

**PUTNAM COUNTY SCHOOLS**  
**Technology Acceptable Use Agreement Form**  
**Employees/Contracted Service Providers**

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**OVERVIEW**

Technology is made available to Putnam County students and employees in order to support the educational process. It is a general policy that all computers and 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.

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

**USER RESPONSIBILITIES (all employees)**

As the user of technology resources provided by Putnam County Schools, each employee must read, understand, and accept all of the following rules and guidelines stated in this section.

1. I understand that all computer use must be for **educational** purposes, whether on school property or at another location; therefore:
  - I will use PCS technology resources and telecommunications for purposes that support the educational process;
  - I will not use PCS computers to access the Internet for personal purposes. Personal purposes, include but are not limited to, banking, planning personal travel, personal shopping, or participating in online gaming, gambling, and auctions;
  - I will not use PCS technology to view, create, modify, or disseminate obscene, objectionable, violent, pornographic, or illegal material;
  - I will not use PCS technology for commercial or for-profit purposes that include, but are not limited to, home businesses, gambling, advertising, political lobbying, or soliciting;
  - I will not use PCS technology to send unsolicited, offensive, abusive, obscene, harassing, or other illegal communications.
  
2. I understand the bandwidth available to Putnam County Schools and the state educational system is limited and must be protected for educational purposes; therefore:
  - I will not use external instant messaging or chat services;
  - I will not listen to the radio or watch videos via the Internet;
  - I will only stream audio and video files that have an educational purpose, and I will download and save the content to the computer, server, or cache server during non-peak hours when possible.
  
3. I understand that employees have access to confidential information and files and that I am responsible for protecting the confidentiality of these data; therefore:
  - I will log off the computer/network when not using it;
  - I will not allow students, parents, or unauthorized people access to my accounts;
  - I will not reveal any personal information about any student or employee while on the Internet. This information includes but is not limited to home address, telephone number, and age;
  - I will not attempt to learn other employees' passwords;
  - I will not copy, change, read, or use files that belong to users without their permission.
  
4. I understand copyright laws protect a variety of materials (print, non-print, and ideas), including those found on the Internet; therefore:
  - I will not install any unauthorized software, including personal software, on PCS equipment. Unauthorized software is defined as software outside the legal licensing agreement created by the author of the program;
  - I will not make copies of any software found on Putnam County School's equipment or on the Internet to keep, lend, give, or sell outside of the legal license agreement;
  - I will not use shareware beyond the trial period specified by the program unless I purchase it;
  - I will not download any copyrighted materials from the Internet without the permission of the copyright holder. This includes but is not limited to music and video files.

5. I understand the importance maintaining the technology that I use for my job; therefore:
  - I will not attempt to bypass or disable any security and/or antivirus software installed on my computer or on the network;
  - I will inform my technology support personnel or site administrator about problems with technology and follow the repair process implemented at my work site;
  - I will maintain my computer by performing periodic updates when prompted including, but not limited to, Windows, antivirus, and network client;
  - I will protect my personal data by backing up periodically to the server or external media;
  - I will not remove or attach any devices, including notebooks and wireless devices, to the network without the prior approval of PCS Technology Department;
  - I will not knowingly create or introduce any virus to PCS equipment.

**USER RESPONSIBILITIES FOR EMPLOYEES WHO SUPERVISE STUDENTS USING TECHNOLOGY**

1. A staff member is required to **be present and able to provide adequate supervision** when any student is using the Internet.
2. All student use of the Internet must be authorized by a PCS educator and must support the educational learning goals and objectives.
3. As part of all Internet lessons and periodically during other technology lessons, acceptable use of technology and telecommunications should be reviewed.
4. All students must have a signed PCS Acceptable Use Agreement Form on file at their school before they can access any technology.
5. Students can access e-mail at school **ONLY** through the use of an approved West Virginia access.k12.wv.us account. Individual schools may determine when and whether students will receive e-mail accounts.
6. Due to limits of bandwidth and security and privacy issues, streaming audio and video, chat, blogs, instant messaging, Internet based pod-casting, and other activities must be limited to those activities that directly support the instructional process and are a part of approved lesson plans.
7. Teachers who observe a student violating the PCS Acceptable Use Agreement Form must report the student to the school sysop and/or administration according to the procedures in place at their site.
8. Web portals, such as approved school websites, are designed to encourage communication between school and home. Use of portals as a primary access point for teachers, students, and home communication is encouraged. Sites that actively promote and focus on school fundraising and/or commercial ventures are not permitted. Questions about portals should be addressed to the Technology Department.

**Failure to comply with the above rules may result in permanent revocation of access privileges and/or disciplinary actions involving local, county, state or federal agencies.**

I have read the rules and regulations above. I also understand that any computer, as the property of Putnam County Schools, is subject to random auditing for the purpose of determining the presence of unauthorized software, by either PCS staff or software publishing organizations.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Employee Name (please print) \_\_\_\_\_

***THIS SIGNATURE PAGE MUST BE ON FILE AT THE PERSONNEL OFFICE FOR THE EMPLOYEE TO MAINTAIN TECHNOLOGY ACCESS.***