✓ **Personnel Acceptable Use Policy** ✓
Staff that <u>does not</u> directly <u>instruct</u> students

An Acceptable Use Policy must be signed by every employee in order to continue using any technology!

As a technology user and an MCS employee who instructs students, it is your responsibility to further the educational mission and facilitate effective, leading edge educational practices. Technology integration and use is encouraged. You must use and model technology in a responsible, efficient, ethical and legal manner. I will adhere to all of West Virginia State Policy 2460 (http://wvde.state.wv.us/policies/) and MCS policy and guidelines (https://goo.gl/mWL5hk) including the following acceptable use guidelines. It is your responsibility to follow these guidelines with all MCS technology when used off-site and on-site.

🕸 **My Responsibilities include but are not limited to:**
   o I will follow and abide by this *Personnel Acceptable Use Form*, *Web Publishing Guidelines, and Copyright and Fair Use Guidelines.*
   o I will make sure I am **FERPA** (The Family Educational Rights and Privacy Act) compliant. I will not disclose any private, personal information about any student or family. *(FERPA, (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.)*
   o Due to various acts, known as **CIPA**, **COPPA**, **FERPA**, and E-Rate (Universal Service Administrative Company) guidelines (http://www.usac.org), schools and all employees must abide by the **videotaping and picture taking of students** and understand that there are guidelines for posting them online. I must exercise caution with what I am posting, when I post and where I post. I understand that permission must be had, to take pictures/videos and to post pictures/videos of students. Coworkers should also provide permission for any video or picture taking/posting. If you do not have expressed written permission, do not take or post any picture/video.
      ▪ **CIPA** (Children's Internet Protection Act) - *CIPA requires that K-12 schools and libraries in the United States use Internet filters and implement other measures to protect children from harmful online content as a condition for the receipt of certain federal funding.)*
      ▪ **COPPA** (Children's Online Privacy Protection Act) - *COPPA applies to the online collection of personal information from children under 13. The new rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.)*
   o I **will not share** my WVEIS (WOW), Email, computer login, or other website usernames or passwords. When accessing WOW, I will be FERPA compliant and will log out of each when task is completed. I will make sure I have **completely logged out** of a device before allowing another to login, thus protecting the integrity of information I have been given the privilege to access.
   o I will **use my 'k12.wv.us' email account** for all school or job-related communications.
   o I understand there is no expectation of privacy when it comes to my 'k12.wv.us' or 'boe.mono.k12.wv.us' email or any information stored on work computers or the server. They may be monitored or reviewed at any time by authorized personnel.
   o I must notify the appropriate authority (supervisor, principal, or other) of any dangerous or inappropriate information or messages encountered by coworkers, students or myself.
   o I will use care when clicking on links in emails. I will attempt to recognize phishing or junk emails and report them as such. I will help students identify and report junk and/or phishing emails.
   o I will **utilize strong passwords** for my email, computer logins, WOW and not use the same password.
   o I understand that personal or county owned electronic devices, including cell phones, **should not interfere or disrupt the duties assigned** to any employee. *I will not use my personal device during the school day* to circumvent this filtering.
   o I will not use any device – personal or job-related to post to Facebook, twitter, or other social networking sites things that are happening at the school such as performances, concerts, fire drills, lockdowns, etc. without the immediate approval of the administrator or supervisor. (Some parents do not wish to have their children's pictures posted. Some adults do not wish to have pictures posted. Do not read or post on personal Facebook, Instagram, etc. on work time.)

🕸 **Professional Reputation:**
   o In order to protect your professional and personal reputation, MCS *recommends* that you do not accept students as friends on your personal social networking sites. Allowing students access to your social network gives them the ability to download and share your information/photos with others. Here are some other strongly recommended suggestions to help protect your professional reputation:
      • Exercise caution when posting information on your social networking site. Keep it positive.
      • Do not discuss students, coworkers or your place of work on your social network site.
      • Do not post images that include students or coworkers on your personal site.
      • Do not create or use a social network site in the name of your county, school or your class without administrative permission.
      • If you 'friend' students and parents of your students keep in mind, what your posts/pictures say to those who do not know you!

🕸️ **Fair use and Copyright:**
o I will **not plagiarize** information received in any form.
o I will adhere to **copyright laws**. This includes any downloading, copying, duplicating and distributing software documents, text, pictures, articles, graphic files, music (CD & online), sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner.

🕸️ **Network Security:**
o I will not download, upload, install, or access any software or files onto a regular Windows desktop/laptop or other devices unless I have the approval of the building network administrator or other authorized MCS personnel.
o I will use only files I have created or files/programs I am authorized to use.
o I will not store personal files, pictures, videos in my school teacher drive. (Storage space is limited)
o I will **respect network security** and not attempt to bypass it. This includes, but is not limited to, "hacking" and attempting to interfere with system security software. If I am aware network resources are being used inappropriately or bypassed, I will report it to the adult in charge.
o I will respect network resources and **will not engage in bandwidth intensive** applications (This includes but is not limited to internet radio, TV programs, or streaming videos) without permission of the authorized school personnel.
o I will treat all equipment with care and respect.
o I will not connect my personal device to MCS' Internet without permission from the Office of Technology.

🕸️ **MCS Devices:**
o If you have a Monongalia County Schools assigned device – iPhone, laptop, Chromebook, iPad, other – you are responsible for keeping it secure and in operational order.
o **Devices are only to be used by the person to which they are assigned**. Family members, friends, others should not be given access to a work device.
o If the device breaks, notify your building TIS (if you are in a school) or contact Chris Urban (if you are in an annex)
o These devices are job related and therefore should always be at work when you are.
o Use caution when plugging in and unplugging laptops/Chromebooks. Connectors can easily be bent or broken.
o If a device is not functioning properly, report it to your TIS/Chris Urban immediately.
o As with all devices, never leave your device unattended when you are logged in. Especially if you have confidential sites and/or files open.
o No food or drink should be allowed near computers/laptops/Chromebooks.

Monongalia
C O U N T Y S C H O O L S

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Personnel Acceptable Use Policy and Chromebook Guidelines
Signature Page
Return <u>this page</u> to your EdTech Leader (TIS in schools)
Or
Give to your supervisor/administrator (for annexes)

Check boxes to show you have read them:

☐ I understand that I must be FERPA compliant – both at work and outside of work.

☐ I understand that when accessing information on the computer I must be careful to not disclose any private, personal information about students, their families, or other staff and coworkers.

☐ I understand that the device assigned to me (if I have one assigned) is a school-owned device to be used in my job and will therefore be at work when I am at work. (If off long-term, please notify supervisor/administrator/TIS and a decision about where the device should be, will be made.)

☐ I am personally responsible for my actions in accessing and utilizing the Internet and any of MCS's technology resources.

☐ I understand that my personal device should not be connected to MCS's WIFI.

☐ Nor should I use my personal device to access or post to social media sites - especially things that are happening in Monongalia County buildings without approval from your supervisor/administrator.

☐ I will not use my own device to get around MCS and WVDE's filter.

☐ I understand that any device assigned to me should not be used by any other person – that includes family and friends.

_____   _____
Print Name   Position

_____   _____
Location   Date

_____   _____@k12.wv.us
Computer Username   Email

_____
Signature

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For further information refer to both, West Virginia State Policy 2460 (http://wvde.state.wv.us/policies/)
and MCS policy and guidelines (https://goo.gl/mWL5hk).

These guidelines and the AUP are established to ensure safe, appropriate and educational use for both staff and students.