

# PUTNAM COUNTY SCHOOLS

## Secondary Technology Acceptable Use Agreement Form

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### 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 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, who 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 through 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 read, understand, and accept all of the following rules and guidelines stated in this section. Failure to abide by the following statements may result in permanent revocation of access privileges and/or disciplinary actions involving local, county, state or federal agencies.

1. I understand that all computer use must be for educational purposes; therefore:
  - I will limit my use of the school's technology resources and telecommunications for academic purposes as directed by my teacher;
  - I will not download or play any non-educational games on a school computer;
  - I will only use instant messaging or chat after receiving permission from my teacher and as part of an educational activity;
  - I will not download or play any type of music or videos from the Internet, unless directed by my teacher;
  - I will only use a school provided e-mail address (access.k12.wv.us) while at school, and I understand that the communications on this account are for educational use only.
  
2. I respect personal privacy-for myself and others; therefore:
  - I will not reveal any personal information about myself or anyone else while on the Internet. This information includes but is not limited to home address, telephone number, and age;
  - I will not share my network login (username and password) with anyone else, and I will only use my computer account;
  - I will not copy, change, read or use files that belong to another user.
  
3. I understand copyright laws protect a variety of materials (print, non-print, and ideas), including those found on the Internet; therefore:
  - I will not copy information received from any source and say that it is my work;
  - I will cite all sources of information that I use in my projects and work, acknowledging the creator's work;
  - I will not make copies of any software on Putnam County School's equipment or found on the Internet to keep, lend, give or sell;
  - I will not install any personal software onto any computer at school;
  - I will not download any executable file from the Internet unless it specifically relates to an educational assignment, and I have received permission from the teacher.

4. I understand that educational technology is available for the use of all students; therefore:
- I will not deface, damage or destroy the any equipment, including changing hardware, software, or network settings;
  - I will not waste or take supplies such as paper, printer supplies or diskettes provided by the school;
  - **I will not interfere with or disrupt network users, services, or equipment.** Disruptions include, but are not limited to, distribution of unsolicited advertising, using instant messaging services, unauthorized streaming of audio and video, file sharing software, online gaming, propagation of computer viruses, or unauthorized access of system programs;
  - I will not remove or attach any devices, including notebooks and wireless devices, to the school network without the prior approval of Putnam County Schools Technology Department;
  - I will follow the rules of network etiquette, which include use of appropriate language and polite responses. I will not use online access for any illegal, immoral, harassing, or unacceptable purposes.
5. I understand that I must follow county, state, and federal rules when using technology; therefore:
- I will not try to bypass the security measures built into the system to gain unauthorized access to system programs or 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 not use the network for commercial activities, product advertising, or political lobbying;
  - I will follow the rules listed above or lose my computer privileges and face other consequences.

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**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**