

DODDRIDGE COUNTY SCHOOLS
ACCEPTABLE USE POLICY (AUP)
Effective beginning the 2017-2018 School Year

Philosophy

Doddridge County Schools supports instruction through the use of educational technology, licensed software and other media, as well as networks and servers. Our goal in providing these services is to promote educational excellence in the schools facilitating resource sharing, innovation, and communication.

Purpose

It is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from on-line access far outweigh the possibility.

This policy will provide guidelines for the use of technology and the Internet (online resources) in our school system. The policy insures that these technologies are used for educational learning that meets County, State, and Federal guidelines (including – CIPA (Child Information Protection Act), COPPA (Children’s Online Privacy Protection Act) and E-Rate regulations).

Use of the System

Throughout the AUP Policy the term “user” and “technology” may be referenced. The term “user” refers to any employee, student, or community member who accesses the district’s network which includes Internet access. The term “technology” refers to computers, printers, servers, tablets, notebooks, iPads and any other technology related device used to electronically transmit or receive information.

WV Policy 2460 establishes the use of technology within the county school system to meet local, state and federal statutes and regulations pertaining to safe and acceptable use of the Internet, various digital resources and technologies, compliance with FCC and E-rate guidelines, and reinforcement of copyright compliance.

Access to the System

1. To gain access to technology and Internet, all students must obtain parental permission. All terms and conditions as stated in this policy are applicable to any Doddridge County Schools. Violation of any of the mentioned rules and responsibilities may result in a loss of access and may result in other disciplinary or legal actions. Please read this policy carefully and when finished, sign the attached form and return it to school. Students will not be permitted to use technology in Doddridge County Schools until the form is on file with a parent/guardian and student signature.

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2. All Doddridge County Board of Education employees must read and sign the Acceptable Use Policy before accessing technology and the Internet within the school system.
3. Any non-county employee (parents, community member, visitor, etc.) accessing technology and/or Internet within the school system must adhere to the Doddridge County Acceptable Use Policy.
4. Materials created and/or stored on any device within the school network system are not guaranteed to be private. Routine maintenance and monitoring of school networks may lead to a discovery that a user has violated this policy or the law.
5. Doddridge County Schools will adhere to WVDE Policy 2460 that provides electronic filtering, monitoring and educating students about appropriate online behavior.

Cyber-bullying

In compliance with Policy 2460:

1. Cyber-bullying is the use of electronic information and communication devices to willfully harm either a person or persons through the medium of electronic text, photos, or videos.
2. Online activities and technologies often used by students engaged in cyber-bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.
3. You are not permitted to create, post or transfer any discriminatory, confidential, threatening, libelous, obscene or slanderous comments about Doddridge County Schools, its employees, students, parents, or community members.
4. Cyber-bullying creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. It is a serious offense that can lead to disciplinary action.

E-Mail

By using the e-mail system, the user agrees not to misuse or abuse the e-mail system, agrees to comply with all limitations on the use of the e-mail system, and understands that the e-mail system is not private.

Web Publishing

1. Follow all guidelines established in Section §126-41-10. (Web Publishing) of West Virginia Department of Education Policy 2460.
2. All county/school web pages and links are subject to review and monitor by the county appointed technology team and county technology coordinator for appropriateness of information.
3. Parent/Guardian permission is required before schools can publish individual or group photos and/or identification on the Internet.

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Copyright and Plagiarism

1. Laws related to copyrights will govern the use of material accessed through any county technology device. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.
2. Users will not plagiarize works found on any online source. Plagiarism is taking the ideas or writings of others and presenting them as their own. Teachers will instruct students in appropriate research and citation practices.
3. All software licensing agreements will be observed as written.

1:1 Technology

Doddridge County Schools is committed to focus on the integration of technology into the curriculum to support improved student achievement.

This will allow our students access to real-time resources for research, collaboration, productivity, and study across all disciplines. The Doddridge County Acceptable Use Policy will be adhered to when utilizing these devices.

Unacceptable Use and Practice

1. Illegal activities and privacy/safety violations of Children's Online Privacy Act (COPPA), the Children's Internet Protection Act (CIPA) and E-Rate regulations
2. Transmission of materials in violation of any Federal or State law/regulation
3. Accessing, creating, reviewing, uploading, downloading, storing, posting, distributing, or printing of materials that are sexually explicit, pornographic, obscene, profane, violent, bullying/harassing, or discriminatory
4. Using technology for personal financial gain or illegal activities
5. Attempting to degrade or disrupt system performance (bandwidth) or unauthorized entry to and/or destruction of any technology including but not limited to downloading, uploading, or executing viruses, worms, Trojan horses, bots, malware, spyware, SPAM, etc., and changes to tools used to filter content or monitor hardware and software
6. Unauthorized access to the school's system, attempting to log in through another person's account, or use technology accounts, access codes or network identification other than those assigned to the user
7. Using technology to send or receive messages that discriminate based on gender, race, color, and religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability or that are inflammatory.
8. Students are not permitted to enter blogs, chat rooms, Web 2.0+, online messaging, email, gaming or any social networking without direct permission and supervision of an administrator or teacher
9. Accessing another person's materials, information or files (i.e. copyright infringement, plagiarism, etc) without the direct permission of proper authorization
10. Revealing or publicizing confidential information regarding students or employees
11. Intentionally interfering with normal operations of the network system (WVEIS, online grading, etc - county or school) or accessing unauthorized information
12. Users will not use county or school technology to post personal contact information

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about themselves or other people. Personal contact information includes address, telephone, school address, etc.

13. Using technology resources for commercial purposes, product advertising, political lobbying or political campaigning.
14. Students are not permitted to download or install any commercial software, shareware or freeware onto the network, hard drive, or any removable disk, unless they have express permission from the Technology Contact.
15. Negligently, or intentionally and without authorization, accessing, altering, or interfering with the operation of, damaging, or destroying all or part of any Doddridge County Board of Education owned technology.
16. Students are not permitted to access technology networks with non-school system technology devices.
17. Other inappropriate uses of the Internet or network resources that may be identified by the proper authority.

Disciplinary Actions

1. Students will be held accountable and shall be subject to disciplinary actions in accordance with Doddridge County Discipline Policy. Additional disciplinary action may be determined at the building level in line with existing practices.
2. Employees of Doddridge County Board of Education committing prohibited actions will be held accountable and shall be subject to disciplinary action in accordance with the school laws of the State of West Virginia and applicable personnel policies.
3. Student teachers or parent volunteers committing prohibited actions will be held accountable and may have their student teaching/parent volunteer privileges revoked in the Doddridge County school system.
4. Community members committing prohibited actions will be held accountable
5. Other penalties may include suspension or revocation of technology privileges; and/or legal action, including recovery of damages.

***When applicable, law enforcement agencies may be involved**

Limitation to Liability

1. The Doddridge County Board of Education makes no assurances of any kind, whether expressed or implied, regarding any technology or Internet services provided. The DCBE DCBOE is not responsible for the accuracy or quality of the information obtained through or stored on any county technology device.
2. The most important prerequisite for someone to receive network and Internet privileges are that he/she takes full responsibility for his/her own actions. All users shall assume full liability, legal, financial or otherwise, for their actions.
3. Even though the user will access the Internet for learning, it is possible by accident or intent that he/she will see objectionable matter. Although the Internet is filtered at the state and designated professional staff takes reasonable steps to prevent students from seeing inappropriate matter, it is impossible to eliminate all objectionable materials all the time.
4. If a user inadvertently accesses inappropriate materials, he/she should immediately disclose the inadvertent access in a manner specified by his/her school. This will help protect users against allegations that he/she intentionally violated the Acceptable Use Policy/Procedure.

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Doddridge County Acceptable User Policy Internet Usage Agreement Form

Revised CIPA rules require Internet safety policies to include a component covering the education of minors about appropriate online behavior. The FCC released CIPA rule revisions incorporating the E-rate provisions of the Protecting Children in the 21st Century Act enacted in 2008.

By signing the appropriate area you and/or your child will be adhering to the Doddridge County Acceptable Use Policy. You may view the policy on the Doddridge County Web Site at www.dcschools.us.

**Doddridge County Board of Education
Amended March 14, 2017**

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USER AGREEMENT AND PARENT PERMISSION FORM

After reading the Doddridge County Acceptable Use Policy, please complete this form to indicate that you agree to the terms and conditions outlined. THE SIGNATURES OF BOTH THE STUDENT AND PARENT/LEGAL GUARDIAN ARE MANDATORY BEFORE INTERNET ACCESS MAY BE GRANTED.

STUDENT SECTION

I have read the Doddridge County Acceptable Use Policy and agree to follow the rules contained. I understand that if I violate the rules, my privileges can be terminated and I may face other disciplinary and/or legal measures.

User Name (please print) _____ Grade _____ WVEIS# _____
User's Signature _____ Date _____

PARENT SECTION

As a parent or legal guardian of the student signing above, I have read the Doddridge County Acceptable Use Policy and grant permission for my son or daughter to access the Internet and technology within the school system. I understand that the county will restrict access to all controversial materials and I will not hold the teacher, school or county board of education responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. I hereby give my permission for my child to access the Internet and certify that the information contained on this form is correct.

Parent/Legal Guardian Name (please print): _____
Signature _____ Date _____

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**Doddridge County Photograph
Permission Release Form**

We understand that some parents may request that we do not identify their child(ren). Please fill out the form below to inform us of your wishes regarding publicity. This photo release form does not apply to photographs taken during extra-curricular activities. Students who attend extracurricular activities forfeit their rights to retain authority over the publication of photos taken.

****Use a separate form for each child****

_____ I give permission for my child to be photographed/filmed for use in district publications, including, but not limited to, publication via web site or other technological publications, videos, newspapers, radio, or television.

_____ I request that you do NOT photograph my child.

Parent/Guardian Signature _____ Date: _____

***** Please return this form to the school as soon as possible. *****

This form will be kept on file at your child's school. If a situation arises that may change your child's status.