

Student Acceptable Use Policy

General Technology Acceptable Use Policy

General

Wetzel County Schools is committed to making available to all student and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, devices brought to school by students and staff, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of Wetzel County Schools to ensure excellence in education for every student. Wetzel County Schools has the right to place reasonable restriction on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection.

The use of technology resources must be in support of Wetzel County Schools' educational objectives. Access to various technology resources is available to users for academic-related purposes only unless written notification is provided to building administration by parent/guardian. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer, support personnel. The goal of providing technology resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration. Access is a privilege, not a right. Permission from parents or guardians is required before students may access the computer network services. All school district users must sign an Acceptable Use Agreement before access is permitted.

Technology resources not only include district-owned hardware and servers but all resources used in the infrastructure, including personal devices. The infrastructure includes the wired network as well as the wireless network and the utilization of bandwidth associated with each segment of the network (e.g. user accessing district network using personal device).

Privileges & Responsibilities

Usage of Wetzel County Schools network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district. Neither the Local Area Network nor the Internet may be used for personal or frivolous reasons.

Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

- Use of another user's account.
- Attempting to breach the desktop security of a computer.
- Attempting to break into password protected areas of a network or tampering with network systems.
- Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity.
- Use of technology to engage in behavior prohibited by Wetzel County Schools' anti-harassment and anti-bullying policy.
- Accessing Wetzel County Schools blocked web sites.
- Activity that is likely to cause a substantial disruption to the orderly operation of the school and/or learning environment.
- Activity that is prohibited under state, federal, or local law.

Any user who violates the acceptable use policy may be denied access to the school's technology resources.

Property Rights

Users must respect the intellectual property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on Wetzel County Schools hardware is the property of Wetzel County Schools and may not be copied or transmitted to any outside party: upon termination of employment, no employee shall remove any software or data from District owned computers. No student or employee may copy, download from the Internet or install onto a District computer or otherwise use any software in violation of applicable copyrights and license agreements.

Privacy

Electronically Stored Personal Data

Wetzel County Schools permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. **Users shall not have a reasonable expectation of privacy while using district computers, networks, or technology.**

District Monitoring

Wetzel County Schools has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students and staff visit on the Internet and reviewing email. The Administration and technology supervisor shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. Wetzel County Schools also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on Wetzel County Schools' computers and computer network systems, including the Internet. Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Safety

Individuals who utilize Wetzel County Schools' technology resources are expected to abide by the principles of digital citizenship. Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is not possible to constantly monitor all individual network use at all times. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Student Violations

Students who violate the rules and policies stated in the student handbook, will be subject to the actions specified to the violation. These actions range from a verbal warning to expulsion. The interpretation, application, and modification of this policy are within the sole discretion of Wetzel County Schools. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology supervisor.

1:1 Acceptable Use Policy

Overview

The 1:1 initiative gives students the tools to have instant access to a world of information and also to become producers rather than just consumers of information that is available through the use of technology.

Equipment

Ownership

Wetzel County Schools retains sole right of possession and ownership of all devices utilized in the 1:1 initiative, and grants permission to the student to use the Device according to the rules and guidelines set forth in this document. Failure to follow the terms of this policy will result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student and revocation of student access to Wetzel County Schools technology, as well as any other disciplinary action deemed appropriate by Wetzel County Schools policy. Wetzel County Schools reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, Wetzel County Schools staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.

There is no reasonable expectation of privacy while using Wetzel County Schools computers, networks, or technology.

Equipment Provided

All Devices include a protective bag or case, AC charger, software, and other miscellaneous items (hereinafter collectively referred to as the "Device"). Wetzel County Schools will retain records of the serial numbers of provided equipment.

Device Use and Conduct

The primary goal of Wetzel County Schools available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses always takes priority over any other use of the Device and other media center equipment.

The following is a list of rules and guidelines that govern the use of Wetzel County Schools Devices and network resources. Students must follow these rules and guidelines at all times when using Wetzel County Schools technology.

Network Resources in this document refers to all aspects of the school's owned or leased equipment, including, but not limited to, computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

Students will:

- Only access the system for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Observe and respect license and copyright agreements.
- Return the Devices to Wetzel County Schools at the end of the school year for system updates and re-imaging of the Device.
 - Not harass, intimidate, or bully anyone in accordance with Wetzel County Policy GBAB: Racial, Sexual, Religious/Ethnic Harassment/Violence/Bullying Policy. Parents may obtain a copy of this policy by contacting the principal of their child's school or the policy is also available online at:
http://www.edline.net/files/_YFJpk_/0b291d312a34e3ca3745a49013852ec4/gba b.pdf

Users may not use network resources:

- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions;
- To access Web sites or other content blocked by the District, via codes or any other method;
- To alter, add or delete any files that affect the configuration of a school Device.
- To conduct any activity that violates school rules, Wetzel County Schools Board Policy, or the law (this includes adhering to copyright laws);
- To access the data or account of another user (altering files of another user is considered vandalism);
- To install any software onto Wetzel County Schools Devices; or,
- To copy Wetzel County Schools school software (copying school-owned software programs is considered theft).

The above list includes the described activities, but is not limited to the above.

In addition, users may not:

- Attempt to change any Wetzel County Schools network or server configuration or the configuration of the Device.
- Give user name(s) and/or password(s) to anyone other than parents/or legal guardians.
- Video tape staff or students without their consent or knowledge, this includes (but is not limited to):
 - Webcams.
 - Laptops.
 - Cameras.
 - Cell phones.
 - or any other digital devices.
- Use school issued email accounts in ways inconsistent with defined policy.

The above list should not be considered to be inclusive

Discipline

Any student who violates the rules and expectations relative to this policy and technology use will be subject to disciplinary action, up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, then a Wetzel County Schools administrator or designee will decide appropriate consequences in accordance with school policy and the law.

Any student violations may also result in the student's access to Wetzel County Schools technology being limited or revoked, and/or students having their hard drives restored to original settings. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices.

Wetzel County Schools Monitoring of Devices

In compliance with the Children's Internet Protection Act ("CIPA"), Wetzel County Schools is and will continue to do everything practical to keep students safe when using technology. This includes installing content filtering on all Devices. Filtering technology is not perfect, it is possible that restricted content may not always be stopped by filtering technology. Wetzel County Schools does not have control of content posted on the Internet, nor does it have control of incoming email. Sites and content accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Wetzel County Schools. Wetzel County Schools expects students to use technology appropriately and follow all policies when using the Internet, and believes that parent/or legal guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law. Students found in violation of the policy will be subject to disciplinary action under Wetzel County Schools policy.

Device Use and Policies for Students

Device Damages

- If a Device is damaged, the school must be notified immediately.
- Wetzel County Schools reserves the right to charge the Student and Parent/or Legal Guardian the full cost for repair or replacement when damage occurs due to intentional conduct or gross negligence as determined by Wetzel County Schools administration. Examples of gross negligence include, but are not limited to:
 - Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Device while at school.
 - Lending equipment to others other than one's parents/or legal guardians.
 - Using equipment in an unsafe environment.
 - Using the equipment in an unsafe manner.
- A student whose Device is being repaired will have access to a loaner Device in most cases. These Devices are called "Hot Swaps" and will be available for students to use during the time of repair. If it is determined that the Device was damaged intentionally, the student will not be able to take the "Hot Swap" Device home.
- If the Device's charger is damaged or lost, the student is responsible for replacing it with the same model. Chargers have unique identifiers and these identifiers are recorded.
- If the student leaves the school district and does not turn in the device and bag, Wetzel County Schools will make a reasonable effort to obtain the device and bag. If those efforts are unsuccessful, Wetzel County Schools will treat it like a stolen device and will notify the appropriate authorities.

Student Use in Classrooms

- Students will be required to take their Device to each class each day.

Student Access to the Internet

- At school, students will have access to the Internet through the school network. When not at school, students can access the Internet on district Devices if they have Internet access available to them in their home or other locations. Wetzel County Schools will not provide students with Internet access outside of school. The Device's content filter will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in other locations where students access the Internet.
- As with any other Internet-enabled Device, Wetzel County Schools recommends that parents/or legal guardians monitor their student's time and activities on the Internet.

Education of Students in Safe and Appropriate Use of Technology

- Students will receive instruction in safe, ethical, and appropriate use of technology prior to issuance of a Device. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others.
- Topics covered in these learning sessions will include information on cyberbullying and cyber-harassment, inappropriate web sites, online safety including use of social networking platforms and chat rooms, plagiarism, and misuse of the equipment. Students will also learn how to respond to inappropriate or unsafe situations that may arise on the Internet.

Student Access & Monitoring

- **There is no reasonable expectation of privacy while using Wetzel County Schools computers, networks, or technology.** Ultimately the Device is the property of Wetzel County Schools, and Wetzel County Schools has the right to determine what is appropriate and to search the Device at any time.
- Wetzel County Schools' filtering software allows Wetzel County Schools to block websites that are inappropriate for students whether they are accessing the web via Wetzel County Schools wireless network or if they are connected to the Internet at other locations.
- Software also allows for screen monitoring while at school, which makes it possible for appointed Wetzel County Schools personnel to monitor student Device screens.
- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.

- If prohibited or inappropriate Web sites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

Bringing the Device to School

- It is imperative that students bring their Device and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their Device.
- The Device must be kept in the carrying bag at all times when it is not being used.

Charging of Devices

- It is the students' responsibility to have their Devices charged each day when they come to school. Students must be responsible and charge their Devices before coming to school. If a student comes to class with a Device that is not charged, specific consequences may occur for the student.
- Students should establish a routine at home for the charging of the Devices so that it can charge overnight. The charging time of the Device and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the power adapter and cable. The student or parent/or legal guardian will replace lost or damaged power adapters or cables with the same model. It is recommended that students **NOT** use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.
- Student may have access for charging at school, but should not rely on this access to charge his or her device.

Loss or Theft of Devices

- Devices that are lost or stolen need to be reported to the school's main office immediately.
- If a Device is stolen or vandalized while not at an Wetzel County Schools sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible.

Downloading Programs & Personalizing the Device

- Only Wetzel County Schools Technology Department or its authorized representatives may install applications on student Devices.
- Removable protective coverings may be purchased from third party vendors, at the student's sole expense. Please check with the Technology Department regarding specific models.

Student Printer Use

- Students may have access to designated printers in the building, however use of Office 365 will be encouraged to save expense and model 21st Century Learning Skills.

Legal Issues and Jurisdiction

Because Wetzel County Schools owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Wetzel County Schools' network resources is subject to the rules stated in this policy. Wetzel County Schools monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school. Wetzel County Schools reserves the right, if needed, and at its sole discretion, to remotely access, open, examine, and/or delete electronic files that violate this or any other District Policy.

Parents/Legal Guardian's Right To Waive 24/7 Access

Parents/Legal Guardians have the right to waive their child's 24/7 access to the Device by filing a written waiver with the school's main office. A record of that waiver will be kept on file. The student will still have access to the Device while at school, but will not be allowed to remove the Device from school. A location will be provided to store and charge the Device at school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to the Device can be made at any time during the school year.

Device Care

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned Device.

General Care

- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing.
- Do not remove or interfere with the serial number or any identification placed on the Device.
- Keep the equipment clean. For example, don't eat or drink while using the Device.
- **Do not do anything to the Device that will permanently alter it in any way.**
- Removable computer skins or protective covers may be purchased at the student's sole expense, but the following guidelines must be followed:
Only school approved stickers or identifying information may be added to the device.
Removable computer skins/covers purchased must fit the computer properly and cause no damage when removed:
- DO NOT charge your Device while it is in the bag. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.

Keep The Device in a Safe Place

- The Device bag, along with the Device and other equipment, must be stored in a safe place.
- The Device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Devices left in bags in unattended classrooms or other areas are considered "unattended" and could be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Device back. If the Device is confiscated a second time, the student may be required to get a parent/or legal guardian signature acknowledging financial responsibility before getting the Device back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- Avoid storing the Device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.

Device Bags

Each student will be given a protective bag that they are required to use to carry their Device in during the school day and outside of school. This is the only bag that is approved for the Device to be placed in. It is specially designed for the Device that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your Device.

Keep The Device Away from All Liquids.

Exposure to liquids will severely damage a Device and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. will all ruin your Device completely. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your Device—even if it is sealed.

Device Problems

- It is a student's responsibility to maintain a 100% working Device at all times.
- If the Device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student must take the Device to the appointed technical support location as soon as possible after

discovery of the problem. If the Device cannot be fixed immediately, the student may be issued a different Device to use on a temporary basis.

- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic/aluminum casing. Doing so will void the warranty, and the student/family will be responsible for any repairs. When in doubt, ask for help.

Only One User

NEVER allow anyone else to use your Device. Parents or guardians may utilize the Device for the sole purpose of monitoring a student's use or classwork; personal or business use of a Device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using it will be the student's/parent's responsibility.

Cleaning the Device

Device screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth when cleaning the Device.

Shutting Down the Device.

Fully shut down the Device when it won't be used for an extended duration. Simply putting your Device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

Closing the Device

- The laptop lid/screen needs to be completely closed when moving it from one point to another.
- Make sure no foreign objects are in between the screen and keyboard when the lid is closed otherwise the screen may be broken or damaged.

Carrying the Device

- Always store the Device in the protective bag.
- Bring the provided bag to classes and use the bag whenever transporting.
- Do not store anything (e.g., cords, papers or disks) in the area within the case designed for the Device other than the Device itself as this may damage the screen.
- Do not grab and squeeze the Device, as this can damage the screen and other components.
- Never carry your Device by the screen.

Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or devices made specifically for this purpose, when working on your lap. Also, avoid lap--based computing while connected to the power adapter as this will significantly increase heat production.
 - Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

Required Acceptance

Students and parents must sign and return proper forms indicating acceptance of this policy before a student is issued a Device. After receiving the Device, students and parents will be required to sign off on the issued Device. This form will include the Device's identifying information. Students are expected to return the device issued to them. All parts of the Device include identifying information that can be tracked. Failure to return the device and components issued could result in the district charging the parent/ and student for the missing component(s)