


**Personnel Acceptable Use Policy**


Anyone Who Instructs Students Directly

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 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.
- 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.
- 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), Engrade, Email, computer login usernames or passwords with others. When accessing WOW/Engrade 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.
- It is my responsibility to keep educational files to a minimum and store them in my Office 365 OneDrive or my Google Drive account.
- 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 project), and pictures (in which students appear or 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.
- 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 include WVBE Policy 2520.14 (21<sup>st</sup> Century learning Skills and Technology Tools) 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 as many of Engrade or Google Classroom's features as possible. 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.
- 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.
- 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 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 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.
- Portable devices such as Chromebooks, iPads, Galaxy tablets, etc., that are assigned to a teacher, must have a portable agreement user form completed and submitted to the building TIS.
- I will not connect my personal device to MCS' Internet without permission from the Office of Technology.

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



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

Monongalia County Schools is excited to bring a 1:1 device initiative to the teachers and students in grades 3-12! These devices cannot sit on a shelf and never be used but that does not mean you have to use them 100% of the time. Your teaching process will transform. And transforming learning is a process. These processes will take time, effort, collaboration, trial & error and a lot of perseverance. Your TIS is there to help support you. Ask for help! Ask for guidance! Be prepared to be flexible! **Always have a backup plan!** And enjoy watching the enthusiasm of your students as they take learning to a whole new level – with you!

Along with transforming teaching and learning, as the teacher, there are some guidelines to take into consideration in order to make this a successful process for both the students and yourself! The most basic of which is to have your teacher device at school. Be the role model for your students!

### Chromebook and Going Home:

- The students in grades 3 and up will be taking the Chromebooks home at some point. It is important to reinforce expectations prior to them going home!
- Grade 2 – each student will be assigned a Chromebook and should use only that Chromebook. Grade 2 does NOT take Chromebooks home.
- **Teacher Chromebooks may leave the building, but they are expected to be back every day.**
- **Students (where 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. Rules and expectations are needed to make sure students use devices properly and minimize the likelihood of damage or having them stolen. Examples included at end.
- Notify your TIS immediately if a device is missing. Ensure all Chromebooks are accounted for each day. Document if a student does not have/bring Chromebook to school.
- 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.
- 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. (TIS will assist with this.) 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 TIS **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 TIS (for repairs).
- If disciplinary actions are required, administrator must be notified the same day.

- All Chromebooks (teacher and student) are assigned to specific users. DO NOT share Chromebooks in grades 2 and up! If shared, not everything a student may need, will be accessible.
- Everyone needs 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 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:**

- 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.
- 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.
- 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.
- 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 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 I must **directly supervise** students when they are using technology.
- I understand that I am expected to integrate the use of the student Chromebooks into my instruction.
- 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.