

Personnel Acceptable Use Policy

Staff that does not directly work with students

As a technology user, I understand that Monongalia County Schools (MCS) encourages the use of technology to further the educational mission and to help me facilitate effective, leading edge educational practices. I understand that I 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 my responsibility to follow these guidelines with all MCS technology when used off-site and on-site.

✦ My Responsibilities include but are not limited to:

- I will follow and abide by this **Personnel Acceptable Use Form, Web Publishing Guidelines, and Copyright and Fair Use Guidelines**.
- 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.*)
- Due to 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. Permission must be had to take pictures/videos and to post videos of students. If you do not have expressed permission, do not take or post any picture/video.
- I **will not share** my WVEIS (WOW), Email, computer login usernames or passwords with others. When accessing WOW 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. 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.
- 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 authority of any dangerous or inappropriate information or messages encountered by myself or my students.
- I will **use my 'k12.wv.us' email account** for all school or job-related communications.
- 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 read or post on personal Facebook, Instagram, etc. on work 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 and parents of your students keep in mind, what your posts/pictures say to those who do not know you!

✦ Fair use and Copyright:

- 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.

✦ 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 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 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 without permission from the Office of Technology.

🏠 **MCS Devices:**

- 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.
- If the device breaks, notify your building TIS(if you are in a school) or contact Chris Urban(if you are in an annex)
- These devices are job related and therefore should always be at work when you are.
- Use caution when plugging in and unplugging Chromebooks to power cords. Connectors can easily be bent or broken.
- You need to shut down and sign out completely 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 TIS/Chris Urban 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.
- 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.
- 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.
- 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.
- 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.
- Before closing the lid, make sure keyboard area is clear of all objects.



Personnel Acceptable Use Policy and Chromebook Guidelines

Signature Page

Return this page to your TIS

Check boxes to show you have read them:

- I understand that the device assigned to me is a school-owned device to be used in my job and will therefore be at work when I am at work.
- I am personally responsible for my actions in accessing and utilizing the MCS's technology resources.
- I understand that

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.