

**BERKELEY COUNTY SCHOOLS TELECOMMUNICATIONS ACCEPTABLE
USE POLICY**

- I. General.
 - A. Berkeley County Schools believes that the benefits to all users from access to the Internet and other on-line-services, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access.
 - B. The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide students and educators with: electronic mail communication; information and news services; public domain and software of all types; discussion groups on a variety of subjects; connections to many libraries, companies, agencies, and businesses; virtual courses and educational resources; online staff development; electronic educational tools and e-learning platforms.
 - C. With connections to computers and people all over the world also comes the availability of material that may not be considered to be appropriate or have educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the student, parent, teacher and administrator to ensure that access to telecommunication networks, computers and the Internet provided by the school, county, RESA and state educational systems is not abused.
 - D. Because parent(s) and guardian(s) of students are responsible for setting and conveying the standards that the students should follow, Berkeley County Schools supports and respects each family's right to decide whether or not to apply for access. The student and his/her parent(s) or guardian(s) must understand that student access to School District Network is being developed to support the District's educational responsibilities and mission.
 - E. All adult users accessing the Internet via District computer systems are responsible for adhering to State/County/School policies.
 - F. Berkeley County Schools cannot control the information on the Internet. Sites accessible via the Internet may provide information that contains pornography, is illegal, defamatory, inaccurate or potentially offensive to some people. While the District's intent is to make the Internet and other telecommunications resources available to further its educational goals and objectives, parents should be aware that student account holders will have the ability to access unacceptable materials if they disregard the school's and District's access limitations stated below.

- G. The specific conditions and services being offered will change from time to time. In addition, Berkeley County Schools makes no warranties with respect to network service, and it specifically assumes no responsibilities for:
 - 1. The content of any advice or information received by a user from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;
 - 2. Any costs, liabilities or damages caused by the way the user chooses to use his/her network access;
 - 3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District;
 - 4. The privacy of electronic mail, which cannot be guaranteed.

- II. Use.
 - A. Acceptable Use.
 - 1. Access to the Internet is provided to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and consistent with the educational objectives of the Berkeley County and West Virginia Boards of Education. Users must also be in compliance with the rules and regulations of the West Virginia Network for Educational Telecomputing (WVNET), specifically the: "WVNET Security Policy and Procedure," West Virginia Board of Education Policy 2460, and this local policy, JT.
 - 2. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutions is unacceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities and privacy and safety violations of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA) are strictly prohibited.

 - B. Privileges.
 - 1. The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege.
 - a. Each student and employee who will access the Internet will be provided acceptable use training and shall have a signed acceptable

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use form on file. The student's acceptable use form shall be signed by a parent or legal guardian and the student.

- b. After enrolling in a Berkeley County school, a student who will access the internet must provide to the school a signed parent consent form prior to accessing the Internet on school or any district hardware. These forms are in effect until the student transfers out of or drops from the school or when the student's access is terminated due to provisions of this or state policy.
 - c. Signed adult forms are in effect until the employee resigns or his/her employment is terminated by the local board of education or when the employee's access is terminated due to provisions of this or state policy.
 - d. K-12 Internet access accounts are issued by the West Virginia Department of Education to students and employees who have completed the required training, have a signed consent form on file, read both applicable state and local policies and for whom the trainer has requested to WVDE a K-12 address.
 - e. No temporary K-12 accounts will be issued, nor may a student use an Internet account not specifically created for him or her.
 - f. Based upon the acceptable use and safety guidelines outlined in this document, the Berkeley County 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. Additionally, Berkeley County Board of Education and/or the State of West Virginia may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.
2. The State of West Virginia provides to its education agencies two communication components that both operate through the same closed wide area telecommunications network. These two components are the messaging system associated with the West Virginia Educational Information Systems (WVEIS) and K-12 address accounts associated with the Internet. Both systems are to be used exclusively for educational purposes as defined by the State and local Boards of Education and/or for the business of these organizations. All messages are records of the WVDE. The WVDE reserves the right to access and disclose all messages sent over these systems for any purposes. For reasons of privacy, employees may not attempt to gain access to another employee's personal file of messages in these systems. However, the WVDE reserves the right to enter an employee's system files whenever there is a business need to do so.

3. Parent and Adult Consent.

- a. Parental Consent and Waiver - Prior to affording individual student telecommunication access the Consent and Waiver form attached hereto as "Form A" must be signed by the student and parent(s) or guardian(s).
- b. Adult Consent and Waiver - Prior to affording individual adult telecommunication access the Adult Consent and Waiver form attached hereto as "Form B" must be signed by the adult.
- c. The school principal is responsible to insure that all students and employees that access the Internet have signed Consent and Waiver forms on file. Completed and signed Student forms must be maintained in the school. Completed and signed Adult forms must be forwarded to the Department of Research and Technology where they are maintained.
- d. Students and adults who do not have a completed and signed Consent and Waiver form on file cannot access the Internet nor use the school local area network (LAN). Such persons are in violation of this policy and state policy 2460 and may have their privilege permanently revoked.

C. Accountability and Responsibility.

- 1 The use of telecommunications and/or access to the Internet is an extension of the teacher's responsibility in his/her classroom. Therefore, it is the teacher's responsibility to ensure classroom activities that utilize Internet-related technologies focus on appropriate and specific learning goals and objectives. All student use of Internet-related applications must be authorized by the teacher and monitored by the teacher or other supervising adult. Specific examples of unauthorized use include, but are not limited to:
 - a. Executing non-educational gaming.
 - b. Creating, storing, sending, or viewing pornographic material.
 - c. Downloading, uploading, creating, disseminating and/or executing viruses.
 - d. Using e-mail user IDs other than one's own ID.
 - e. Misrepresenting an individual's identity or source of communication or data.

- 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. Requesting that inappropriate material be transferred.
 - i. Violating safety and/or security measures when using e-mail, chatrooms, and other forms of direct electronic communications.
 - j. "Hacking" or any other unlawful online activities.
 - k. Disclosing, using, or disseminating personal information regarding minors.
2. The use of telecommunications and/or access to the Internet is an extension of the students' responsibility in the classroom. A student code of conduct or set of responsibilities for the safety and acceptable use of telecommunications in the classroom is listed in the Parental Consent and Waiver Form (A). An adult code of conduct is contained in the Adult Consent and Waiver Form (B).
3. The use and administration of a network server for Internet connection within the county or school is the responsibility of the administrator or designee at the location of the server. It is their responsibility to ensure that all activities and/or functions of the server involve appropriate school district or school activities. All administrative functions and/or file maintenance to the server are the responsibility of the administrator or designee at that location. At no point should a student be given administrative responsibilities for a server with a wide-area network or Internet connection.
4. The WVDE and WVNET monitor e-mail accounts issued to the "access.k12.wv.us" server, which is administered by WVDE and WVNET. In addition, the district maintains an Exchange server which provides district email accounts for authorized employees. No "non-access.k12.wv.us" e-mail accounts or "non-Exchange accounts" may be housed on or used by students or employees via district or school equipment.
5. Because "Instant messaging" services from commercial vendors have been conduits for viruses and utilize bandwidth, their use is prohibited by all employees and students. School or district office administrators may request permission to use an internal messaging system for official/educational purposes only. This messaging system must not

allow access outside the facility's local area network and must not place undue burden on the network. Permission to use such a system must be granted in writing by the Director of Research and Technology or his/her designee.

6. Audio and video streaming may only be used for instructional and administrative purposes. Audio and video streaming degrades bandwidth. Running either for extended periods for non-instructional or non-administrative purposes, especially if performed by several people in the same location, reduces the bandwidth available for instructional or administrative purposes. To insure the availability of the network, Internet, and WVEIS for instructional and administrative purposes, audio and video streaming for non-instructional and non-administrative purposes are prohibited.
7. Resources, including information obtained via searches on the internet and software housed on the school server and individual workstations are necessary for the business of the organization and for the educational purposes defined by the State and County Boards of Education.
 - a. Reference and application software, including but not limited to, games, office suites, test practice, word processing, spreadsheet, database, presentation, and topical programs, must be adopted or approved by the State or County Board of Education or by the appropriate county-level administration.
 - b. Only adopted or approved software can be installed on school or district hardware.
 - c. Employees may request approval of software that has not been previously approved by the state or county. Request is made to the most relevant county-level department regarding whether the software meets the purpose for which it will be used and to the county department of technology regarding whether the software is compatible with the hardware on which it will be installed.
 - d. Software may be installed temporarily for specific activities after a teacher or administrator has requested and received approval by the County Office of Curriculum and Instruction.
8. No county or school servers may be used for access to the internet in direct competition with Internet service providers or in conflict with federal, state and local guidelines for appropriate Internet access.

9. County server administrators are responsible for requesting domain names for county and school servers through the WVDE application process. County and school administrators of servers that receive domain names must follow all guidelines detailed as part of the application process, and all governing federal, state, and county laws, regulations, and policies.
- D. Web Publishing.
1. Berkeley County Schools follows all Web Publishing procedures adopted and contained in West Virginia Policy 2460.
 2. Berkeley County Schools maintains a District website housed within the Board of Education Office and administered by staff from the Department of Research and Technology.
 3. All school facilities, offices and departments may submit prepared webpages for publication on the District site. The option to provide employee education pages (such as lessons, assignments, etc.) on the website is subject to annual review and may be limited or abolished. The Department of Research and Technology provides input and receives direction from County-wide technology committees.
 4. The content of all pages housed on the District Web server is limited to education pursuits directly and may not contain commercial advertising or links to commercial sites. Links to school business partners are allowed. Schools may place information related to school activities and school sponsored events and/or fund raising activities within the context of school calendar of events.
 5. School information must be kept current by each school webmaster and forwarded to the District website. School data must include the school name, address, telephone number, fax number, administrative staff, faculty and service staff. An active e-mail address must appear on the school home page to allow contact from visitors to the various school web pages.
 6. Using complete names for individual students and/or displaying any personal student data are not allowed. Photos of any/all individuals must first be cleared with those individuals before publishing the images on a webpage.
 7. The individual school webmaster is responsible for maintaining up-to-date content, spelling, page links and images on their school webpage. All errors must be corrected by the individual school webmaster and forwarded for inclusion on the District website in a timely manner. The

school principal is ultimately responsible for the content of all school webpages.

8. All district and school web pages must be accessible to the handicapped. It is the responsibility of the web page author/creator to verify the page(s) meets accessibility requirements.
 9. All district and school web pages must be accessible by the least sophisticated browser. The web page(s) author/creator is responsible for ensuring that this requirement is met.
 10. The District webmaster is responsible for the installation, upgrade, maintenance, operation and organizational structure of the District website. The District webmaster may develop procedures and schedules regarding school webpage updates. The District webmaster may delegate any of these duties to other staff within the Department of Research and Technology and/or other District facilities. Procedures are available to facilitate updating school webpages via remote access and are employed to guard against damage to the site by hackers, viruses or other tampering.
 11. Schools hosting weather servers and/or web servers must comply with Policy 2460 and the District Acceptable Use Policy, Section II.4, Web Publishing. District staff may provide assistance during the initial installation phase. However, normal operation, maintenance and content are the responsibility of the individual school/staff.
- E. Network Etiquette.
1. Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not write or send abusive messages or attachments.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal home address or phone number of students or colleagues. -- Note that electronic mail (e-mail) is not private. Messages related to or in support of illegal activities may be reported to the authorities.
 - d. Do not use the Internet in a way that would disrupt the use of the Internet by others (e.g., downloading huge files during prime time; sending mass e-mail messages; annoying other users).

- e. Periodically review files stored on a server and purge unneeded items.
- f. Unsubscribe from all listservs when unable to check e-mail for an extended period of time.

III. Security.

- A. Berkeley County Schools will employ any measure available to preserve the integrity of the district and school technology and Internet as available, dependable, and appropriate educational and administrative resources. To this end, the school system will install or otherwise make operational on all hardware applications that preserve and protect that hardware, all connected hardware and installed software. The school system will configure management and/or operating systems on any and all devices to destroy viruses or otherwise corrupting executable files, delete programs that are not state or county approved, and terminate and remove programs and applications that devour band-width.
- B. Users who identify a security problem on the system must notify a system administrator. Users must not demonstrate the problem to other users. Users must not use another individual's account or give their passwords to others. Attempts to log into the system as a system administrator will result in revocation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- C. The WVDE is the proprietor of a class B license of Internet Protocol (IP) addresses. All addresses are assigned, maintained and managed by the WVDE. Any unauthorized use is strictly prohibited.

IV. Vandalism.

- A. Vandalism will result in revocation of user privileges. Vandalism is defined as any attempt to harm or destroy data of another user or any connections that are part of the Internet. This includes, but is not limited to, downloading, uploading, creating, disseminating and/or executing viruses.

V. Safety.

- A. Safety measures must be enforced to carry out policies at the state, county, and school to implement the intent of CIPA, N-CIPA and E-rate guidelines.
- B. The WVDE, county school system and schools, in partnership with WVNET and other appropriate state agencies, will organize technical protection measures to guard against visual depictions that are (1)

obscene; (2) child pornography; or (3) harmful to minors or other material deemed locally to be "inappropriate for minors."

- C. The WVDE and WVNET operate the statewide infrastructure to provide Internet access for all Pre-K-12 public schools. In accordance with state purchasing guidelines, filtering will be installed at the state level at the two points of presence (POPs) for Internet access. This will provide filtering for all public schools in a cost effective manner and with efficient management.
- D. The County will also add other electronic filters as needed for equipment not included in V.3.
- E. Schools must enforce the use of the filtering or electronic technical protection measure during any use of the computers to access the Internet.
- F. Educators must monitor the online activities of minors as minors access the World Wide Web. All on-line activities must be for educational purposes approved by the school administrator or classroom teacher.
- VI. School Control - The principal of each school that affords students telecommunication network access shall cause accurate records to be maintained that include:
 - A. A consent and waiver form signed by a parent or other responsible adult for each student or each adult who is afforded telecommunication access;
 - B. All relevant passwords, codes, account numbers, etc., provided to such students or adults in connection with telecommunication access;
 - C. The initiation and termination dates of individual student or adult telecommunication access;
 - D. A copy of any school based policy related to Internet and/or other telecommunications systems. This information regarding use and consequences for failure to adhere to any acceptable use policies may be contained in the school's student handbook.
- VII. Termination of Access
 - A. The principal of each school that affords students telecommunication access shall cause the termination of individual student access if a student graduates, transfers out of state, drops out of school, or violates the consent or waiver described in Section VI.1 (Parental Consent and Waiver).

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- B. The principal of each school that affords adults telecommunications access shall cause the termination of individual adult access if an adult resigns, retires, or otherwise discontinues employment, or violates the consent or waiver described in Section VI.2.
 - C. The principal shall cause a monthly review of the students or adults who are afforded telecommunication access to insure that all appropriate termination of student or adult access has occurred.
 - D. Termination of student access is for the duration of time the student is in public education, including kindergarten through twelfth grade, post-secondary institutions and institutions of higher education. Termination of adult access is for the time the adult is employed by any public education institution in West Virginia.
 - E. Information regarding the termination of access will be provided to any public education institution in which the student may enroll or the adult may be employed in the future.
- VIII. In the event of any conflict with information contained in this document, or if any policy must be clarified, this document will rely on the content of State of West Virginia Policy 2460 for clarification.

Adoption dates: 11/05/01, 09/18/02, 05/17/04

Parental Consent and Waiver Form

The following form must be read and signed by you and your child.

- I will limit my use of telecommunications systems in school to the educational objectives approved by my teachers and/or school staff.
- I will communicate only for educational purposes and only through the K-12 address issued to me.
- I will follow the rules on network etiquette.
- I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type, or use abusive language of any type.
- I will not share my full name, home address or telephone number with another user for any purpose.
- I understand that information received on-line is private property, unless specified. I will not plagiarize information received in any form. I will adhere to all copyright laws.
- I will not use another person's account or share my password with anyone else.
- I will not attempt to by-pass the security built into the system, to gain access to any remote site through the process of "hacking", or to install unapproved software or executable files and I recognize that doing so will result in the immediate termination of my telecommunications privileges.
- I will not interfere with or disrupt network users, services or equipment.
- I will not access areas on the Internet commonly referred to as "CHAT" rooms without active or direct supervision by a teacher and/or school staff. I understand that access to "CHAT" rooms may be banned by district or an individual school.
- I will not use the Internet or other telecommunications systems to buy and/or sell any items, goods or services of any kind for personal gain.
- I will use the Internet or other telecommunications systems only with active or direct supervision by a teacher and/or school staff.

Berkeley County Schools will not be held responsible if the student participates in any of the aforementioned banned activities.

We have read the aforesaid consent and waiver for the use of Internet and/or other telecommunication systems in the classroom. We understand that this access is for only educational purposes; that any infraction will terminate user privileges and may result in further disciplinary action, including suspension from school.

We further agree to abide by the rules contained within State Policy 2460, the County Policy and my school's policy on Internet/Telecommunication whenever using District resources.

Student Name (Please Print) _____

Student Signature _____

Parent or Guardian (please print): _____

Parent or Guardian Signature: _____ Date: _____

School Name: _____

Training - Date Completed _____ Trainer's Initials _____

Adult Consent and Waiver Form

The following form must be read and signed by adult users.

- I will limit my use of telecommunications systems in school to the educational objectives approved by school staff or administration.
- I will communicate only for educational purposes and only through the K-12 address or the WVEIS ID issued to me.
- I will follow the rules on network etiquette.
- I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type, or use abusive language of any type.
- I will not share the school name, address or telephone number with another user for any non-educational purposes.
- I understand that information received on-line is private property, unless specified. I will not plagiarize information received in any form. I will adhere to all copyright laws.
- I will not use another person's account or share my password with anyone else.
- I will not attempt to by-pass the security built into the system, to gain access to any remote site through the process of "hacking", or to install unapproved software or executable files and I recognize that doing so will result in the immediate termination of my telecommunications privileges.
- I will not interfere with or disrupt network users, services or equipment.
- I will not access areas on the Internet commonly referred to as "CHAT" rooms for non-educational purposes. I understand that access to "CHAT" rooms may be banned by district or an individual school.
- I will not use the telecommunications systems to buy and/or sell any items, goods or services of any kind for personal gain, but I may use the systems to conduct school related business, so long as I follow all established State/County/School financial procedures.

I have read the aforesaid consent and waiver for the use of Internet and/or other telecommunication systems in the classroom. I understand that this access is for only educational purposes; that any infraction will terminate user privileges and may result in further disciplinary action.

I further agree to abide by the rules contained within State Policy 2460, the County Policy and my school's policy on Internet/Telecommunication whenever using District-resources.

Name (Please Print) _____

Signature _____ Date: _____

School Name: _____