

CHECK-OUT OF TECHNOLOGY EQUIPMENT/MATERIALS

Intended Use Of Equipment/Materials:

Serial number, description of machine:

Check-out Date: _____

Return Date: _____

I have read the County's AG 7530B and assume full responsibility for the equipment/materials listed above. I understand if I break this equipment, I will responsible for the cost to replace the equipment.

Signature of Person Taking Equipment/Materials

Date

Signature of Staff Member Providing the Equipment/Materials

Date

Signature of Principal

Date

Condition of Equipment/Materials When Returned: ___ Satisfactory ___ Unsatisfactory

Signature of Staff Member Receiving the Check-In
(upon return of equipment/materials)

Date Returned

Book Draft NEOLA AG
 Section 7000 Property Templates
 Title SECURITY PROCEDURES FOR TECHNOLOGY RESOURCES (as defined in Bylaw 0100)
 Code ag7530B
 Status

7530B - SECURITY PROCEDURES FOR TECHNOLOGY RESOURCES (as defined in Bylaw 0100)

A. Identification:

1. Each Technology Resource shall have a label that states the District's name and an identification number.
2. The Schools shall maintain a record of the identification number, serial number, model, etc. for each District Technology Resource.
3. The technology department shall maintain up-to-date software licenses and related records concerning software/apps and web services used in the District, including the course or program in which it is used.

B. Use of Technology Resources:

Technology Resources, regardless of whether they will be used on District property or off school premises, must be checked out through the schools. (See Form 7530B F1.) Technology Resources shall not be used for the purpose of copying materials in violation of copyright laws or in a manner inconsistent with applicable policies and guidelines that address its use.

The person signing the request Form 7530B F1 is responsible for the condition of the Technology Resource until it is checked back in.

Students are not to use District Technology Resources without first receiving appropriate training.

Where an exceptional instructional need is demonstrated, permission to use Technology Resources off the school premises shall be granted by the principal after consulting the Technology Director. (Use Form 7530B F1.) The use of Technology Resources off school property is subject to the same rules and conditions of use that are in effect when the equipment is used on school property. Individuals authorized to use Technology Resources off school property are prohibited from allowing anyone else to use the resource (e.g., spouses, children, relatives, friends, etc. may not use Technology Resources that are approved for use by a specific person).

Exceptional instructional needs include, but are not limited to:

1. producing/preparing instructional materials or classroom lessons;
2. developing new or additional applications of the Technology Resources;
3. allowing students to do homework assignments or self-tutoring.

Users are responsible for arranging safe transportation and housing for Technology Resources used off school premises.

The borrower will not be held responsible if repair is required as a result of equipment malfunction or unavoidable circumstances but will be responsible for damages resulting from negligence. In no instance, should an attempt be made to repair Technology Resources. The defective item should be returned to the school as is with a written description of the problem/malfunction. The District will repair the equipment and, if appropriate, bill the user.

C. Staff Services:

IT staff will instruct the user on the correct operation of Technology Resources prior to the user receiving the item/equipment. The principal will designate appropriate staff to assist in moving and setting up Technology Resources

for instructional purposes on school premises.

IT staff may assist other staff members in obtaining materials for instructional use by video or audio recording within copyright guidelines.

D. Inventory and Repair of Technology Resources:

All Technology Resources will be inventoried at the end of each school year. The schools shall maintain an accurate inventory of all Technology Resources. The inventory will also be maintained in the school or department in which they are located and in an online database.

If a Technology Resource requires repair, it will be sent to the technology department.

E. Report of Loss:

If any Technology Resource is lost, the school principal and the technology director shall be notified. The principal should notify police, if deemed appropriate. A complete inventory of all other Technology Resources located in the same area as the lost items shall be taken. Inventory records for all missing equipment/software shall be kept in a separate file for use in giving information to the police and/or the insurance company.

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Book	Policy Manual
Section	7000 Property
Title	STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	Active
Legal	<p>West Virginia State Board of Education policy 2460 – Education Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet</p> <p>P.L. 106-554, Children's Internet Protection Act of 2000</p> <p>47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)</p> <p>20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)</p> <p>18 U.S.C. 1460</p> <p>18 U.S.C. 2246</p> <p>18 U.S.C. 2256</p> <p>20 U.S.C. 6777, 9134 (2003)</p> <p>47 C.F.R. 54.500 – 54.523</p>
Adopted	June 22, 2020

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board- sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their

appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The West Virginia Department of Education (WVDE), approved service provider, and other State agencies operate the Statewide infrastructure to provide Internet access for all Pre-K-12 public schools. Pursuant to Federal law, the State has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. Electronic filtering will be installed by the West Virginia Department of Education at the two (2) points of presence (POPs) for Internet access. This will provide filtering for all public schools in a cost effective manner and with efficient management. This service enables County/schools to meet the Children's Internet Protection Act (CIPA) and E-Rate guideline requirements for filtering.

At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school e-mail account that they are recommended to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District, with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

The WVDE reserves 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.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.

Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

Based upon the acceptable use and safety guidelines outlined in West Virginia State Board of Education policy 2460, the State Superintendent, the WVDE and the WVNET system administrators will determine what is appropriate use, and their decision is final. Also, the system administrator and/or local teachers may deny user access at any time.

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted if and when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, United States Code <http://copyright.gov/title17>) and content is cited appropriately.

The Board designates the Superintendent and Principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

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STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

The District's Education Technology Resources (see definition in Bylaw 0100), including computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02), networks, online access, and online educational services, are used to support learning and to enhance instruction. These tools and connections to the Internet allow communications with millions of users through hundreds of thousands of networks. To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, you will comply with the attached use policies and will be a responsible, efficient and ethical user.

Failure to adhere to the policies and guidelines will result in the revocation of the use privileges.

Please answer all questions. **Incomplete forms cannot be processed.**

Please type or print all information.

Date (M/D/Y) _____

Name _____
First Middle Last

WVEIS Number _____ Home Phone _____

Home Address _____
Street/P.O. Box

City _____ State _____ Zip _____

School Phone _____

School Name _____

School Address _____

_____ County _____

Please check/complete the following student information:

1. Date of Birth: (M/D/Y) _____ Current Grade Level: _____

2. I plan to access the Internet from _____ school _____ home _____ other: _____

3. I have been provided training on the appropriate use of the Education Technology by:

Name of trainer/teacher: _____ Date: (M/D/Y) _____

4. I have read West Virginia State Board of Education policy 2460 and will comply with it and the referenced WVNET policies. Yes No
5. I understand that in addition to these policies, I will need to abide by any County or school policy. Yes No
6. I understand that any violation of use policies could result in loss of access, personal payment of any fees incurred and possible prosecution. Yes No
7. I understand that the use of the Education Technology as part of an educational program is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. Yes No

With connections to computers and people all over the world also comes the availability of material that may not be considered to be of appropriate educational value. On a global network, it is impossible to restrict access to controversial materials. It is the responsibility of the student, parent, teacher and administration to ensure that access to telecommunication networks and computers provided by the educational system is not abused.

Students: Have this box completed.

By placing my signature on this document, I am confirming I have read, understand, and will abide by the use policies and guidelines noted. I know that the WVDE and WVNET do not control the content of Internet networks.

Signature of Student: _____ Date: (M/D/Y) _____

I give my permission to have an Internet address issued for my child realizing that students using the Internet may access controversial or offensive material. I understand that my child may keep this address throughout the school year as long as the procedures, policies and guidelines are followed, and the child is a student in good standing with the school.

Signature of Parent: _____ Date: (M/D/Y) _____

Signature of Teacher/Trainer for Internet Use: _____

School Technology/Internet Contact: _____

DO NOT SEND THIS STUDENT EMAIL APPLICATION TO THE West Virginia Department of Education. This document should be retained on file in accordance with the policies and procedures of your school and District school system. This document should be transferred with records of the student if transferred to another school or county school system within the state of West Virginia

The school or District email contact MUST enter the complete name of the student (as it appears in WVEIS records) and the projected year of graduation into the email account management system.