

## **MONROE COUNTY SCHOOLS ACCEPTABLE USE POLICY ON INTERNET**

### **I. GENERAL INFORMATION AND GUIDELINES**

The West Virginia Network for Educational Telecomputing (WVNET) is an electronic network which accesses the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to electronic mail communication with people all over the world; information and news from NASA as well as the opportunity to correspond with the scientist at NASA and other research institutions; public domain and shareware software of all types; access to many university library catalogs, the Library of Congress, ERIC and more.

It is a general policy that all computers used through WVNET are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to WV Board of Education Policy 2460, WVNET Operational Policy or the Internet Acceptable Use Policy of Monroe County Schools will result in the immediate revocation of access privileges of any user, which will not be reinstated except through an appeal process as described below.

Monroe County Schools will utilize the filtering technology provided through the West Virginia Department of Education. This filtering device is an appropriate technology protection measure to protect against visual depictions that are obscene, child pornography, or (with respect to use of Internet by minors), is harmful to minors.

Employees, students and parents are asked to read carefully the following information regarding the use of Internet. The ultimate responsibility of setting and overseeing guidelines that students should follow when accessing the Internet and online services must lie with the parent(s) and guardian(s). With this in mind, the Monroe County Schools support and respect each family's right to decide whether or not to allow their children to access information on the Internet. A student will not be allowed any access to Internet without verified parent/guardian signature on the Consent and Waiver Form.

Each classroom teacher must be aware of the Children's Internet Protection Act, as well as this policy, and why it has been implemented. Teachers must be aware of the basic guidelines in their respective schools for the use of the Internet. They must also be responsible for knowing which students in their classes may not use the Internet for whatever reason indicated by the administrative staff at the school. Finally, students must be directly supervised by a teacher when they are using the Internet.

### **II. INTERNET ACCESS**

A. Students of Monroe County Schools will be allowed to access the Internet under the following:

- 1) Parent/Guardian has read the Internet Access Information and Acceptable Use Policy of Monroe County Schools and has signed the Consent and Waiver Form. All parent/guardian signatures will be verified by designated school personnel.
- 2) Has read the Internet Access Information and Acceptable Use Policy of Monroe County Schools, agreed to follow all conditions of that policy and signed the Consent and Waiver Form.
- 3) Has been instructed by immediate supervising teacher in the proper use of Internet, the responsibilities of the privilege of using the Internet and the penalties which result due to failure to adhere to all regulations regarding the proper use of Internet.
- 4) Understands that use of the Internet and online services is a privilege - not a right.
- 5) Uses Internet access in a responsible manner and does not violate any of the regulations regarding proper use of Internet.

B. Staff Use of Internet in School Computer Labs/Libraries

- 1) Each school shall make technology resources available to all school employees to the extent practical during non-school hours as is recommended in WVDE Policy 2460 and WVDE Policy 2470.
- 2) Staff development will be provided to interested personnel by qualified computer instructors as is recommended by the Office of Technology of the West Virginia Department of Education.
- 3) It shall be understood that employees may use the technology available during hours when they are not scheduled to work and when such equipment is not needed for students.
- 4) Employees must sign in on computer log-in sheets each time they use a computer in the labs, media center, or in classrooms.
- 5) In accordance with WVDE Policy 2460 the following are described as unauthorized use of a computer at an educational site:
  - a) Executing non-educational gaming;
  - b) Creating, storing, sending or viewing pornographic material;
  - c) Downloading, uploading 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 another person's data or private system files.

- g) Corrupting, destroying, deleting, or manipulating system data with malicious intent.
  - h) Requesting that inappropriate material be transferred.
- 6) Employees are expected to know and abide by generally accepted rules of network etiquette. These include, but are not limited to being polite, not sending or writing abusive messages, using appropriate language; not revealing the personal home address or phone number of students or colleagues, not disrupting the use of others by downloading huge files during prime time, or using school resources for personal profit. Also, users should not subscribe to listserves that can take up too much space on computer systems.
- 7) All employees must be aware that any site on the Internet can and will be monitored by school officials through monitoring software and they must report to a computer lab administrator or school administrator if they access an inappropriate Internet site by accident. This will allow lab supervisors to remove the site from the computer.
- 8) All employees must understand that the use of the Internet at each school is a privilege, not a right, and inappropriate or unauthorized use could result in revocation or suspension of that privilege. Further, such inappropriate use may result in disciplinary action against the employee.
- 9) Users who identify a security problem or an incidence of inappropriate use of school technology equipment must notify a system administrator immediately.

C. Public Use of Internet in School Computer Labs/Libraries

- 1) Each school shall make technology resources available to the public to the extent practical during non-school hours as is recommended in WVDE Policy 2460 and WVDE Policy 2470. Please review the above stipulations for employee use for general guidelines.
- 2) Use of the Internet by members of the public shall be only when a certified instructor is present or the individual has completed training and has a certificate on file at the school indicating that he or she has signed off on the Consent and Waiver Form. Certified instructors are those individuals who have been hired to provide computer training or who voluntarily provide computer training and who meet certain requirements established by the position.
- 3) Public users must conform to all other stipulations listed above, including loss of privileges to use the Internet because of failure to abide by guidelines as stipulated. This privilege will not be reinstated except through the appeal process delineated below.

### **III. SCHOOL CONTROL**

The principal of individual schools shall cause records to be maintained that include:

- 1) Consent and Waiver form signed by parent, student, and sponsoring teacher for students and by individual staff member users. This form shall be approved by the Superintendent and is specific to the individual school.
- 2) All relevant passwords, codes, account numbers, etc., provided to such users in connection with telecommunication access; and the initiation and termination dates of individual users.
- 3) Teachers will be issued a card at the completion of Internet training certifying that they have been instructed in the proper use of Internet as it relates to educational research and according to agreements within the World School Program of Bell Atlantic. A card file will be maintained alongside each Internet station to verify that only certified instructors are using Internet. A master list of teachers and students who have clearance to use Internet will be kept on file in the principal's office, and the Media Center.
- 4) In addition, a master list of public users shall be kept by instructors of public classes. Individual members of the public who have been approved by the school for Internet use must have a certificate on file as well.

### **IV. TERMINATION OF ACCESS**

- A. Students: The principal shall cause the termination of the individual user access if that user graduates, transfers from the school, drops out of school, or violates the Consent and Waiver Agreement. He shall also cause the termination of user access if that user is found to be irresponsible or unethical in his use of Internet access. The principal shall also cause a monthly review of the users who are afforded telecommunication access to insure that all appropriate terminations have occurred in a timely manner.
- B. Staff: Unacceptable use by a staff member may be grounds for disciplinary action.
- C. Public: Unacceptable use by a member of the public may be grounds for dismissal from any class being offered without reimbursement of tuition/fees or the like. Such use may also warrant revocation of the privilege to use the computer lab in any school.
- D. No user will be reinstated in the use of Internet if he or she is found to have violated the regulations stated herein except through an appeal process as described below.

**V. APPEALS PROCESS**

- A. An appeals committee consisting of three members of the school technology team will hear all appeals regarding computer use violations by students. At the request of a student who has violated the Internet Acceptable Use Policy, this committee shall meet and conduct a due process hearing. After reviewing the evidence, the committee shall notify the principal of the decision.
  
- B. For employees and members of the public, the appeals committee shall consist of the principal and two members of the school technology team. In severe cases of abuse such as when disciplinary action of an employee or legal action against a member of the public is being considered, the superintendent (or designee) shall be made a part of the committee for the appeal/investigation.

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Adopted September 18, 2001 - effective upon passage  
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