

BERKELEY COUNTY SCHOOLS
ACCEPTABLE USE of TECHNOLOGY and NETWORKS

General

Berkeley County Schools Policy, *Acceptable Use of Technology and Networks*, is a policy name change and the replacement of the repealed policy, *Educational Purpose and Acceptable Use of Electronic Resources Technologies and the Internet* to: 1) simplify the language of the policy; 2) account for new and emerging technologies; and 3) update the Acceptable Use Agreements & Parental Consent and Waiver Forms.

This rule repeals and replaces BERKELEY COUNTY FILE: JT STUDENTS "*Educational Purpose and Acceptable Use of Electronic Resources and the Internet*".

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 the State of West Virginia Policy 2460 for clarification.

Educational Purpose

Berkeley County Schools (BCS) is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations. However, use of the BCS network and technology resources is a privilege, not a right.

The Berkeley County Schools Technology Team shall develop written technology procedures which provide guidance to staff and students concerning the safe, appropriate, and ethical use of the BCS network(s) based on WVBOE policy 2460 regarding the use of electronic resources, technologies, and the Internet.

The technology procedures shall also inform both staff and students about disciplinary actions that will be taken if Board technology and/or network(s) are abused in any way or used in an inappropriate, illegal, or unethical manner. Unacceptable use of technology includes, but is not limited to:

- A. Transmission or use of any material in violation of any federal or state law or regulation;
- B. Use for commercial activities, product advertising, or political lobbying;
- C. Transmission or use of any obscene, pornographic, or sexually explicit material;
- D. Intentional transmission or use of any type of virus or malicious file or computer code to disable or disrupt service;
- E. Illegally accessing or attempting to access any school, district, or state e-mail, electronic ID/password, data, system files, online resources, or equipment of the school that does not belong to the user;
- F. Hacking, cracking, vandalizing, and other unlawful online activities;
- G. Disclosing, using, or disseminating personal information regarding students;
- H. Cyberbullying, hate mail, defamation, harassment, discriminatory jokes and remarks, and other unauthorized behaviors as defined in other Board policies;
- I. "Sexting," the electronic transmission of sexual messages or pictures;
- J. Using proxy sites or personal devices to avoid state or county filtering; and/or
- K. All other prohibited activities as listed in WVDE Policy 2460 Section 6.3.

Further, safeguards, methods, and instructional models established by WVBOE policy to address Internet safety will be implemented and documented by BCS. All network access to BCS provided Internet shall be filtered through WVDE and/or county system filters to decrease the risk of students accessing inappropriate or harmful material. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, 1) interacting with other individuals through electronic mail, on social networking websites, and in chat rooms and 2) recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they are victims of cyberbullying.

The acceptable and appropriate use of telecommunications and/or access to the Internet and digital resources is an extension of the educator's responsibility in his/her classroom. Educators occupy a position of trust and stand in the place of a parent/guardian while a student is in school. Therefore, it is the educator's responsibility to ensure classroom activities focus on appropriate and specific learning goals and objectives when using Internet-related technologies. It is the educator's responsibility to avoid using technology in such a manner that places him/her in a position to abuse that trust.

Collaboration, resource sharing, and dialogue between the educational stakeholders (teachers, students, and/or parents) may be facilitated by the use of social media and other electronic communication. Such interactivity outside of the school walls can enhance classroom instruction. However, a clear line must be drawn between personal and professional/educational social networking to protect the safety of the students and the integrity of educational professionals and service staff. Use of social media and electronic communication must support the educational process and follow county technology procedures. Educators are discouraged from using personal accounts to contact students.

Educators who register students for any online accounts must have explicit parental permission for the students to use those accounts. It is imperative that the educator carefully read the Terms & Conditions of the website and comply with said Terms & Conditions. Most sites transfer the liability to the teacher to get parental permission.

Professional development regarding the responsible use of the Internet and other technologies will be provided to employees and students. Employees and students who complete the training and sign Acceptable Use Agreement forms may be provided with appropriate usernames and passwords to access Berkeley County School's network(s) and technologies.

Employees and students are provided with a state e-mail account and password. A state e-mail address may be required to participate in state online courses, to receive information distributed through state and county distribution lists and listservs, and to access county servers and websites. Use of personal e-mail accounts to contact staff, students, and parents is discouraged. Employees and students must use a state or county educational e-mail account for school work and communication. Use of the state e-mail account for personal communications is discouraged.

All information stored within the state's and BCS computers, servers, and other technology devices is the property of the state, Board, or school. Users of Berkeley County School's equipment and networks have no expectations of privacy with respect to its content.

Student use of Internet-related or web-based applications must be authorized by an educator and the parent/guardian through a signed Acceptable Use Agreement form. Appropriate adult supervision of Internet use must be provided. While WVDE does filter Internet traffic, filtering software is not 100% effective. Deliberate and consistent monitoring of student use of the Internet and technologies is vital to prevent access to inappropriate and harmful materials. While classroom educators have primary contact with students, acceptable and appropriate use of online resources, technologies, and the Internet is the responsibility of all county staff and employees.

The West Virginia Education Information System (WVEIS) is to be used exclusively for the business of BCS and its schools. All staff must maintain the confidentiality of student data in accordance with The Family Educational Rights and Privacy Act (FERPA).

BCS shall follow the guidelines of federal and state law, the Children's Internet Protection Act (CIPA), and the Children's Online Privacy Protection Act federal statutes (COPPA). Unauthorized or unacceptable use of the Internet or educational technologies as part of an educational program by students, educators, or staff may result in suspension or revocation of such use and/or disciplinary actions involving local, county, state, or federal agencies.

All equipment owned by the district or school that is used off-site shall be subject to the same rules as when used on-site.

Students and staff are prohibited from using county or personally owned devices to capture, record or transmit the sounds (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Taking or transmitting audio and/or pictures/video of an individual, without his/her consent, may be an invasion of privacy and is not permitted.

Technology may not be used in any way that might reasonably be interpreted by others as an attempt to threaten, humiliate, bully, harass, embarrass, or intimidate another person. The use of any camera device (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in bathrooms, locker rooms, or any room serving the functionality of the previously mentioned rooms.

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.

Accessing a County/School Network

Students, teachers and Berkeley County Board of Education employees may access networks in schools and county facilities. Under some circumstances, vendors, contractors or employees of the State of West Virginia may need to temporarily connect to the school network. In every case, effort should be made to inform all users of the Acceptable Use Policy of the site. The FCC allows for community access to school networks during non-operating hours without the need for a signed Acceptable Use Agreement. The building administrator may allow this community use during non-operating hours.

No unapproved wireless networks are allowed in any Berkeley County Schools' building. No one may bring a wireless router or access point and "plug-in" to the school/county network. Only the Director of Technology may approve a wireless installation. Only an approved official at each site may give a person permission to connect to a wireless network. Connection devices include items such as, but not limited to, computers, tablets, cellular phones and Wi-Fi hotspots. All precautions must be made to insure the security of a school's network.

In order to comply with the CIPA, the use of personal equipment that does not use WVDE and county filters when accessing the Internet in schools is forbidden. Unauthorized or unacceptable use of personal technology devices by students may result in suspension or revocation of personal device privileges. These uses include, but are not limited to, the following.

- A. Using technology to capture, receive, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty;
- B. Using personal devices during class that are not approved by the school or the individual teacher (e.g. cell phones, smart phones, tablets, digital cameras, MP3 players and laptops);
- C. Downloading and installing district licensed software on personal devices unless specifically allowed by the licensing agreement;
- D. Using personal devices to bypass filtering, circumvent network security, or in violation of the acceptable use standards which normally apply to district-owned technology; and
- E. Using personal devices for violations related to cyber bullying and harassment.

Parental Consent and Waiver

Prior to affording individual student Internet access, a Consent and Waiver form must be signed by the student, sponsoring teacher, and parent(s) or guardian(s). This Consent and Waiver form should stipulate that the student or other person granted access will abide by the school's Acceptable Use Policy. This form may also include a question regarding permission to use a student's photograph on the school or county website(s).

Berkeley County Schools Employees

An acceptable use policy for the employees of the Berkeley County Board of Education working within or outside of the school will be in effect. All employees accessing the Internet shall have signed the acceptable use form agreeing to abide by the regulations spelled out in their respective policies. After the form is signed the staff member shall be expected to abide by all terms of the agreement.

Web Publishing

Berkeley County Schools recognizes the educational benefits of publishing information on the Internet by school personnel and students. The district also recognizes the importance of guidelines that address content, overall responsibility, potential contributors, quality, technical standards, copyright laws, and student protection

The "official" district/school web site will be administered by the district/school designated authority. Appropriate educational permission must be obtained for student web pages published within the West Virginia public K-12 intranet and from a public K-12 site to the Internet.

Web site content must:

- A. Be appropriate, in good taste, and not harmful to any individual or group.
- B. Be grammatically correct, accurately spelled, and have a pleasing appearance.
- C. Follow FERPA, state, district and school regulations when using student pictures and names.
Parental permission should be obtained. Internet guidelines stress the importance of not publishing the last names of students. Nicknames may be used in place of the given name.
Personal information, such as home address, home telephone, credit card information, mother's maiden name, and other personal information should not be published.
- D. Comply with state and local policies and regulations.
- E. Include information such as an e-mail address of the responsible contact person, copyright, and the last date updated should be included.
- F. Remain current, be accurate, and navigation through the site should be easy and user friendly.
- G. Restrict business/commercial links or the acknowledgment of a business on a school/county web site to business partners and/or materials that are educational, provide technical support, or are germane to the philosophy of the school/county. Advertising of commercial offerings is forbidden.
- H. Comply with copyright, intellectual property, state, federal (specifically COPPA and CIPA) and international law.
- I. Include the permission granted statement (who, time period, etc.) for all copyrighted materials.

The Berkeley County Schools Technology Team shall annually review all technology procedures and forms and report any recommended and/or mandatory changes, amendments, or revisions to the Superintendent and Board of Education.

FORM A

BERKELEY COUNTY SCHOOLS Technology Acceptable Use Agreement Form Professional Employees & School Aides

OVERVIEW

The appropriate use of technology helps students and staff become life-long learners and positive and effective digital citizens. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world and use technology responsibly. They understand that information posted to the Internet is public, permanent and may have a long-term impact on their lives and careers.

Berkeley County Schools and the West Virginia Department of Education (WVDE) provide a variety of technology tools, resources and services, including Internet and e-mail accounts, to employees who understand how to use them in a responsible manner. The intent of Berkeley County Schools is for technology resources to be used as a valuable tool to support the educational process.

The acceptable and appropriate use of telecommunications and/or access to the Internet and digital resources is an extension of the educator's responsibility in his/her classroom. Educators occupy a position of trust and stand in the place of a parent or guardian while a student is in school. Therefore, it is the educator's responsibility to ensure classroom activities focus on appropriate and specific learning goals and objectives when using Internet-related technologies. It is the educator's responsibility to avoid using technology in a manner which abuses that trust.

Collaboration, resource sharing and dialogue between the educational stakeholders (teachers, students and/or parents) may be facilitated by the use of social media and other electronic communication. Such interactivity outside of the school walls can enhance classroom instruction. However, a clear line must be drawn between personal social networking and professional/educational networking to protect the safety of the students and the integrity of educational professionals and service staff. Use of social media and electronic communication must support the educational process and follow county technology procedures. Educators are discouraged from using personal accounts to contact students.

Berkeley County Schools and the WVDE reserve the right to monitor, inspect and investigate the content and usage of any technology device, resources or services which they provide. No one should have any expectation of privacy when using them; we reserve the right to disclose any information to law enforcement or third parties as appropriate.

USE OF TECHNOLOGY RESOURCES WITHIN BERKELEY COUNTY SCHOOLS IS A PRIVILEGE, NOT A RIGHT.

USER RESPONSIBILITIES

As the user of technology resources provided by Berkeley County Schools, each employee must read, understand, and accept all of the following rules and guidelines stated in this section.

1. I understand and will abide by the generally accepted rules of digital/network etiquette and security.
 - I will be polite in electronic communications, using proper English and appropriate language.
 - I will not reveal any personal information about another individual on any electronic medium without his/her permission.
 - I will keep educational files and e-mail messages on servers within my allotted space limits.
 - I will only publish student pictures/videos or names on class, school or district websites when appropriate, written permission has been received from the parent or guardian in accordance with the district's Web Publishing Policy.
 - I will not use proxy sites or personal technology devices to bypass Internet filtering. I understand all Internet content for students must be filtered in accordance with the Children's Internet Protection Act (CIPA).
2. I understand that all technology use must be for **educational** purposes, whether on school property or at another location.

- I will use BCS technology resources and telecommunications for purposes that support the educational process. District equipment that is used off site is subject to the same rules as when used onsite.
 - I will not use BCS resources to view, create, modify or disseminate obscene, objectionable, violent, pornographic or illegal material.
 - I will not use BCS resources for commercial or for-profit purposes that include, but are not limited to, home businesses, gambling, advertising, political lobbying or soliciting.
 - I will not use BCS resources for hacking, cracking, vandalizing or any other unlawful online activities.
 - I am responsible for mobile devices given to me as part of my job. If any district device is lost, stolen or damaged while in my possession away from school property, I am responsible for replacement/repair costs.
3. I understand the bandwidth available to Berkeley County Schools and the state educational system is limited and must be protected for educational purposes.
- I will only use instant messaging or chat (Microsoft Lync) services to support the educational process.
 - I will not access my personal social networking sites using BCS resources.
 - I will not listen to the radio, watch videos or play games via the Internet for entertainment purposes.
 - I will only stream audio and video files that have an educational purpose, and I will only download and save the content to the computer or my WVDE assigned Microsoft One-Drive during non-peak hours when possible.
4. I understand that employees have access to confidential information and files and that I am responsible for protecting the confidentiality of this data.
- I will log off or lock the computer/network when not using it.
 - I will not use the “remember password” feature of Internet browsers and e-mail clients.
 - I will close student records (Engrade, WVEIS, WOW, etc.) when away from my desk.
 - I will not allow students, parents, or unauthorized people access to my accounts or grade books.
 - I understand that information in WVEIS is to be used only for district business, and I must maintain the confidentiality of student data in accordance with The Family Educational Rights and Privacy Act (FERPA).
 - I will not attempt to learn other employees’ passwords.
 - I will not copy, change, read or use files that belong to other employees without their permission.
5. I understand copyright laws protect a variety of materials (print, non-print, and ideas), including those found on the Internet and electronic resources.
- I will not install any unauthorized software, including personal software, on BCS equipment. Unauthorized software is defined as software outside the legal licensing agreement created by the author of the program.
 - I will not make copies of any software found on the district’s equipment or on the Internet to keep, give or sell in violation of the legal license agreement.
 - I will not use shareware beyond the trial period specified by the program unless I purchase it.
 - I will not download any copyrighted materials from the Internet without the permission of the copyright holder. This includes, but is not limited to, music and video files.
6. I understand the importance of maintaining the technology that I use for my job.
- I will not attempt to bypass or disable any security or antivirus software installed on my devices or on the network.
 - I will not knowingly create or introduce any virus to BCS equipment.
 - I will inform my technology support personnel or site administrator about problems with technology and security issues; I will follow the repair process implemented at my work site.
 - I will maintain my devices by allowing periodic updates of operating systems, anti-virus programs and anti-spy/Malware software to run when prompted.
 - I will protect my data by performing periodic back-ups to external media.
 - I will not remove any devices from or attach any devices to the network(wired or wireless) without the prior approval of the BCS Technology Department. *Prohibited devices* include network cables over 15 feet in length, mobile devices, wireless devices, or other devices attaching via network cables or wireless access points. *Permissible equipment* includes backup/storage drives, USB drives, non-networked printers, monitors, etc. that are attached to computers.

7. I understand that ALL county owned devices (laptops, netbooks, tablets, printers, etc.) are assigned to me for educational purposes only.

- Laptops, netbooks, and tablets remain the property of Berkeley County Schools and are subject to audit by county staff at any time.
- I will be responsible for keeping my assigned device secure and in good condition.
- I will demonstrate responsible and safe use of the Internet both at school and at home.
- I will not loan my assigned device to peers or family members.

USER RESPONSIBILITIES FOR EMPLOYEES WHO SUPERVISE STUDENTS USING TECHNOLOGY

1. A staff member is required to be present and to monitor student use of the Internet or network resources.
2. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist in filtering and acceptable use issues.
3. Student use of the Internet must support the educational learning goals and objectives as defined in WVDE Policy 2520.14 and Berkeley County Schools Acceptable Use Policy.
4. All students must have a signed BCS Acceptable Use Agreement Form on file at school before they access any technology.
5. As part of all Internet lessons and periodically during other technology lessons, acceptable use of technology and telecommunications should be reviewed.
6. Students can access e-mail at school ONLY through the use of an account approved by the WVDE or Berkeley County Schools.
7. Teachers who utilize Web 2.0 tools (wikis, blogs, pod/vodcasts, etc.) for student work must follow the district's Web Publishing Policy. These tools should be on educational sites that provide protection of user privacy, content monitoring and limit advertising. Information on appropriate sites is available from the BCS and WVDE technology departments.
8. Teachers will instruct students about copyright laws and the fair and appropriate use of information and ideas.
9. A teacher who observes a student violating the BCS Acceptable Use Agreement Policy must report the student to the school administration according to the procedures in place at his/her school.
10. Educational web portals, such as approved school websites, are designed to encourage communication between school and home. Use of portals as a primary access point for teachers, students and home communication is encouraged. Sites that actively promote and focus on school fundraising and/or commercial ventures are not permitted.

Failure to comply with the above rules may result in permanent revocation of access privileges and/or disciplinary actions involving local, county, state or federal agencies.

I have read and agree to abide by the rules and regulations above. I also understand that any technology device owned by Berkeley County Schools is subject to random auditing by BCS staff, WVDE staff or software publishing organizations for the purpose of determining the presence of unauthorized software.

Employee Signature _____ Date _____

Employee Name (please print) _____

THIS SIGNATURE PAGE MUST BE ON FILE AT THE PERSONNEL OFFICE FOR THE EMPLOYEE TO MAINTAIN TECHNOLOGY ACCESS.

BERKELEY COUNTY SCHOOLS
Technology Acceptable Use Agreement Form
Service Personnel (except School Aides)

OVERVIEW

The appropriate use of technology helps students and staff become life-long learners and positive and effective digital citizens. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world and use technology responsibly. They understand that information posted to the Internet is public, permanent and may have a long-term impact on their lives and careers. Berkeley County Schools and the West Virginia Department of Education (WVDE) provide a variety of technology tools, resources and services, including Internet and e-mail accounts, to employees who understand how to use them in a responsible manner. The intent of Berkeley County Schools is for technology resources to be used as a valuable tool to support the educational process.

Collaboration, resource sharing and dialogue between the educational stakeholders (teachers, students and/or parents) may be facilitated by the use of social media and other electronic communication. Such interactivity outside of the school walls can enhance classroom instruction. However, a clear line must be drawn between personal social networking and professional/educational networking to protect the safety of the students and the integrity of educational professionals and service staff. Use of social media and electronic communication must support the educational process and follow county technology procedures. Educators are discouraged from using personal accounts to contact students. Berkeley County Schools and the WVDE reserve the right to monitor, inspect and investigate the content and usage of any technology device, resources or services which they provide. No one should have any expectation of privacy when using them; we reserve the right to disclose any information to law enforcement or third parties as appropriate.

USE OF TECHNOLOGY RESOURCES WITHIN BERKELEY COUNTY SCHOOLS IS A PRIVILEGE, NOT A RIGHT.

USER RESPONSIBILITIES

As the user of technology resources provided by Berkeley County Schools, each employee must read, understand, and accept all of the following rules and guidelines stated in this section.

1. I understand and will abide by the generally accepted rules of digital/network etiquette and security.
 - I will be polite in electronic communications, using proper English and appropriate language.
 - I will not reveal any personal information about another individual on any electronic medium without his/her permission.
 - I will keep educational files and e-mail messages on servers within my allotted space limits.
 - I will only publish student pictures or names on class, school or district websites when appropriate, written permission has been received from the parent or guardian in accordance with the district's Web Publishing Policy.
 - I will not use proxy sites or personal technology devices to bypass Internet filtering. I understand all Internet content for students must be filtered in accordance with the Children's Internet Protection Act (CIPA).
2. I understand that all technology use must be for **educational** purposes, whether on school property or at another location.
 - I will use BCS technology resources and telecommunications for purposes that support the educational process. District equipment that is used off site is subject to the same rules as when used onsite.
 - I will not use BCS resources to view, create, modify or disseminate obscene, objectionable, violent, pornographic or illegal material.
 - I will not use BCS resources for commercial or for-profit purposes that include, but are not limited to, home businesses, gambling, advertising, political lobbying or soliciting.
 - I will not use BCS resources for hacking, cracking, vandalizing or any other unlawful online activities.
 - I understand that extreme temperatures or sudden changes in temperature can damage mobile devices.
 - I am responsible for mobile devices given to me as part of my job. If any district device is lost, stolen or damaged while in my possession away from school property, I am responsible for replacement/repair costs.
3. I understand the bandwidth available to Berkeley County Schools and the state educational system is limited and must be protected for educational purposes.
 - I will only use instant messaging or chat services to support the educational process.
 - I will not access my personal social networking sites using BCS resources.
 - I will not listen to the radio, watch videos or play games via the Internet for entertainment purposes.
4. I understand that employees have access to confidential information and files and that I am responsible for protecting the confidentiality of these data.
 - I will log off or lock the computer/network when not using it.

- I will not use the “remember password” feature of Internet browsers and e-mail clients.
- I will close student records (grade books, WVEIS, etc.) when away from my desk.
- I will not allow students, parents, or unauthorized people access to my accounts or grade books.
- I understand that information in WVEIS is to be used only for district business, and I must maintain the confidentiality of student data in accordance with The Family Educational Rights and Privacy Act (FERPA).
- I will not attempt to learn other employees’ passwords.
- I will not copy, change, read or use files that belong to other employees without their permission.

5. I understand copyright laws protect a variety of materials (print, non-print, and ideas), including those found on the Internet and electronic resources.

- I will not install any unauthorized software, including personal software, on BCS equipment. Unauthorized software is defined as software outside the legal licensing agreement created by the author of the program.
- I will not make copies of any software found on the district’s equipment or on the Internet to keep, give or sell in violation of the legal license agreement.
- I will not use shareware beyond the trial period specified by the program unless I purchase it.
- I will not download any copyrighted materials from the Internet without the permission of the copyright holder. This includes, but is not limited to, music and video files.

6. I understand the importance of maintaining the technology that I use for my job.

- I will not attempt to bypass or disable any security or antivirus software installed on my devices or on the network.
- I will not knowingly create or introduce any virus to BCS equipment.
- I will inform my technology support personnel or administrator about problems with technology and security issues; I will follow the repair process implemented at my work site.
- I will maintain my devices by allowing periodic updates of operating systems, anti-virus programs and anti-spy/Malware software to run when prompted.
- I will protect my data by performing periodic back-ups to external media.
- I will not remove any devices from or attach any devices to the network(wired or wireless) without the prior approval of the BCS Technology Department. *Prohibited devices* include network cables over 15 feet in length, mobile devices, wireless devices, or other devices attaching via network cables or wireless access points. *Permissible equipment* includes backup/storage drives, USB drives, non-networked printers, monitors, etc. that are attached to computers.

Failure to comply with the above rules may result in permanent revocation of access privileges and/or disciplinary actions involving local, county, state or federal agencies.

I have read and agree to abide by the rules and regulations above. I also understand that any technology device owned by Berkeley County Schools is subject to random auditing by BCS staff, WVDE staff or software publishing organizations for the purpose of determining the presence of unauthorized software.

Employee Signature _____ Date _____

Employee Name (please print) _____

THIS SIGNATURE PAGE MUST BE ON FILE AT THE PERSONNEL OFFICE FOR THE EMPLOYEE TO MAINTAIN TECHNOLOGY ACCESS.

FORM C

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 chat rooms without direct supervision by a teacher. I understand this may be banned by my district or by my 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.
- I will not use personal devices to bypass filtering, circumvent network security, or violate the acceptable use standards which normally apply to district-owned technology
- I will not use proxy sites, etc. to avoid state or county filtering

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 or personal 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 _____