

ELECTRONIC INFORMATION RESOURCE CONTRACT FOR OAK HILL HIGH SCHOOL (ACCEPTABLE USE POLICY) INCLUDING OFFICE 365 ACCOUNTS

Electronic information services are available to those students, teachers, and staff in our school who qualify. Our goal in providing this service is to promote technology education through resource sharing and communication with access throughout the world. Oak Hill High School will make every effort to protect students and teachers from any misuse or abuse of the information service. All users must avoid inappropriate and illegal interaction with the information service.

READ THIS DOCUMENT CAREFULLY. When signed by you and your parent/guardian it becomes a legally binding contract. Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

ACCEPTABLE USE. The use of my assigned account must be in support of education and research and with the educational goals and objectives of Oak Hill High School. I am personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of material including, but not limited to: copyrighted material, threatening, or obscene material is prohibited.
- c. Use of commercial activities by for-profit institutions is generally not acceptable.
- d. Use of product advertisement or political lobbying is also prohibited.
- e. Use of technology at or away from school to bully, harass or intimidate a fellow student or staff member is prohibited and can lead to legal action, which could involve the police.

PRIVILEGES. Use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives an account will participate in a discussion with an Oak Hill High School faculty member as to proper behavior and use of the network. The WVDE and/or OHHS system administrator may close an account at any time as deemed necessary. The administrator, staff, and faculty of Oak Hill High School may request that the system administrator deny, revoke, or suspend specific user accounts.

RESPONSIBILITY. You are expected to abide by Policy 2460 Title 126 Legislative Rule West Virginia Board of Education as well as the rules and procedures as listed in the school policy. WVDE Policy 2460 (Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet) can be accessed from this site: <http://wvde.state.wv.us/technology/standards/>

All use must be authorized by the educator. Examples of unauthorized use include, but are not limited to the following:

- a. Downloading or playing non-educational games. Educational games may only be played with permission of the supervising teacher.
- b. Creating, storing, or downloading programs without the permission of system administrator.
- c. Downloading or storing of pictures without the permission of the supervising teacher.
- d. Downloading, uploading and executing viruses.
- e. Using account ID's other than one's own ID.
- f. Illegally accessing or attempting to access another person's data or personal system files.
- g. Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- h. Sending, or encouraging others to send abusive messages.
- i. Sending messages to other computers within the school building.
- j. Chat rooms/lines except when authorized for academic class projects supervised by the teachers.
- k. Bypass school/WVDE content filters (for example: using a proxy server or creating a hotspot on your cell phone or computer).

NETWORK ETIQUETTE. Generally accepted rules of network etiquette include, but are not limited to the following:

- a. Use appropriate language. Remember that you are a representative of our school on a non-private system. What you say and do can be viewed globally. Never swear, use vulgarities or any other inappropriate language.
- b. Privacy & Safety. Do not reveal home addresses or phone numbers of students, teachers, or staff, including yourself.
- c. Assignments. Classroom projects have priority over general browsing at all times.
- d. Sharing. – only for team projects.

SERVICES. Oak Hill High School and Fayette County BOE provide no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, incorrect deliveries or service interruptions caused by the system. The school specifically denies any responsibility of the accuracy of information obtained through its service.

SECURITY. Security on any computer system is a high priority. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account information. Any user identified as a security risk will be denied access to the information system.

VANDALISM. In addition to the vandalism that is characterized by physical damage to a device, electronic vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary actions, and legal referral.

CONSEQUENCE. Any student violating the terms stated in this policy will have their account disabled and will go before the administration to determine the consequences. The consequences will reflect the severity of the offense. Misuse of Technology is a Level 2 offense as defined by the Fayette County Board of Education Code of Conduct.

ELECTRONIC E-MAIL

The K-12 e-mail system provides Office 365 accounts, which includes e-mail addresses for all students (stu.k12.wv.us) of the public school systems in the state. The e-mail system is jointly managed by the WVDE (West Virginia Department of Education) and WVNET (West Virginia Network for Educational Telecomputing). All of the above policies pertain to Office 365 accounts as well.

For more information about WVDE Office 365, check out this site:

<http://wvde.state.wv.us/technology/office365/>

WEBSITE. The school website shall be published and maintained within the guidelines as directed by the West Virginia Department of Education. The purpose of the site shall be to enhance the school's commitment to better educating its students and to provide pertinent and useful information to the students, parents, and the public in general. It is our goal to disseminate information in an ethical and professional manner. All web pages will be monitored, the school specifically denies any responsibility for the accuracy of information obtained through it services.

NOTE: Only the last page of this contract needs to be returned to OHHS.

ELECTRONIC INFORMATION RESOURCE CONTRACT/ACCEPTABLE USE POLICY (AUP) - OAK HILL HIGH SCHOOL

SECTION TO BE COMPLETED BY STUDENT

- 1) I have read through and thus acknowledged the content described in WVDE policy 2460, and will comply with it and the referenced WVNET policies.
- 2) I understand that while there is an on-site (and off-site for registered devices) state filtering system, it is impossible for Oak Hill High School, Fayette County Board of Education, WVDE, and WVNET to restrict access to *all* controversial materials, and will not hold the school or staff responsible for materials acquired on the network or internet. I also agree to report any misuse of the information system to the Oak Hill High School administration or system administrator.
- 3) I understand that the use of the Internet as part of an educational program is a privilege, not a right.
- 4) I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action.

GRADE (circle): 9 10 11 12

STUDENT (please print): _____ WVEIS # _____

STUDENT SIGNATURE: _____ **DATE:** _____

SECTION TO BE COMPLETED BY PARENT/GUARDIAN

- 1) As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes.
- 2) I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct. Your signature will apply for the duration of your child’s stay at OHHS. If this policy changes, you will be notified by the receipt of a new Acceptable Use Policy.

OHHS has a school website (ohhs.faye.k12.wv.us) which is part of the Fayette County Board of Education web site (boe.faye.k12.wv). State guidelines allow student pictures and names to be published on the school website at the discretion of the school/county with parental permission.

Note: Only positive information will be published such as sports rosters, school activity pictures, and student achievements.

Please circle your selection to each question below. *No selection defaults to “YES”.*

YES / NO I give OHHS/FCBOE permission to publish my child’s picture and/or name on the school website with the understanding that information can be removed at the request of myself or my child. This includes permission for OHHS/FCBOE to transmit "live" images of my child (as part of a group) over the Internet (for educational/school purposes only).

PARENT/GUARDIAN NAME (please print): _____

SIGNATURE: _____ **DATE:** _____