

# PUTNAM COUNTY SCHOOLS

## Elementary Technology Acceptable Use Agreement Form

---



### OVERVIEW

Computers and technology are used to support learning and enhance educational instruction. Computer networks and telecommunications allow people to access information from other computers in different locations. It is a general policy that all computers and other technology equipment used through Putnam County Schools are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving local, county, state, or federal agencies.

Internet, a network of networks, allows users to interact with millions of other people using computers that are also connected to the Internet. It is the belief of Putnam County Schools that the educational benefits to students and teachers through access to various online services and the Internet far exceed any potential disadvantages. The majority of sites accessed can provide a wealth of educational opportunities. It is the intent of Putnam County Schools to provide access to such services to further the educational goals and objectives of the West Virginia Department of Education and is in full compliance with the Children's Internet Protection Act. However, parents should be aware that students using telecommunications have the potential to access unacceptable sources if they disobey or disregard school and county rules and guidelines. Even though the vast majority of Internet sites provide useful information, some sites may contain information that is offensive, defamatory, sexually oriented, or inaccurate. The intent of Putnam County Schools is for technology resources to be used as a valuable educational tool.

***USE OF TECHNOLOGY RESOURCES WITHIN PUTNAM COUNTY SCHOOLS IS A PRIVILEGE, NOT A RIGHT.***

### USER RESPONSIBILITIES

As the user of technology resources provided by Putnam County Schools, each student must review, understand, and accept the following rules. Failure to obey the following statements will result in loss of computer privileges and/or disciplinary actions.

1. I understand that all computer use must be for educational purposes.
  - I will only use the technology resources for academic purposes as directed by my teacher.
  - I will not download or play any non-educational games on a school computer.
  - I will not use any instant messaging or chat programs.
  - I will not download or play music or videos from the Internet, unless directed by my teacher.
  - I will not use any non-school email address while at school.
2. I respect personal privacy-for myself and others.
  - I will not give out any personal information about anyone else (home address, telephone number, etc.)
  - I will get permission from my teacher before giving out any personal information about myself.
  - I will not give my password(s) to any other users.
  - I will only use my computer account and won't use anyone else's login id and/or password.
  - I will not copy, change, read or use files that belong to another user.
3. I understand that software and ideas are protected by copyright laws.
  - I will not copy information received from any source and say that it is my work.
  - I will list all sources of information that I use in my projects and work.
  - I will not make copies of any software found on Putnam County School's equipment or on the Internet.
  - I will not copy any personal software onto any computer at school.

4. I understand that educational technology is available for the use of all students.
  - I will not deface, damage or destroy the equipment.
  - I will not waste or take supplies such as paper, printer supplies or diskettes provided by the school.
  - I will follow the school's computer use rules.
  - I will follow the rules of network etiquette, which include use of appropriate language and polite responses. Abusive language (including name calling and swearing) and bullying is prohibited.
  
5. I understand that I must follow county, state, and federal rules when using technology.
  - I will not try to bypass the security measures of any county computer equipment.
  - I will not knowingly create or introduce any virus to Putnam County School's equipment.
  - I will not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.
  - I will follow the rules listed above or lose my computer privileges and face other consequences.

---

**STUDENT**

I, \_\_\_\_\_, have reviewed the information in the Putnam County Schools Technology Acceptable Use Agreement Form with my parent(s) or guardian and my teacher. I understand the rules that I am to follow. I also understand that failure to follow these rules will result in the loss of my computer access and technology privileges at school.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_  
Signature

**PARENT or GUARDIAN**

As the parent or guardian of \_\_\_\_\_ (student), I have reviewed the Putnam County Schools Technology Acceptable Use Agreement Form with my child and understand the terms, rules and guidelines as stated in the document. I also understand that information distributed through the Internet and other online services cannot be entirely controlled by Putnam County Schools. I therefore realize that during the course of educational studies and/or communication projects there is potential for the student to encounter controversial or offensive material. I give Putnam County Schools permission to grant technology access to my child. I understand that my child may maintain access as long as the procedures and guidelines described above are followed. I also understand that failure to abide by these rules may result in the revocation of my child's access and/or disciplinary action.

Parent or Guardian Name (please print) \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Signature

**STUDENT INFORMATION ON SCHOOL/COUNTY WEBSITE**

I give permission to use the following information on the school or school district website. **Initial that you approve.**

\_\_\_\_ Student's first name    \_\_\_\_ Student's last name    \_\_\_\_ Student's photo    \_\_\_\_ Student in a group photo

Note: This form will be kept on file at the student's current school; it will not be transferred to another school. Parents may submit a revised form at any time. A copy of this document may be found on the county website and in the student planner.

***THIS SIGNATURE PAGE MUST BE ON FILE AT THE SCHOOL BEFORE THE STUDENT IS PERMITTED TECHNOLOGY ACCESS***