

APPENDIX A  
KANAWHA COUNTY SCHOOLS

INTERNET & TELECOMMUNICATIONS ACCESS ACCEPTABLE USE AGREEMENT FOR SECONDARY STUDENTS  
*USE OF TECHNOLOGY RESOURCES WITHIN KANAWHA COUNTY SCHOOLS IS A PRIVILEGE, NOT A RIGHT.*

**USER RESPONSIBILITIES**

As the user of technology resources provided by Kanawha County Schools, each student must read, understand, and accept all of the following rules stated below and any additional rules posted at school. Failure to abide by these rules may result in suspension and/or loss of technology privileges and/or disciplinary actions involving local, district, state or federal agencies. Disciplinary actions will apply to all sites when students transfer or have multiple schools or community based learning experiences outside of the home school.

**I understand my responsibility for using the Internet and other online resources; therefore,**

- I will limit my use of school resources, including electronic devices, software, networks, internet access and online resources to the educational objectives authorized and supervised by a teacher in the school;
- I will use appropriate language and polite responses when communicating online;
- I will not share information about myself or others while online. This information includes, but is not limited to, home address, telephone number, and age;
- I will not access, or attempt to access, another person's account(s), nor will I disclose my password to anyone;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not use online access for any illegal, unethical, immoral, harassing, cyberbullying, or unacceptable purpose;
- If given permission to use email at school, I will only use the West Virginia Department of Education @stu.k12.wv.us account email address. I understand that I am NOT to use my personal email account (i.e. Gmail, AOL, Hotmail, etc.) at school or on my school issued device;
- I will only use school-sponsored blogs, wikis, web 2.0+ tools, social networking sites and online groups as part of any educational activity;
- I will report any accidental access to inappropriate sites to the supervising teacher;
- I will only stream any multimedia content from the Internet that supports the educational process;
- I will not download any files or programs without permission from the supervising teacher;
- I will not download copyrighted music files without permission of the copyright holder;
- I will not download, stream or play non-educational games;
- I will not download/ listen to streaming audio and/or video files for non- educational purposes;

**I understand that I must adhere to all federal, state and local laws; therefore,**

- I must adhere to the mandates of West Virginia's Board of Education Policy 2460 – *Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet*, the *federal Children's Internet Protection Act (CIPA)* and the *federal Children's Online Privacy Protection Act (COPPA)*
- I will not access the Internet in school until I have completed Acceptable Use training, and my parent or guardian (which applicable) and I have signed the KCS Acceptable Use form
- I understand my use of Internet-related applications must be authorized by my teachers and be for educational purposes only.
- I understand that cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes/remarks, and other unauthorized uses as referenced in federal, state and local policies and laws are not permitted;
- **NOTE:** A complete copy of Policy 2460 may be obtained from <http://wvde.state.wv.us/policies/>
- **NOTE:** A complete copy of the KCS Policy J33A may be obtained from <http://kcs.kana.k12.wv.us/Repository/series-j-students/1>

**I understand my responsibility for using software legally; therefore,**

- I will not give, lend, sell or copy any software found on school computers or retrieved online, unless I have written/printed permission from the copyright owner;
- I will not take and/or use school/district product key codes for unauthorized use;
- I will be responsible for utilizing all software according to its licensing agreement;
- I will not install, uninstall or delete software programs on any school computer without specific I permission from the supervising teacher or the school computer specialist/technician;

**I understand the importance of using both print and non-print information in a lawful manner; therefore,**

- I will respect and protect the intellectual property of others by observing copyright laws.
- I will not plagiarize information received in any form;
- I will accurately cite all sources of information;
- I will not copy or use copyrighted materials without permission from the owner of the materials;
- I will not use, purchase or steal documents or parts of documents from the Internet for classroom credit; Unless approved, I will not replicate any school-produced material for personal use or represent my own work as having been sanctioned by the school.

**I understand that the use of computer networks is a privilege, not a right; therefore,**

- I will not attempt to bypass system security;
- I will not bypass or attempt to bypass any school, county or state filtering system;
- I will not access or attempt to access another user's, username/passwords, email, or personal files or data without that person's permission;
- I will not change or attempt to change hardware, software or network settings without permission;
- I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of

unsolicited advertising; online gaming, unauthorized video and/or audio streaming, propagation of computer viruses, or unauthorized access to system programs;

- I will not invade the privacy of others by attempting to learn their password or by copying, changing, reading, or using their personal files;
- I will not access a computer and/or network using another person's login information, username and/or password;
- I will not download, install, or execute any file unless it specifically relates to an educational assignment and I have received permission from the teacher.
- I will not attach any unauthorized equipment to the network, including but not limited to the wireless network;
- If I identify a security issue on the system, I will notify the teacher, principal or school computer specialist. I will not demonstrate or share the problem with other students.
- I will not knowingly create, distribute, or execute any virus, worm, Trojan horse, malware, spyware, spam, etc. or disable or change tools used to monitor hardware and software
- I will not seek, view, create, send or distribute unethical, illegal, immoral, inappropriate, or unacceptable material of any type through email or telecommunication resources.
- I will not try to gain unauthorized access.
- I will not try to hack, crack, vandalize or participate in other unlawful online activities.
- I understand that CIPA requires that all Internet access for students be filtered; therefore, I will not use any personal device to access the Internet while on Kanawha County Schools' property.
- I will only use personal technology devices according to school and classroom rules.
- I will not use personal devices to circumvent or bypass filtering devices, security features, or acceptable use rules.

**Providing false or misleading information when applying for computer access, or violating any of the above rules, will cancel my user privileges and may result in further disciplinary action, including reimbursement for damage and computer recovery costs, suspension and/or expulsion from school.**

School Name: \_\_\_\_\_

**Student:** I have read and consent to the rule and responsibilities listed above. I have never had my computer privileges restricted or revoked by any other school.

Student Name (Please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Student WVEIS number: \_\_\_\_\_

**\* Parent or Guardian:** I have read and discussed this form with my child. I understand that it is the responsibility of my child to restrict his/her use to the classroom projects assigned. I accept full responsibility for supervision if and when my child is using computers in a setting other than school. I also understand that the teacher cannot be held responsible for intentional infractions of the above rules by my child.

\_\_\_\_\_ I give permission for my child to access the Internet in school.

\_\_\_\_\_ I do not give permission for my child to access the Internet in school.

\_\_\_\_\_ I give permission for my child to access the Internet in school ONLY FOR testing purposes.

#### SCHOOL INTERNET WEB SITE STUDENT INFORMATION

I hereby give permission to use the following information on the school and/or district web sites (initial that you approve):

\_\_\_\_\_ Student's first name

\_\_\_\_\_ Student's last name

\_\_\_\_\_ Student's photo

\_\_\_\_\_ Student in group photo

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Vocational students not currently enrolled in a KCS secondary school are not required to obtain parent signature if they are 18 years or over.

**NOTE:** This form will be kept on file in the school listed above. It will not be transferred to another school.