

## 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,
- will limit my use of school resources, including computers, software, networks, internet access and online resources to the educational objectives authorized and supervised by a teacher in the school;
- I will not use a computer in the school unless an adult is in the room;
- 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, 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, cyber bullying, or unacceptable purpose;
- If given permission to use email at school, I will only use the West Virginia Department of Education access.k12.wv.us account email address, or the address the school assigns me. I understand that I am NOT to use my personal email account (i.e. Gmail, AOL, Hotmail, etc.) at school;
- 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 teacher, 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/KCS11>
- 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;