

# MASON 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.

Mason 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 Mason 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.

Mason 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 MASON COUNTY SCHOOLS IS A PRIVILEGE, NOT A RIGHT.***

### USER RESPONSIBILITIES

As the user of technology resources provided by Mason 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 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 MCS 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 MCS Internet services for personal purposes, which include, but are not limited to, banking, planning personal travel, personal shopping or participating in online gaming, gambling, and auctions.
  - I will not use MCS resources to view, create, modify or disseminate obscene, objectionable, violent, pornographic or illegal material.

- I will not use MCS 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 MCS 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 Mason 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 MCS 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 MCS 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 MCS 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 MCS 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 Mason County Schools and are subject to audit by county staff at any time.
  - I will be responsible for keeping my tablet 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 tablet 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 Mason County Schools Policy 7540.04.
4. All students must have a signed MCS 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 Mason County Schools. By first grade, all students need e-mail accounts to master the CSOs.
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 MCS 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 MCS 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.

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**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 Mason County Schools is subject to random auditing by MCS 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.**