

## **TELECOMMUNICATIONS/COMPUTER NETWORK POLICY**

### **1.0 Purpose**

Recognizing the importance of telecommunications in today's society and to comply with the State Board of Education Policy 2460, it is essential to obtain and utilize this technology to benefit the students and personnel of Mercer County Public Schools. Therefore, the Mercer County Board of Education does hereby institute this policy to govern the use of telecommunications in our public schools.

### **2.0 Definitions**

- 2.1 Telecommunications means any capability to receive, transmit, interact or otherwise utilize digital, laser or analog signals using a computer or other medium to retrieve, record, or send information at another location.
- 2.2 Student is defined as any individual enrolled in Mercer County Public Schools.
- 2.3 Verifiable consent for students under the age of 18 is defined as a parent or legal Guardian's signature.

Verifiable consent for students 18 or older is defined as a personal, parental or legal guardian's signature.

- 2.4 Authorized use requires compliance with State Board of Education Policy 2460 or other applicable policies as adopted.

### **3.0 Procedures**

- 3.1 All students and personnel in Mercer County Public Schools will comply with the State Board of Education Policy 2460.
- 3.2 Verifiable consent must be obtained for any student wishing to utilize the telecommunications capability at a particular location within Mercer County Public Schools. This signature confirms the intent to comply with all policies, laws and other statutes governing the proper and authorized use of telecommunications equipment and K12 email accounts.
- 3.3 Authorization for use must follow established procedures for obtaining an account from the Mercer County Board of Education, the school, or the State Department of Education, whichever is applicable. Issuance of an account or permission to use the network implies that the authorized user accepts the terms outlined for the legitimate use and exchange of meaningful educational materials and that etiquette and privilege are clearly understood

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by the user. There is no expectation of privacy on any device connected to the county WAN (Wide Area Network) or state issued K-12 email account.

- 3.4 Mercer County Schools will comply with the Children’s Internet Protection Act. Students will not access via internet material that is obscene, pornographic, harmful to minors, or inappropriate on school-owned computers. Mercer County Schools will use the K-12 Network for all internet access. The state network provides appropriate filtering. Personnel will monitor internet student usage to restrict access to material that is obscene, pornographic, harmful to minors, or inappropriate on school computers.
  - 3.4.1 Personnel will educate all students K-12, yearly on appropriate online behavior including, but not limited to; email, interacting with other individuals on social networking sites and chat rooms; and cyber-bullying awareness and response. (Examples – techSmart lesson from techSteps)
  - 3.4.2 All lessons and procedures described in the CIPA Compliance section of State Policy 2460 will be followed by Mercer County staff and students. a complete description is located at the following URL:  

**<http://boe.merc.k12.wv.us/?q=node/1069>**
- 3.5 In order to comply with the Children’s Internet Protection Act, the use of personal equipment that does not use state and county filters when accessing the internet in schools is forbidden.
- 3.6 All wireless equipment connected to a county network must be installed and configured with security by county approved personnel.
- 3.7 All Mercer County Schools’ personnel will restrict their Internet usage to material that is not obscene, pornographic, harmful to minors, or inappropriate on school computers.
- 3.8 Students will not conduct online unauthorized access, including “hacking” and other unlawful activities.
- 3.9 All students and employees are required to follow I-52: Email Acceptable Use Policy, I-53: Mobile Device Acceptable Use Policy, and I-54: Removable Media Acceptable Use Policy.
- 3.10 Unacceptable use of any telecommunications medium or K12 email will result in the revocation of the student’s and/or school personnel’s privilege to utilize any

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telecommunications programs in Mercer County Public Schools. Usual procedural guidelines and evidential presentation would then apply.

- 3.11 Web Publishing shall be done in accordance with all recommendations listed in section 3.4 of State Policy 2460 unless specific exceptions are noted in this policy. All material posted on school websites must be approved by the principal or his/her designee. All material may be reviewed by the Superintendent or Director of Technology, and if either deems the material inappropriate, it shall be deleted.

If a class requires students to create personal web pages, they may be published for thirty (30) days only. Student pictures, last names and personal information may not be published.

- 3.12 All personnel issued BOE phones will use them for job-related communication only.

**4.0 Severability**

If any portion of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Authority: W.Va. Constitution, Article XII, §2, and W.Va. Code §§16-9A-4, 16-9A-9, 17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-2-33, 18-2C-1 et seq., 18-5-1, 18-5-13, 18-16-1, 18A-1-1, 18A-5-1, 18A-5-1a, 60A-1-101, 60A-7-11a, 61-2-15, 61-7-2, and 61-7-11a.

Source: Board Minutes

Date(s): 11/28/95; 8/24/99; 7/19/00; 9/25/01; 2/22/05, 1/22/08, 6/22/10, 5/22/12, 11/11/14

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**MERCER COUNTY PUBLIC SCHOOLS  
Acceptable Use Policy for Telecommunications  
and Computer Networks:**

As a telecommunications and computer user, I agree to follow the rules and policies in all my work while attending Mercer County Public Schools.

I understand WV Policy 2460, its intent and implications for acceptable use, privileges, network etiquette, reliability, security and vandalism.

- I. I recognize all telecommunications and computer network users have the same rights to use the equipment; therefore,

I will not play games or use the resources for non-academic activities when others require the system for academic purposes;

I will not waste or take supplies such as paper, printer ribbons and diskettes that are provided by the school;

I will avoid excessive use of network hard disk space by removing any file that has not been used within one month.

- II. I recognize that programs, including software, are protected by copyright laws; therefore,

I will not make unauthorized copies of software found on school systems for my own personal use. I will respect the integrity of electronic mail, bulletin boards and other materials.

I will not give, lend, or sell copies of programs, software or other material without the expressed written consent of the copyright owner. I will only copy material clearly marked as shareware or public domain.

- III. I recognize that the work of all users is valuable; therefore,

I will protect the privacy of others' areas by not trying to learn their passwords;

I will not copy, change, read, or use files in another user's area without that user's permission;

I will not attempt to gain unauthorized access to system programs or computer equipment;

I will not create or introduce any virus which may destroy files or disrupt service to others;

I will not attempt to gain access to any material that is pornographic in nature;

I will not download information onto the hard drives of any computer for permanent storage;

IV. I recognize that the computer networks are to be used as educational tools to support the mission of Mercer County Schools; therefore,

I will not transmit any materials in violation of any U.S. or state regulation, including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by using other means;

I will not use the network for commercial activities, product advertisement, or political lobbying.

V. Use of computer networks and K12 email accounts are a privilege, not a right. Violations of the rules described above will be dealt with seriously. Violators will lose computer privileges.

**USER (STUDENT): Please sign:**

I understand and will abide by the Acceptable Use Policy for Telecommunications and Computers. I further understand that any violation of the regulations 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)** \_\_\_\_\_

**User's signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**PARENT (MUST BE SIGNED FOR ACCESS)**

I, the parent/legal guardian of \_\_\_\_\_ have read and understand the implications, legal and otherwise, regarding the proper use of and access to these services. I have discussed the Mercer County Telecommunications policy with my child. I understand that this access is designed for educational purposes. The Mercer County Board of Education has taken precautions to remove and limit access to controversial material but it is impossible to remove all such materials, so I accept responsibility for supervising my child if access is obtained outside the educational setting. I agree that misrepresentation and unauthorized use of this material or the email account will result in appropriate disciplinary action by the school or the Mercer County Board of Education.

**Parent/Legal Guardian's Name: (please print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_