

Lewis County Schools

Employee Technology Acceptable Use Policy

Employee Name: _____

Employee ID: _____

School: _____

Position: _____

The use of the Internet and computer equipment at work is limited to job responsibilities as determined by an employee's immediate supervisor/s. Since access to the Internet and technology is widely available at schools and departments, all employees are required to abide by this agreement. While some materials accessible via the Internet contain items that are illegal, defamatory, or potentially offensive to some people, Lewis County Schools does not condone the use of such materials. Lewis County Schools requires that all employees read, accept, and sign the following agreement for Technology Acceptable Use.

Employees are required to abide by Lewis County Schools Policy and West Virginia Board of Education Policy 2460. Copies of these policies are maintained in district and school offices, and links to these policies are available from the district website at: <http://www.lewisboe.com>

1. Employees are responsible for proper behavior on the Internet and appropriate use of technology resources.
2. Network and local data storage areas are not considered private. Network/county/state administrators may review files and communications to maintain system integrity and ensure compliance with acceptable use policies. Users should not expect their files or email communication to be private.
3. Specific examples of unacceptable use from state and local policies include, but are not limited to:
 - a) Downloading, executing or viewing non-educational activities (e.g. games, music, videos, shopping, messaging).
 - b) Downloading, uploading and/or executing malicious code (e.g. viruses, Trojans, worms, macros, etc.).
 - c) Unauthorized installation or willful altering of software, setup preferences, security or other system settings
 - d) Corrupting, destroying, deleting or manipulating system data.
 - e) Creating, storing, transmitting or viewing materials of a violent, sexual, racist, obscene or other offensive nature.
 - f) Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks and other unauthorized uses as referenced in local, state, or national policies and laws.
 - g) Employing the network, equipment or technology resources for financial gain, or for political or commercial activity.
 - h) Using school equipment or resources in any manner that violates any law or state/district policy.
 - i) Violating copyright laws.
 - j) Misrepresenting an individual's identity or sources of communication or data (e.g. plagiarism, language translators).
 - k) Using another's logon/password to gain unauthorized access to email, data, files or any online resources.
 - l) Providing your logon/password to another to gain unauthorized access to secure network resources.
 - m) Unauthorized participation in chat rooms, wikis or blogs.
 - n) Connecting any computer or other device to the network without the consent of the network administrator.
 - o) Unauthorized or improper publishing to district or school websites.
 - p) Unauthorized disclosure, use, or dissemination of personal information regarding yourself or others.
 - q) Failure to maintain a clear boundary between personal social networking and professional/educational networking to protect the safety of students and the integrity of school employees - The use of social networking and texting between employees and students is specifically discouraged, and employees will be held accountable for any misuse.
 - r) I will comply with the filtering rules for the network and I will not try in any way to bypass those rules or show others how to bypass those rules.
 - s) Communicating with students or parents using email other than your state provided K12 email or LiveGrades account.
4. Any violation of this agreement may result in the loss of computer use or access or more serious disciplinary actions such as warnings, reprimands, suspensions or termination. Actions may be initiated that could result in monetary compensation to the district for equipment or services required to correct issues resulting from any violation of this agreement.

* A copy of West Virginia Board of Education Policy 2460 will be on file at the school and the Lewis County Board of Education office as well as the WV Department of Education's web page (<http://wvde.state.wv.us/>) under "Board Policies."

I am aware that district and state policies may be modified at any time by governing boards, but that any such modification will be communicated to users in a timely manner. I hereby certify that I have read this agreement for Technology Acceptable Use and acknowledge that I am subject to disciplinary action for any violations of this agreement and the policies referenced herein.

Employee Signature _____ Date _____

Return this agreement to your immediate supervisor.
Supervisors are required to keep this on file locally for all employees under their supervision.