

## Personnel Acceptable Use Policy

All Personnel Who Instruct or Work with Students Directly

### 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.

#### Responsibilities include but are not limited to:

- I will follow, model and abide by the **Student Acceptable Use Form, Personnel Acceptable Use Form, Web Publishing Guidelines, and Copyright and Fair Use Guidelines.**
- It is my responsibility to make sure students understand the **Student Acceptable Use Policy in its entirety** and that they adhere to it. I need to help get signed student AUP's back from students, in order to continue supporting and educating all students.
- It is my responsibility to **directly supervise students** when they are using technology. Teacher monitoring is the first step in providing protective measures to block or filter Internet access. Monitoring, blocking, and filtering are protective measures to help keep all minors safe.
- I will **promote and model acceptable use, digital citizenship, and online responsibility** to support personalized learning and digital-age assessments to meet the educational learning policies for all students.
- It is my responsibility to **educate my students** about appropriate online behavior, including cyber bullying awareness and response and interacting with others when online (chats, wikis, blogs, social networking, etc.) I will provide on-going information to students about safe and acceptable uses of technology. Common Sense media lessons will be used with my students.
- It is my responsibility to educate my students about the use of the Chromebook (or computers) in my class. I will use the "Chromebook Care and Teacher Guidelines" to help me set expectations with my students.
- I will report that I am **CIPA** (Children's Internet Protection Act) compliant. In Monongalia County, we will use CommonSenseMedia.org to help teach and WVEIS WOW to report. *(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.)*
- I will make sure I am **CIPA, COPPA** (Children's Online Privacy Protection Act) and **FERPA** (The Family Educational Rights and Privacy Act) compliant in all that my students or I do online. *(FERPA, (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.) (COPPA, effective April 21, 2000, 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.)*
- Due to these various acts, known as **CIPA, COPPA, FERPA**, and E-Rate (Universal Service Administrative Company) guidelines (<http://www.usac.org>), schools must abide by, the **videotaping and picture taking of students** and posting them online must be respected. Exercise caution when posting and where you are posting.
- I **will not share** my WVEIS (WOW), Schoology, Email, computer login usernames or passwords with others. When accessing WOW/Schoology I will be FERPA compliant and will log out of each when task is completed. I know I should not share any assigned usernames/passwords with others, in particular with students. I will make sure I have **completely logged out** of a device before allowing another teacher or student to login, thus protecting the integrity of information I have been given the privilege to access.
- I will **utilize strong passwords** for my email, computer logins, WOW and not use the same password.
- It is my responsibility to keep educational files to a minimum and store them in my Office 365 OneDrive or my Google Drive account. *The H:Home drive, early in 21-22, will no longer be accessible.*
- 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.
- I must notify the appropriate school authority of any dangerous or inappropriate information or messages encountered by myself or my students.
- I may only publish student pictures or first names on my class, the school or district websites with the appropriate permissions. (Pictures should not be posted on outside websites including Facebook, twitter, etc., unless appropriate permissions have been received.)
- I understand student work, videos (in which students appear or their project), and pictures (in which students appear or their project), may be published on a secure site only after receiving permission from the parent, student and administration without any identifying information (i.e. last names, phone numbers, addresses, etc.)

- I will **use my 'k12.wv.us' email account** for all school or job-related communications. If my students need email for school projects, I will make sure they receive training and use their 'k12' account via my TIS. Student school-Google emails are to be used only for school approved logins when required to school approved instructional use sites.
- I understand that any and all liability for any non- "k12.wv.us" email account access during my classes lies with me and I am responsible for known utilization of alternative accounts.
- 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.
- I will include WVBE Policy 2520.14 (West Virginia College- and Career-Readiness Standards for Technology and Computer Science) wherever appropriate in my content areas and at my grade level.
- It is my responsibility to appropriately **integrate technology** resources to personalize learning and enhance instruction.
- When using chats, wikis, or blogs in my curriculum, I will use County supplied resources first, such as Schoology, TEAMS, Google Meet, Google Classroom, etc. In order to use another chat, wiki or blog I must work with my TIS and then receive administrative permission. Social networking sites must receive administrative approval and their use must be standards driven and/or school appropriate.
- Personal or county owned electronic devices, including cell phones, **should not interfere or disrupt the duties assigned** to any employee. Most social networking sites are blocked from the K12 network due to federal regulations. Therefore, I will not use my personal device during the school day to circumvent this filtering. Do not use any device – personal or school to post to Facebook, twitter, or other social networking sites things that are happening at the school such as fire drills, lockdowns, etc. without the immediate approval of your administrator. (Do not post on personal Facebook, Instagram, etc. on school time.)

#### ☆ **Professional Reputation:**

- In order to protect your professional 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/Parents of your students, what your posts/pictures say to those who do not know you!

#### ☆ **Fair use and Copyright:**

- I understand that information obtained online is, unless specified, private property; therefore, I will **not plagiarize** information received in any form.
- 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.
- I understand that if any music or graphics are used to **entertain** an audience (be it parents, other students) it will **not** fall under the 'fair use' guidelines. ('Fair use' does not give you blanket permission to use anything you like.)
- I will abide by MCS' *Copyright and Fair Use Guidelines*.

#### ☆ **Network Security:**

- 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. I can download and personalize my Chromebook using apps, extensions, add-on's.
- I will use only files I have created or files/programs I am authorized to use.
- 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.
- I will use only my assigned user name(s) and password(s). I will not share these or any other system passwords and will notify the appropriate admin of any security problems of which I am aware.
- 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.
- I will treat all equipment with care and respect. I will not connect my personal device to MCS' Internet.

I understand that all of these guidelines include use of personal devices such as cell phones, laptops, iPods/iPads/iPhones, MP3 players, and other electronic technologies. I will not access school network resources with personal devices without the specific permission of the school network administrator.

## Chromebook Care and Teacher Guidelines



**You, the teacher, must help reinforce proper care so that students know the importance of keeping the Chromebook protected and not damaging it. In your class what are the consequences when a student does not have their Chromebook – for both the student AND YOU!**

**An Acceptable Use Policy must be signed by the parent in order for the student to continue using any technology including the Chromebook! No AUP on file or parent not signing and agreeing means that the child will not have access to technology including the Chromebook. This will impact you, because you cannot deny a child an education. Alternative assignments will have to be given. Please help your EdTech Leader (formerly known as TIS) by encouraging all students to bring in their signed AUP.**

Review the *Student Acceptable Use Policy* with your students.

Monongalia County Schools is fortunate to have a 1:1 device initiative for the teachers and students in all grades! With all the professional development MCS has provided and the year of the Pandemic - your teaching process has changed (for the better) and transformed your classroom and your curriculum. And MCS never settles and always strives for 'better'.

Here are some guidelines to help make technology use and management smoother. Remember that without a device a student still must have the opportunity to complete assignments. By setting up your classroom with guidance and encouragement – you can help students take care of their devices. Be the role model for your students!

### Chromebook and Going Home:

- The students in grades 1 and up will be taking the Chromebooks home at some point. It is important to reinforce expectations prior to them going home!
- Grade Pre-K & K will be assigned Chromebook tablets. These may go home at some point. Teacher must reinforce expectations.
- Students should bring devices to school each day. Teachers must visibly see the device. If not, follow up with your EdTech Leader. If the device is damaged, follow up with your EdTech Leader.
- **Teacher Chromebooks may leave the building, but they are expected to be back every day.**
- **Students (grade-level appropriate) ARE permitted and encouraged to take their Chromebooks from class-to-class, as needed.**

### Classroom Expectations:

- Teachers (grade levels/schools) are responsible for setting up rules and expectations for Chromebook use and handling while in their classroom and outside of the classroom. Rules and expectations are needed to make sure students use devices properly and minimize the likelihood of **damage** or having them stolen. Best practices are included at the end.
- Highlight these points in "Student AUP" with your students:
  - I know there is a filter in place that lets MCS know what I'm searching-whether it is a website or words. **This information can and will be shared with principals, teachers and/or parents/guardians.**
  - I will treat all equipment with care and respect. I will not purposely damage equipment – including Chromebooks. **I know if I damage my Chromebook, I may not get a replacement or a loaner.** I know this **can and will** affect my grades.
  - I know that if I damage the Chromebook (or any device), I may be responsible for paying for the repair or for a new one. Since there is no fee collected, students who break/damage their Chromebook may be asked to pay for the repair, parts, or the whole Chromebook replacement. This will be determined case-by-case. Limit of 2 replacements!
  - Damaged Chromebooks may not be repaired for a week or more and with intentional damage student may not get a loaner device. Not having a Chromebook may have a direct impact on a student's classroom performance, homework and grades.

- Notify your EdTech Leader immediately if a device is missing or broken. Ensure all Chromebooks are accounted for each day.
- Teachers and students do not need Chromebooks to access Google Apps for Education. They can do the same things on their desktops/laptops using the Chrome Browser.
- Students can personalize their devices. This includes appropriate screen savers, backgrounds, apps, extensions, and themes. They must be school appropriate!
- They may use decals on the outside of the Chromebook – but they must be removable decals and they may not cover up any school-designated stickers or the serial number. **NO STICKERS** or anything other than a ‘decal’.
- Use caution when plugging in and unplugging Chromebooks to power cords. Connectors can easily be bent or broken.
- Let students know that their use is monitored. They are being filtered. What might be some things that could send up a red flag. But the first line of monitoring is teacher attentiveness.

### Chromebook Incidents:

- If a student negligently damages a Chromebook, he/she can and will be held accountable for the repair. Disciplinary actions can vary based on the severity and frequency of incidences. MCS Discipline Policy will be followed. **Notify** the administration and the EdTech Leader **as soon as possible**.
- Classroom management is the teacher’s responsibility. Make sure you fully document incidents and report it to both your administrator (for disciplinary actions, if necessary) and your EdTech Leader (for repairs).
- If disciplinary actions are required, administrator must be notified the same day.
- All devices (teacher and student) are assigned to specific users (PreK-12). **DO NOT** share Chromebooks! If shared, not everything a student may need, will be accessible.
- Everyone needs to shut down and sign out completely and then start back up - at least one time per week - in order for updates to run on your device.
- If a Chromebook is not functioning properly, report it to your Edtech Leader immediately.
- As with all devices, never leave your device unattended when you are logged in. Especially if you have confidential sites and/or files open.

### Chromebook Best Practices:

- **Keep charger at home** and make sure your device is fully charged for the day.
- Do not slam the Chromebook lid closed.
- Make sure your device is on a flat, stable surface. Do not put the device on the floor. Do not place other items on top of a Chromebook.
- The screen can easily be broken if too much pressure is applied to it. Do NOT set heavy objects such as textbooks, book bags, etc. on the Chromebook.
- Do not put the Chromebook in your backpack. It must be carried separately in its case. This reduces the chance of the weight/objects in the backpack breaking the screen or keyboard.
- No food or drink should be allowed near Chromebooks.
- Do not carry the Chromebook when the lid is open, and **DO NOT** carry your Chromebook by the screen.
- Always carry the Chromebook using both hands.
- Clean the screen with a soft, dry, antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid on the Chromebook. You can also use packaged pre-moistened eyeglass lens cleaning tissues to clean the screen.
- Before closing the lid, make sure keyboard area is clear of all objects.

## Personnel Acceptable Use Policy and Chromebook Guidelines

Return this page to your EdTech Leader

**RETURN ONLY THIS PAGE**

**RETURN ONLY THIS PAGE**

Check boxes to show you have read them:

- I understand that I am responsible for setting up/and instructing students on the rules and guidelines for my classroom (guidelines that are either my own or my grade level or school) in order to minimize damage or loss of devices and maximize instruction.
- I understand that students can lose Chromebook privileges for a week or more and may not get loaner devices in some cases. I will help stress the consequences if a student has a Chromebook in for repair. I understand an alternative assignment must be provided to students without a device.*
- I understand I must **directly supervise** students when they are using technology.
- I understand that these devices allow students on the internet and will make sure they have direction whenever they use the device as well as provide internet safety instruction.
- I understand that the Chromebook assigned to me (teacher) is a school-owned device to be used in my classroom and will therefore be at school when I am at school.
- I am personally responsible for my actions in accessing and utilizing the school's technology resources. I understand I must properly supervise my students when they are utilizing technology.
- I will follow the WVBE Policy 2460 and the Monongalia County Schools' Acceptable Use policies and rules for professional use of technology and for student use of technology. As an employee of Monongalia County Schools, you are expected to abide by the policies set forth by the WVDE and Monongalia County Schools.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Computer Username

\_\_\_\_\_  
Email @k12.wv.us

\_\_\_\_\_  
Signature



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.