

STAFF- INTERNET AND ELECTRONIC DEVICES  
ACCEPTABLE USE POLICY

**1.0 Purpose**

The Logan County School District embraces the use of technology to promote educational excellence, resource sharing and communication, innovative instruction and provide electronic access to a wide range of information. Use of our technology must be in support of education and/or research or for school business. Use must also support West Virginia Content Standards and Objectives, and be in accordance with all West Virginia Board of Education Policies. As the use of telecommunication networks by students and employees increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

**2.0 Procedures**

The Superintendent shall establish administrative regulations regarding technology use that shall be observed.

**AUTHORITY:**

**ADOPTED:** November 13, 2014

**REVISED:** \_\_\_\_\_

See Administrative Regulations 7540.04.AR

**LOGAN COUNTY SCHOOLS**

**STAFF – INTERNET AND ELECTRONIC DEVICES ACCEPTABLE USE POLICY**

**1.0 Statement of Objective**

**1.1** The Logan County School District embraces the use of technology to promote educational excellence, resource sharing and communication, innovative instruction and provide electronic access to a wide range of information. Use of our technology must be in support of education and/or research or for school business. Use must also support West Virginia Content Standards and Objectives, and be in accordance with all West Virginia Board of Education Policies.

**1.2** As the use of telecommunication networks by employees increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

**2.0 Privileges**

**2.1** The use of the Internet as part of an educational program is a privilege, not a right. Inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege.

**2.2** Each employee who utilizes internet and electronic telecommunication systems will receive training and have a signed acceptable use agreement on file.

**2.3** Social Media Use: An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the County's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

**2.4** In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent (see Policy 8330). Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

**3.0 Education and Monitoring**

**3.1** The use of telecommunications and or access to the Internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies that focus on appropriate and specific learning goals and objectives. Educators are also responsible for providing instruction on Internet safety issues including but not limited to: security of personal information, cyber-bullying, manners, and social networking. The WVDE on-line curriculum will be used by educators to fulfill the safety education requirements.

**3.2** To avoid duplication of effort at the district/school levels, the WVDE will provide a method and instructional modules that allow districts/schools to certify compliance with the new FCC regulations regarding Internet safety policies. The policies must provide for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Instructional information regarding the WVDE method and curriculum content for certifying that students have been educated about appropriate online behavior can be found at <http://wvde.state.wv.us/technology/cipa-compliance.php>. This WVDE method will provide documentation that districts have met the annual E-rate compliance requirements of educating students regarding appropriate use. The districts and schools are encouraged to go beyond this basic compliance if so desired.

#### **4.0 Accountability and Responsibility**

**4.1** All employee use of Internet-related applications must be in accordance with regulations. Specific examples of unauthorized use include, but are not limited to the following:

- Executing non-educational gaming;
- Creating, storing, sending, or viewing pornographic material.
- Downloading executable files, uploading, storing, or saving any games, music, utilities, screen savers, zip files, and/or executing viruses.
- Using e-mail user ID's other than one's own ID.
- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- Violating safety and/or security measures when using e-mail, chat rooms, and other forms of direct electronic communications. Chat rooms and/or use of instant messaging programs are prohibited unless they are needed for educational use only and under the supervision of the instructor.
- "Hacking" or any other unlawful online activity.
- Disclosing, using, or disseminating personal information regarding minors.
- Users will respect the rights of copyright owners.
- Logan County Schools (LCS)/school equipment that is used off site is subject to the same rules as when used on site.
- Staff are expected to use LCS and school-owned technology in a responsible, efficient, ethical, and legal manner in accordance with the educational mission of the state, district, and school. The use of such technologies may be restricted or revoked for inappropriate behavior or use.
- Staff are encouraged to use LCS and school equipment whenever possible.
- Keep educational files and e-mail messages stored on servers to a minimum. Users should responsibly back up their data and files. LCS/schools may set individual storage limits per server.

#### **4.2 Employee use of Personal Technology (cell phones, tablets, laptops, etc).**

Personal use of personal technology shall be kept to an absolute minimum during work hours.

***Personal use of personal technology shall NEVER occur during instruction and/or supervision of students.***

Instructional/education use of personal technology may be permitted:

1. In support of education;
2. If connected to the school's wireless network (not 4G, LTE, etc.)
3. If authorized by the supervisor.
4. As needed during an emergency.

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

- Using personal devices “off-network” (4G, LTE, etc.).
  - Using personal devices for non-educational purposes.
  - Using personal devices when not authorized.
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- Downloading and installing LCS licensed software on personal devices unless specifically allowed by the licensing agreement.
  - Using personal devices to bypass filtering, circumvent network security, or in violation of the acceptable use standards which normally apply to district-owned technology.
  - Using personal devices in a manner that violates the employee code of conduct or other laws, policies, or regulations.

## **5.0 Penalties for Improper Use**

**5.1** In the event that there is an allegation that an employee has violated the Acceptable Use Policy Administrative Regulations, his/her account will be disabled cutting off access to the school’s internal network and all internet websites until an administrative investigation may be conducted.

**5.2** As a part of the administrative investigation, the employee will be provided with a written notice of the alleged violation and an opportunity to present an explanation of the alleged violation of computer protocol.

**5.3** Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the user in gaining the self-discipline/knowledge necessary to behave appropriately on an electronic network.

**5.4** Employee disciplinary actions may include, but are not limited to, actions that are defined in Logan County Schools Policies and the Logan County Schools Employee Code of Conduct.

**5.5** Violations of these sections may result in disciplinary actions. Depending on the severity or frequency of the violations, this could include:

- Counseling statements for policy and administrative regulation violations;
- A written letter of reprimand;
- A suspension/termination of Internet or PC use privileges;
- A suspension/termination of employment;
- The payment of any fees for unauthorized services;
- The payment of any fines or back license fees associated with the installation of unlicensed software, including reimbursement of Logan County Schools for any settlement that may be negotiated in connection with copyright violations that are attributed to employee misconduct; and
- Personal liability under applicable local, state, federal, or international laws.

## **6.0 E-mail Accounts**

**6.1** The WVDE and WVNET can only monitor those e-mail accounts issued to/administered by WVDE and WVNET. The responsibility for a “non-k12.wv.us” e-mail accounts lies with the administrator(s) and/or educator(s) identified as responsible for those students using alternative e-mail accounts or the administrator(s) and/or educator(s) identified as responsible for the e-mail server being used.

**6.2** The privacy of electronic email cannot be guaranteed.

**6.3** Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should users provide their password to another person.

**6.4** Employees will notify an administrator if they have identified a possible security problem.

## **7.0 Web Publishing**

**7.1** The county/school's web page(s) will adhere to the WVDE State Policy 2460 and LCS Policy 7540.04. Every effort will be made to provide links relating to the county and school curriculum.

**7.2** Student pictures and names may be published on the school/county web site at the discretion of the school/county. Parental permission will be obtained. Student's last names, home address, home telephone, credit card information, mother's maiden name, and other personal information will not be published.

## **8.0 Network Etiquette**

Users are expected to abide by the accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal the personal home address or phone number of students or staff. Messages related, to or in support of illegal activities may be reported to the authorities.
- Do not use the Internet in a way that would disrupt the use of the Internet by others (e.g., downloading large files during prime time; sending mass e-mail messages).

## **9.0 Security**

Users who identify a security problem on the system must notify a system administrator. Users must not demonstrate the problem to others.

## **10.0 Plagiarism and Copyright Infringement**

**10.1** Users will not plagiarize works that they find on the Internet. Plagiarism is taking the work and/or ideas of writings of others and presenting them as if they were original to the user.

**10.2** Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.

### **11.0 Vandalism**

Vandalism will result in revocation of user privileges. Vandalism is defined as an attempt to harm or destroy data of another user or any connections that are part of the Internet.

### **12.0 Safety**

**12.1** Safety measures must be enforced to carry out policies at the state, county, and school to implement the intent of CIPA, COPPA and E-rate guidelines.

**12.2** The WVDE, county school systems and schools, in partnership with WVNET will organize technical protection measures to guard against visual depictions that are "inappropriate to minors." Filtering will be installed at the state level for Internet access.

**12.3** The county school system may also add other electronic filters at the local level.

### **13.0 Protecting the School's Computer Network**

**13.1** Any attempt to disrupt the school's computer network through viruses, modification or deletion of files is strictly prohibited.

**13.2** Routine maintenance and monitoring of the system will be conducted to assure proper use of this electronic network.

### **14.0 Directions for Obtaining Internet Access**

Employees must READ the Procedural Guidelines Internet and Electronic Devices Acceptable Use Policy and WVDE Policy 2460 and sign on the agreement form where it says USER'S NAME/SIGNATURE.

### **15.0 Employee Procedural Guidelines for Internet and Electronic Devices Acceptable use Policy**

#### **Students and Employees**

1. Logan County Schools follows WVDE Policy 2460 in regards to Internet use. Logan County Schools believes that the benefits to educators, students, and community workers from access to the Internet and other online services, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access in regard to student use. The parent(s) and guardians of students are responsible for setting and conveying the standards that students should follow. To that at end, Logan County Schools supports and respects each family's right to decide whether or not to apply for access.

2. Logan County Schools cannot control the information on the Internet; however, school personnel will monitor student use and use "blocking" software as available.

3. Logan County personnel and the WVDE Web Master will monitor Internet operations by school personnel and adult community users. Sites accessible via the Internet may provide information that contains pornography, is illegal, defamatory, inaccurate or potentially offensive to some people. While Logan County Schools' intent is to make Internet and other telecommunications resources available to

further its educational goals and objectives, parents should be aware that student account holders will have ability to access unacceptable materials if they disregard Logan County Schools' access limitations.

4. All users must understand that access to the Logan County Schools Network is strictly to support the Logan County School's educational responsibilities and mission.

5. In addition, Logan County Schools makes no warranties with respect to network service, and it specifically assumes no responsibility for:

a. The content of any advice of information received by a user from a source outside the schools, or any costs or charges incurred as a result of seeing or accepting such advice.

b. Any costs, liability or charges damage caused by the way the user chooses to use her/his network access.

c. Any consequences of service interruption or changes, even if these disruptions arise from circumstances under the control of the schools.

d. The privacy of electronic mail, which cannot be guaranteed.

6. All students and employees who use Logan County Schools Internet Service must follow and sign the Logan County School Internet and Electronic Devices Acceptable Use Policy and Administrative Regulations. The employee and the technology designee must sign the agreement form, which is kept on file at the individual schools.

7. All administrators of Web Servers and Web Page Designers must follow WVDE Policy 2460, Section 3.4 through 3.47.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

Federal Children's Internet Protection Act (CIPA) 2009

Federal Children's Online Privacy Protection Act (COPPA) 1998

West Virginia Board of Education Policies 2460 and 2470

West Virginia Code §126-41-1

**Policy 7540.04.AR FORM 1**

**LOGAN COUNTY SCHOOLS**

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I understand and will abide by WVDE Policy 2460, Logan County Schools Policy 7540.04, and the Administrative Regulations for **Staff – Internet and Electronic Devices Acceptable use Policy**. I further understand that any violation of the regulations listed is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued. I understand that this access is designed for educational purposes. The Logan County Board of Education has taken precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials, and I will **NOT** hold them responsible for materials acquired on the network.

**EMPLOYEE NAME (Please print)** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TECHNOLOGY DESIGNEE (Must be signed for Internet access)**

I agree to provide training on and promote WVDE Policy 2460, Logan County Schools Policy 7540.04, and the Administrative Regulations for **Staff – Internet and Electronic Devices Acceptable use Policy** with this employee. Because this employee may use the network for individual work not under my direct supervision, I cannot be held responsible for the employee's use of the network. As the technology designee, I do agree to provide training on acceptable use of the network and proper network etiquette.

**TECHNOLOGY DESIGNEE (Please print)** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_