

**TELECOMMUNICATION/COMPUTER NETWORK POLICY
(INTERNET)**

1.0 Purpose

Recognizing the importance of telecommunications in today's society and to comply with the State Board of Education Policy 2460, it is essential to obtain and utilize this technology to benefit the students and personnel of Wyoming County Schools. Therefore, the Wyoming County Board of Education does hereby institute this policy to govern the use of telecommunications in our public schools.

2.0 Definitions

Telecommunications means any capability to receive, transmit, interact or otherwise utilize digital, laser or analog signals using a computer or other medium to retrieve, record or send information at another location.

Personnel is defined as any individual employed by Wyoming County Schools.

Student is defined as any individual enrolled in Wyoming County Schools.

Verifiable consent is defined as a parental or legal guardian's signature witnessed by the school principal/designee or a notary.

Authorized use implies compliance with State Board of Education Policy 2460 or other applicable policies as adopted.

3.0 Procedures

All students and personnel in Wyoming County Schools will comply with the State Board of Education Policy 2460. A copy of Policy 2460 will be posted in each school.

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The principal of each school that affords student and personnel telecommunication access shall cause accurate records to be maintained that include: a consent and waiver form signed by a parent or other responsible adult for each student who is afforded telecommunication access, a consent and waiver form signed by each member of personnel afforded telecommunication access, all relevant passwords, codes, account numbers, etc. provided to such student or personnel; and, the initiation and termination dates of individual student and personnel telecommunication access. This signature confirms the intent to comply with all policies, laws and other statutes governing the proper and authorized use of telecommunications providers, i.e., WVNet, Internet, Prodigy, America On-line or others.

Teachers utilizing telecommunications as an instructional tool shall have the responsibility of direct supervision of the students using telecommunications media. Teachers must monitor student activity when students are transmitting/receiving data.

Authorization for use must follow established procedures for obtaining an account from the Wyoming County Board of Education, the school or the State Department of Education whichever is applicable. Issuance of an account implies the authorized user accepts the terms outlined for the legitimate use and exchange of meaningful educational materials and that etiquette and privilege are clearly understood by the student and personnel.

Unacceptable use of any telecommunications medium will result in the permanent revocation of the student's and/or personnel's privilege to utilize any telecommunications programs in Wyoming County Schools. Usual procedural guidelines and evidentiary presentation would then apply.

The principal of each school that affords student and personnel telecommunication access shall cause the termination of individual student or personnel access if a student or member of personnel graduates, transfers from the school, drops out of school, or violates the consent or waiver. The principal shall cause a monthly review of the students who are afforded telecommunication access to insure that all appropriate terminations of student or personnel access have occurred.

Wyoming County Schools**Acceptable Use Policy for Telecommunications and Computer Networks:**

As a telecommunications and computer user I agree to follow the rules and policies in all my work while attending/employed by Wyoming County Schools and agree that Wyoming County Schools will not be held responsible if I participate in prohibited activities.

I understand WV Policy 2460, its intent and implications for acceptable use; privileges; network etiquette; reliability; security; and vandalism.

I recognize all telecommunications and computer network users have the same rights to use the equipment; therefore,

I will not play games or use the resources for non-academic activities when others require the system for academic purposes.

I will not waste or take supplies such as paper, printer ribbons and diskettes that are provided by the school;

I will print only to the school printer.

I will avoid excessive use of network hard disk space by removing any file that has not been used within one month.

I recognize the programs, including software, are protected by copyright laws; therefore,

I will not make unauthorized copies of software found on school systems for my own personal use. I will respect the integrity of electronic mail, bulletin boards and other materials.

I will not give, lend, or sell copies of programs, software or other material without the expressed written consent of the copyright owner. I will only copy material clearly marked as shareware or public domain.

I will not give out my home address and/or phone number.

Wyoming County Schools**Acceptable Use Policy for Telecommunications/Computer Networks:**

I recognize that the work of all users is valuable; therefore,

I will protect the privacy of others by not trying to learn their passwords;

I will not copy, change, read, or use files in another user's area without that user's permission;

I will not plagiarize.

I will not attempt to gain unauthorized access to system programs or computer equipment;

I will not create or introduce any virus which may destroy files or disrupt service to others;

I will not download information onto the hard drives of any computer for permanent storage.

I recognize that the computer networks are to be used as educational tools to support the mission of Wyoming County Schools; therefore,

I will not transmit any materials in violation of any U.S. of state regulation, including, but not limited, to copyrighted material, threatening or obscene material, or material protected by trade secret.

I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means;

I will not use the network for commercial activities, product advertisement, or political lobbying.

Use of computer networks is a privilege, not a right. Violations of the rules described above will be dealt with seriously. Violators will lose computer privileges.

STUDENT USER Please sign:

I understand and will abide by the Acceptable Use Policy for Telecommunications and Computers. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued.

User's Name: (please print) _____

User's Signature: _____ Date: ____/____/____

PARENT (MUST BE SIGNED FOR ACCESS)

I, the parent of _____ have read and understand the implications, legal and otherwise, regarding the proper use of and access to these services. I have discussed the Wyoming County Telecommunications Policy with my child. I understand that this access is designed for educational purposes. The Wyoming County Board of Education has taken precautions to remove and limit access to controversial material but it is impossible to remove all such material. Therefore I accept responsibility for supervising my child if access is obtained outside of the educational setting. I agree that misrepresentation and unauthorized use of this material will result in appropriate disciplinary action by the school or the Wyoming County Board of Education.

Parent/Legal Guardian's Name: (print) _____

Signature: _____ Date: ____/____/____

Witness: _____ (authorized school official)

Notary: _____ my commission expires _____.

PERSONNEL USER Please sign:

I understand and will abide by the Acceptable Use Policy for Telecommunications and Computers. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken by the Wyoming County Board of Education, and/or appropriate legal action may be pursued.

User's Name: (please print) _____

User's Signature: _____ Date: ____/____/____

Wyoming County Schools, 01-16-96