging in any other behavior that constitutes a violation of district or county policy or that is detrimental to the health and welfare of students.

2.7. Non-“access.k12.wv.us” e-mail accounts should not be used for school/educational purposes. All liability for any non-“access.k12.wv.us” email accounts lies with the administrator(s) and/or educator(s) responsible for student utilization of alternative accounts or the administrator(s) and/or educator(s) identified as responsible for the server being used.

2.8. All equipment owned by the district or school that is used off-site shall be subject to the same rules as when used on-site.

3. WEB PUBLISHING.

3.1. The FCBOE recognizes the educational benefits of publishing information on the Internet by school personnel and students. The FCBOE also recognizes the importance of guidelines that address content, overall responsibility, potential contributors, quality, technical standards, copyright laws, and student protection.

3.2. Any school/class publishing a website must follow the guidelines set forth in section 10 of WVBE Policy 2460: Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet Safety.

3.3. All material posted on a class or school website may be reviewed by the Superintendent or his/her designee. If either determines material included is inappropriate, the material shall be removed.

4. USE OF PERSONAL TECHNOLOGY DEVICES.

4.1. Unauthorized or unacceptable use of personal technology devices by students may result in suspension or revocation of personal device privileges. These uses include, but are not limited to, the following.

- 4.1.1. Using personal devices to gain or give an advantage in a testing situation;
- 4.1.2. Using personal devices during class that are not approved by the school or the individual teacher (e.g. cell phones, smart phones, tablets, digital cameras, MB3 players and laptops);
- 4.1.3. Downloading and installing district licensed software on personal devices unless specifically allowed by the licensing agreement;
- 4.1.4. Using personal devices to bypass filtering, circumvent network security, or in violation of the acceptable use standards which normally apply to district-owned technology; and
- 4.1.5. Using personal devices for violations related to cyber bullying and harassment.

5. PARENTAL CONSENT AND WAIVER.

Prior to affording individual student Internet access, a Consent and Waiver form must be signed by the student, sponsoring teacher, and parent(s) or guardian(s). This Consent and Waiver form should stipulate that the student or other person granted access will abide by the school's

Acceptable Use Policy. This form may also include a question regarding permission to use a student's photograph on the school or county website(s).

6. FAYETTE COUNTY EMPLOYEES.

6.1. An acceptable use policy for the employees of the Fayette County Board of Education working within or outside of the school will be in effect. All employees accessing the Internet shall have signed the acceptable use form agreeing to abide by the regulations spelled out in their respective policies. After the form is signed the staff member shall be expected to abide by all terms of the agreement.

6.2. All phones issued to FCBOE personnel shall be utilized for job-related communication only.

7. ACCESSING A COUNTY/SCHOOL NETWORK.

7.1. Only students, teachers and Fayette County Board of Education employees may access networks in schools and county facilities. Under some circumstances, vendors, contractors or employees of the State of West Virginia may need to temporarily connect to the school network. In every case, effort should be made to inform all users of the Acceptable Use Policy of the site.

7.2. No unsecured wireless networks are allowed in any Fayette County Schools' building. No one may bring a wireless router or access point and "plug-in" to the school/county network. Only the Director of Technology may approve a wireless installation. Only an approved official at each site may give a person permission to connect to a wireless network. Connection devices include items such as, but not limited to, laptops, PDAs, palm devices/computers and cellular phones. All precautions must be made to insure the security of a school's network.

7.3. In order to comply with the CIPA, the use of personal equipment that does not use WVDE and FCBOE filters when accessing the Internet in schools is forbidden.

8. TERMINATION OF ACCESS.

8.1. The principal of each school that affords student Internet access shall cause the termination of individual student access if a student graduates, transfers from the school, drops out of school, or violates the consent or waiver described in Section III (Parental Consent and Waiver).

8.2. The principal/supervisor shall cause the termination of an individual staff member's access if the staff member transfers, retires, or violates the acceptable use agreement described in Section II of this policy.

8.3. The principal shall cause a monthly review of the students/staff who are afforded Internet access to insure that all appropriate terminations of students' access have occurred.

9. SERVER ADMINISTRATION.

Any school wishing to run a network server available through the Internet must request an application from the West Virginia Department of Education (WVDE) in order to be granted a domain name (no other domain name is to be acquired from any other source). As part of the application, the school is required to have local guidelines for web publishing as part of its Acceptable Use Policy.

10. EMPLOYEE RESPONSIBILITIES.

Employees may use electronic mail on a daily basis at work as a primary tool for communication. It is encouraged that county employees and students using email should apply for an email account through access.k12.wv.us. The school's technology contact can facilitate this contact. The county may use email in routine communications with employees. Employees should read and maintain their email daily. Use of email for non-work related communications should be done on non-work hours.

11. DISCLAIMER.

11.1. The county network is provided for staff and students to conduct research, complete assignments, and communicate with others. Communications through email are not considered secure; therefore, confidential records or private information of any type should not be sent via email.

11.2. Network administrators have to periodically review files and communications in order to maintain the network. Users should not expect files stored on school or county servers to be totally private, safe or permanent.

11.3. The Fayette County Board of Education makes no warranties of any kind for this service it is providing. Neither the Fayette County Board of Education, nor any board employees will be liable for damages or injuries resulting from violations of the Internet Acceptable Use Agreement or any misuse of the Internet. Neither the Fayette County Board of Education, nor any board employees will be liable for lost data which is stored on county or school servers.

12. SEVERABILITY.

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.