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**ACCEPTABLE USE OF THE INTERNET – Students**

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**1.0 Statement of Objective**

**1.1** The Grant County School District embraces the use of technology to promote educational excellence, resource sharing and communication, innovative instruction and provide electronic access to a wide range of information. Use of our technology must be in support of education and/or research or for school business. Use must also support West Virginia Content Standards and Objectives, and be in accordance with all West Virginia Board of Education Policies.

**1.2** As the use of telecommunication networks by students increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIP A).

**2.0 Privileges**

**2.1** The use of the Internet as part of an educational program is a privilege, not a right. Inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege.

**2.2** Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use agreement, signed by a parent or legal guardian, on file.

**3.0 Education and Monitoring**

**3.1** The use of telecommunications and or access to the Internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies that focus on appropriate and specific learning goals and objectives. Educators are also responsible for providing instruction on Internet safety issues including but not limited to: security of personal information, cyber-bullying, manners, and social networking. The WVDE on-line curriculum will be used by educators to fulfill the safety education requirements.

**3.2** To avoid duplication of effort at the district/school levels, the WVDE will provide a method and instructional modules that allow districts/schools to certify compliance with the new FCC regulations regarding Internet safety policies. The policies must provide for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Instructional information regarding the WVDE method and curriculum content for certifying that students have been educated about appropriate online behavior can be found at <http://wvde.state.wv.us/technology/cipa-compliance.php>. This WVDE method will provide documentation that districts have met the annual E-rate compliance requirements of educating students regarding appropriate use. The districts and schools are encouraged to go beyond this basic compliance if so desired.

**4.0 Accountability and Responsibility**

**4.1** All student use of Internet-related applications must be authorized by the educator in accordance with regulations. Specific examples of unauthorized use include, but are not limited to the following:

- Executing non-educational gaming.
- Creating, storing, sending, or viewing pornographic material.
- Downloading executable files, uploading, storing, or saving any games, music, utilities, screen savers, zip files, and/or executing viruses,

- Using e-mail user ID's other than one's own ID.
- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- Violating safety and/or security measures when using e-mail, chat rooms, and other forms of direct electronic communications. Chat rooms and/or use of instant messaging programs are prohibited unless they are needed for educational use only and under the supervision of the instructor.
- "Hacking" or any other unlawful online activity.
- Disclosing, using, or disseminating personal information regarding minors.
- Users will respect the rights of copyright owners.
- Grant County Schools (GCS)/school equipment that is used off site is subject to the same rules as when used on site.
- Students are expected to use GCS and school-owned technology in a responsible, efficient, ethical, and legal manner in accordance with the educational mission of the state, district, and school. The use of such technologies may be restricted or revoked for inappropriate behavior or use.
- Students are encouraged to use GCS and school equipment whenever possible.
- Keep educational files and e-mail messages stored on servers to a minimum. Users should responsibly back up their data and files. GCS/schools may set individual storage limits per server.

**4.2 Student use of Personal Technology (cell phones, tablets, laptops, etc).**

*Use of personal technology for any purpose is strictly prohibited during school hours* except for the following: Personal technology may be used for educational purposes if:

1. Connected to the school's wireless network (not 4G, LTE, etc.)
2. Authorized by the school, teacher, and/or supervisory adult.

**4.2.1** 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:

- Using personal devices when not authorized.
- Using personal devices "off-network" (4G, LTE, etc.).
- Using personal devices for non-educational purposes.
- Using personal devices to gain or give an advantage in a testing situation.
- 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).
- Downloading and installing GCS licensed software on personal devices unless specifically allowed by the licensing agreement.
- Using personal devices to bypass filtering, circumvent network security, or in violation of the acceptable use standards which normally apply to district-owned technology.
- Using personal devices for violations related to cyber bullying and harassment.

**5.0 Penalties for Improper Use**

**5.1** In the event that there is an allegation that a student has violated the Acceptable Use Policy Administrative Regulations, his/her account will be disabled cutting off access to the school's internal network and all internet websites until an administrative investigation may be conducted.

**5.2** As a part of the administrative investigation, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation of the alleged violation of computer protocol.

**5.3** Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the user in gaining the self-discipline/knowledge necessary to behave appropriately on an electronic network.

**5.4** Student disciplinary actions may include, but are not limited to, actions that are defined in WV State Board Policy 4373, Expected Behavior in Safe and Supportive Schools

**6.0 E-mail Accounts**

**6.1** The WVDE and WVNET can only monitor those e-mail accounts issued to/administered by WVDE and WVNET. The responsibility for a “non-k12.wv.us” e-mail accounts lies with the administrator(s) and/or educator(s) identified as responsible for those students using alternative e-mail accounts or the administrator(s) and/or educator(s) identified as responsible for the e-mail server being used.

**6.2** The privacy of electronic email cannot be guaranteed.

**6.3** Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should users provide their password to another person.

**6.4** Students will notify a teacher or administrator if they have identified a possible security problem

**7.0 Web Publishing**

**7.1** The county/school's web page(s) will adhere to the WVDE State Policy 2460 and GCS Policy 6030. Every effort will be made to provide links relating to the county and school curriculum.

**7.2** Student pictures and names may be published on the school/county web site at the discretion of the school/county. Parental permission will be obtained. Student's last names, home address, home telephone, credit card information, mother's maiden name, and other personal information will not be published.

**8.0 Network Etiquette**

Users are expected to abide by the accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal the personal home address or phone number of students or staff. Messages related, to or in support of illegal activities may be reported to the authorities.
- Do not use the Internet in a way that would disrupt the use of the Internet by others (e.g., downloading large files during prime time; sending mass e-mail messages).

**9.0 Security**

Users who identify a security problem on the system must notify a system administrator. Users must not demonstrate the problem to others.

**10.0 Plagiarism and Copyright Infringement:**

**10.1** Users will not plagiarize works that they find on the Internet. Plagiarism is taking the work and/or ideas of writings of others and presenting them as if they were original to the user.

**10.2** Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.

**11.0 Vandalism**

Vandalism will result in revocation of user privileges. Vandalism is defined as an attempt to harm or destroy data of another user or any connections that are part of the Internet.

**12.0 Safety**

**12.1** Safety measures must be enforced to carry out policies at the state, county, and school to implement the intent of CIPA, COPPA and E-rate guidelines.

**12.2** The WVDE, county school systems and schools, in partnership with WVNET will organize technical

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protection measures to guard against visual depictions that are "inappropriate to minors." Filtering will be installed at the state level for Internet access.

**12.3** The county school system may also add other electronic filters at the local level.

### **13.0 Protecting the School's Computer Network**

**13.1** Any attempt to disrupt the school's computer network through viruses, modification or deletion of files is strictly prohibited.

**13.2** Routine maintenance and monitoring of the system will be conducted to assure proper use of this electronic network.

### **14.0 Directions for Obtaining Internet Access**

- Students/parents must READ the Procedural Guidelines for Acceptable Use of Computer Network/Internet and WVDE Policy 2460 and sign on the agreement form where it says USER'S NAME/SIGNATURE.
- Parents accept responsibility for their child's use of the Internet by signing this document.
- If parents have any questions about Internet use in Grant County Schools, please feel free to call or stop by and talk to the school's principal or technology designee.

### **15.0 Student Procedural Guidelines for Acceptable Use of Computer Network/Internet Use**

#### **Grant County Schools Procedural Guidelines for Use of the Internet by Students and Employees**

Grant County Schools follows WVDE Policy 2460 in regards to Internet use. Grant County Schools believes that the benefits to educators, students, and community workers from access to the Internet and other online services, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access in regard to student use. The parent(s) and guardians of students are responsible for setting and conveying the standards that students should follow. To that at end, Grant County Schools supports and respects each family's right to decide whether or not to apply for access.

1. Grant County Schools cannot control the information on the Internet; however, school personnel will monitor student use and use "blocking" software as available.
2. Grant County personnel and the WVDE Web Master will monitor Internet operations by school personnel and adult community users. Sites accessible via the Internet may provide information that contains pornography, is illegal, defamatory, inaccurate or potentially offensive to some people. While Grant County Schools' intent is to make Internet and other telecommunications resources available to further its educational goals and objectives, parents should be aware that student account holders will have ability to access unacceptable materials if they disregard Grant County Schools' access limitations.
3. All users must understand that access to the Grant County Schools Network is strictly to support the Grant County School's educational responsibilities and mission.
4. In addition, Grant County Schools makes no warranties with respect to network service, and it specifically assumes no responsibility for:
  - a. The content of any advice of information received by a user from a source outside the schools, or any costs or charges incurred as a result of seeing or accepting such advice.
  - b. Any costs, liability or charges damage caused by the way the user chooses to use her/his network access.
  - c. Any consequences of service interruption or changes, even if these disruptions arise from circumstances under the control of the schools.
  - d. The privacy of electronic mail, which cannot be guaranteed.

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5. All students who use Grant County Schools Internet Service must follow and sign the Grant County School Internet Acceptable Use Policy and Administrative Regulations. The student, technology designee, and parent must sign the agreement form, which is kept on file at the individual schools.

Federal Children's Internet Protection Act (CIPA) 2009  
Federal Children's Online Privacy Protection Act (COPPA) 1998  
West Virginia Board of Education Policies 2460 and 2470  
West Virginia Code §126-41-1



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**GRANT COUNTY SCHOOLS  
STUDENT INTERNET USE AGREEMENT FORM**

I understand and will abide by WVDE Policy 2460, Grant County Schools Policy 6030, and the Administrative Regulations for Acceptable Use of the Internet. I further understand that any violation of the regulations listed 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) \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT/GUARDIAN** (Must be signed for Internet Access)

I, the parent of the student listed above, have read and discussed the listed Grant County School Administrative Regulations with my child. I understand that this access is designed for educational purposes. The Grant County Board of Education has taken precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials, and I will NOT hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when child's use **STUDENT** is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Please note: To assure that parents fully understand the importance of this agreement parents may direct questions or concerns to the principal or technology designee. It must be further understood that signing this agreement does not automatically allow students use of the internet. Training requirements as established by the State Department of Education and The District must be met before the student has the right to use this very powerful educational tool.

**PARENT/GUARDIAN NAME** (Please print)\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TECHNOLOGY DESIGNEE** (Must be signed for Internet access)

I agree to promote WVDE Policy 2460 and Grant County Schools Policy 6030 with this student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the technology designee, I do agree to ensure the student is instructed on acceptable use of network and proper network etiquette.

**TECHNOLOGY DESIGNEE** (Please print)\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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**ACCEPTABLE USE OF THE INTERNET – Employees**

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**1.0 Statement of Objective**

**1.1** The Grant County School District embraces the use of technology to promote educational excellence, resource sharing and communication, innovative instruction and provide electronic access to a wide range of information. Use of our technology must be in support of education and/or research or for school business. Use must also support West Virginia Content Standards and Objectives, and be in accordance with all West Virginia Board of Education Policies.

**1.2** As the use of telecommunication networks by employees increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIP A).

**2.0 Privileges**

**2.1** The use of the Internet as part of an educational program is a privilege, not a right. Inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege.

**2.2** Each employee who utilizes internet and electronic telecommunication systems will receive training and have a signed acceptable use agreement on file.

**3.0 Education and Monitoring**

**3.1** The use of telecommunications and or access to the Internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies that focus on appropriate and specific learning goals and objectives. Educators are also responsible for providing instruction on Internet safety issues including but not limited to: security of personal information, cyber-bullying, manners, and social networking. The WVDE on-line curriculum will be used by educators to fulfill the safety education requirements.

**3.2** To avoid duplication of effort at the district/school levels, the WVDE will provide a method and instructional modules that allow districts/schools to certify compliance with the new FCC regulations regarding Internet safety policies. The policies must provide for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Instructional information regarding the WVDE method and curriculum content for certifying that students have been educated about appropriate online behavior can be found at <http://wvde.state.wv.us/technology/cipa-compliance.php>. This WVDE method will provide documentation that districts have met the annual E-rate compliance requirements of educating students regarding appropriate use. The districts and schools are encouraged to go beyond this basic compliance if so desired.

**4.0 Accountability and Responsibility**

**4.1** All employee use of Internet-related applications must be in accordance with regulations. Specific examples of unauthorized use include, but are not limited to the following:

- Executing non-educational gaming.
- Creating, storing, sending, or viewing pornographic material.
- Downloading executable files, uploading, storing, or saving any games, music, utilities, screen savers, zip files, and/or executing viruses,
- Using e-mail user ID's other than one's own ID.
- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- Violating safety and/or security measures when using e-mail, chat rooms, and other forms of direct electronic

communications. Chat rooms and/or use of instant messaging programs are prohibited unless they are needed for educational use only and under the supervision of the instructor.

- "Hacking" or any other unlawful online activity.
- Disclosing, using, or disseminating personal information regarding minors.
- Users will respect the rights of copyright owners.
- Grant County Schools (GCS)/school equipment that is used off site is subject to the same rules as when used on site.
- Staff are expected to use GCS and school-owned technology in a responsible, efficient, ethical, and legal manner in accordance with the educational mission of the state, district, and school. The use of such technologies may be restricted or revoked for inappropriate behavior or use.
- Staff are encouraged to use GCS and school equipment whenever possible and available.
- Keep educational files and e-mail messages stored on servers to a minimum. Users should responsibly back up their data and files. GCS/schools may set individual storage limits per server.

**4.2 Employee use of Personal Technology (cell phones, tablets, laptops, etc).**

Personal use of personal technology shall be kept to an absolute minimum during work hours. *Personal use of personal technology shall NEVER occur during instruction and/or supervision of students.*

Instructional/education use of personal technology may be permitted:

1. In support of education;
2. If connected to the school's wireless network (not 4G, LTE, etc.)
3. If authorized by the supervisor.
4. As needed during an emergency.

**4.2.1** Unauthorized or unacceptable use of personal technology devices by employees may result in suspension or revocation of personal device privileges. These uses include, but are not limited to, the following:

- Using personal devices "off-network" (4G, LTE, etc.).
- Using personal devices for non-educational purposes.
- Using personal devices when not authorized.
- Downloading and installing GCS licensed software on personal devices unless specifically allowed by the licensing agreement.
- Using personal devices to bypass filtering, circumvent network security, or in violation of the acceptable use standards which normally apply to district-owned technology.
- Using personal devices in a manner that violates the employee code of conduct or other laws, policies, or regulations.

**5.0 Penalties for Improper Use**

**5.1** In the event that there is an allegation that an employee has violated the Acceptable Use Policy Administrative Regulations, his/her account will be disabled cutting off access to the school's internal network and all internet websites until an administrative investigation may be conducted.

**5.2** As a part of the administrative investigation, the employee will be provided with a written notice of the alleged violation and an opportunity to present an explanation of the alleged violation of computer protocol.

**5.3** Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the user in gaining the self-discipline/knowledge necessary to behave appropriately on an electronic network.

**5.4** Employee disciplinary actions may include, but are not limited to, actions that are defined in Grant County Schools Policy 4110, Employee Code of Conduct

**6.0 E-mail Accounts**

**6.1** The WVDE and WVNET can only monitor those e-mail accounts issued to/administered by WVDE and WVNET. The responsibility for a "non-k12.wv.us" e-mail accounts lies with the administrator(s) and/or



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educator(s) identified as responsible for those students using alternative e-mail accounts or the administrator(s) and/or educator(s) identified as responsible for the e-mail server being used.

**6.2** The privacy of electronic email cannot be guaranteed.

**6.3** Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should users provide their password to another person.

**6.4** Employees will notify an administrator if they have identified a possible security problem.

### **7.0 Web Publishing**

**7.1** The county/school's web page(s) will adhere to the WVDE State Policy 2460 and GCS Policy 6030. Every effort will be made to provide links relating to the county and school curriculum.

**7.2** Student pictures and names may be published on the school/county web site at the discretion of the school/county. Parental permission will be obtained. Student's last names, home address, home telephone, credit card information, mother's maiden name, and other personal information will not be published.

### **8.0 Network Etiquette**

Users are expected to abide by the accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal the personal home address or phone number of students or staff. Messages related, to or in support of illegal activities may be reported to the authorities.
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### **9.0 Security**

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### **10.0 Plagiarism and Copyright Infringement**

**10.1** Users will not plagiarize works that they find on the Internet. Plagiarism is taking the work and/or ideas of writings of others and presenting them as if they were original to the user.

**10.2** Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.

### **11.0 Vandalism**

Vandalism will result in revocation of user privileges. Vandalism is defined as an attempt to harm or destroy data of another user or any connections that are part of the Internet.

### **12.0 Safety**

**12.1** Safety measures must be enforced to carry out policies at the state, county, and school to implement the intent of CIPA, COPPA and E-rate guidelines.

**12.2** The WVDE, county school systems and schools, in partnership with WVNET will organize technical protection measures to guard against visual depictions that are "inappropriate to minors." Filtering will be installed at the state level for Internet access.

**12.3** The county school system may also add other electronic filters at the local level.

**13.0 Protecting the School's Computer Network**

**13.1** Any attempt to disrupt the school's computer network through viruses, modification or deletion of files is strictly prohibited.

**13.2** Routine maintenance and monitoring of the system will be conducted to assure proper use of this electronic network.

**14.0 Directions for Obtaining Internet Access**

- Employees must READ the Procedural Guidelines for Acceptable Use of Computer Network/Internet and WVDE Policy 2460 and sign on the agreement form where it says USER'S NAME/SIGNATURE.

**15.0 Student Procedural Guidelines for Acceptable Use of Computer Network/Internet Use**

**Grant County Schools Procedural Guidelines for Use of the Internet by  
Students and Employees**

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2. Grant County Schools cannot control the information on the Internet; however, school personnel will monitor student use and use "blocking" software as available.
3. Grant County personnel and the WVDE Web Master will monitor Internet operations by school personnel and adult community users. Sites accessible via the Internet may provide information that contains pornography, is illegal, defamatory, inaccurate or potentially offensive to some people. While Grant County Schools' intent is to make Internet and other telecommunications resources available to further its educational goals and objectives, parents should be aware that student account holders will have ability to access unacceptable materials if they disregard Grant County Schools' access limitations.
4. All users must understand that access to the Grant County Schools Network is strictly to support the Grant County School's educational responsibilities and mission.
4. In addition, Grant County Schools makes no warranties with respect to network service, and it specifically assumes no responsibility for:
  - a. The content of any advice of information received by a user from a source outside the schools, or any costs or charges incurred as a result of seeing or accepting such advice.
  - b. Any costs, liability or charges damage caused by the way the user chooses to use her/his network access.
  - c. Any consequences of service interruption or changes, even if these disruptions arise from circumstances under the control of the schools.
  - d. The privacy of electronic mail, which cannot be guaranteed.
5. All students and employees who use Grant County Schools Internet Service must follow and sign the Grant County School Internet Acceptable Use Policy and Administrative Regulations. The employee and the technology designee must sign the agreement form, which is kept on file at the individual schools.
6. All administrators of Web Servers and Web Page Designers must follow WVDE Policy 2460, Section 3.4 through 3.47.

Federal Children's Internet Protection Act (CIPA) 2009  
Federal Children's Online Privacy Protection Act (COPPA) 1998  
West Virginia Board of Education Policies 2460 and 2470  
West Virginia Code §126-41-1



Policy 6030 AR FORM 2

**GRANT COUNTY SCHOOLS  
EMPLOYEE INTERNET USE AGREEMENT FORM**

I understand and will abide by WVDE Policy 2460, Grant County Schools Policy 6030, and the Administrative Regulations for Acceptable Use of the Internet. I further understand that any violation of the regulations listed 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. I understand that this access is designed for educational purposes. The Grant County Board of Education has taken precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials, and I will **NOT** hold them responsible for materials acquired on the network.

**EMPLOYEE NAME (Please print)** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TECHNOLOGY DESIGNEE (Must be signed for Internet access)**

I agree to provide training on and promote WVDE Policy 2460 and Grant County Schools Policy 6030 with this employee. Because this employee may use the network for individual work not under my direct supervision, I cannot be held responsible for the employee's use of the network. As the technology designee, I do agree to provide training on acceptable use of the network and proper network etiquette.

**TECHNOLOGY DESIGNEE (Please print)** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_