

Series 5000 – Instructional Programs

Section 5602 – Technology

Policy 5602- Technology and Acceptable Use

General

The Harrison County Board of Education will provide access to various computerized information resources through the county network and computer system consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, cloud-based systems, and the internet. It may include the opportunity for staff and students to have access with technology devices from their home or other remote locations. All use of the technology devices, including independent use off-site premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and mission of Harrison County Schools.

HCS Policy 5602 is intended to be applicable in addition to all existing federal and state laws, board regulations and policies, including laws and regulations that are specific to TECD and networks, as well as those that are applicable to personal conduct. Faculty and staff who are found to have violated this policy or any other applicable policy or legal requirement will be subject to discipline, up to and including termination from employment. Students who are found to have violated these policies will be subject to disciplinary action up to and including expulsion.

In the event of any conflict with information contained in this document, or if any policy must be clarified, this document will rely on the content of the State of West Virginia Policy 2460 for clarification.

Terms (as applicable to this policy)

- **ADA:** Americans with Disabilities Act
- **Anonymizer:** any tool that attempts to shield internet activity.
- **AUP:** (Technology) Acceptable Use Policy
- **CIPA:** Children’s Internet Protection Act
- **COPPA:** Children’s Online Privacy Protection Act
- **Employees:** All staff members, including, but not limited to, professional and service personnel, coaches, HCS independent contractors, HCS consultants, and HCS volunteers. (Definition applies for purposes of this policy only)
- **End-of-Life (EOL):** technology reaches end-of-life when it can no longer be supported, sustained, and/or becomes a security risk.
- **ERATE:** Schools and Libraries Program of the Federal Communications Commission Universal Service Fund
- **FCC:** Federal Communications Commission

- **FERPA:** Family Education Rights and Privacy Act
- **HCS/HCBOE:** Harrison County Schools
- **HIPAA:** Health Insurance Portability and Accountability Act
- **OT:** Office of Technology
- **Personal technology:** consumer-grade technology including, but not limited to gadgets, apps, computing electronics, routers, switches, and video games.
- **Phish or Phishing:** the attempt to obtain sensitive information such as usernames, passwords, and credit card details (and, indirectly, money), often for malicious reasons, by disguising as a trustworthy entity in an electronic communication.
- **Proxy:** computer that acts as a gateway between a local network and a larger network such as the internet.
- **Social Media:** electronic communication applications that enable users to create and share content or to participate in social community networking online.
- **TECD:** school technology and electronic communication devices, including but not limited to computer devices, phones, security cameras.
- **VPN:** Virtual Private Network
- **WCAG:** Web Content Accessibility Guidelines
- **WVDE:** West Virginia Department of Education

Educational Purpose

Harrison County Schools is committed to the effective use of technology to enhance the quality of student learning, life-long learning, and the efficiency of operations. However, use of HCS network and technology resources is a privilege, not a right.

The use of electronic resources, technologies, and the internet must be in support of education and consistent with the educational goals, objectives, and priorities of the Harrison County Board of Education and the WVDE. Use of other networks or computing resources must comply with the rules appropriate for that network and for copyright compliance. Users must also be in compliance with the rules and regulations of the network provider(s) serving West Virginia counties and schools.

Any use of technology resources belonging to or on the premises of the Harrison County Board of Education shall be done in a manner which is compliant with ERATE, FCC, COPPA, CIPA, FERPA, HIPAA, and WVDE.

All students will be provided equitable access to technology.

Privacy

1. Harrison County Schools reserves the right to monitor, inspect, investigate, copy, review and store, without prior notice, information about the content and usage of any network and system files, user files, disk space utilization, applications, bandwidth utilization, document files, folders, electronic communications, e-mail, internet access, and any and all information transmitted or received in connection with networks, e-mail

use and web-based tools. Use of HCS TECD, network infrastructure, and internet services is a privilege, not a right, and can be withdrawn by the Superintendent, Supervisor of Technology and Information, or principal at any time.

2. No county or personally owned technology device shall be used in a manner that disrupts the learning or work environment. Capturing, recording or transmitting the sounds and/or images of any student, staff member, during school hours, without express prior notice and explicit consent is prohibited. Prohibited areas may include, but are not limited to, classrooms, gymnasiums, cafeterias, offices, bathrooms, locker rooms, or dressing rooms. Capturing sound, video or photographs is permitted, however, where it: (1) relates to the instructional process; (2) relates to training; (3) is conducted as part of a HCS investigation or documentation process; or is conducted in a situation where a safety or security issue may exist. Public events such as athletics, student performances, plays, fairs and festivals, and school-related competitions will be considered exempt from this policy.
3. State and county internet content filtering will be enforced on all HCS TECD inside and outside of the HCS network. All traffic will be monitored.
4. In order to comply with the CIPA, acceptable users accessing the school's internet via personal technology will use WVDE and county filtering.

Technology Purchasing

1. All purchases, both at the county and school levels, are expected to be in alignment with the provisions of the technology plan. Technology, in Harrison County Schools, shall emphasize the use of equipment, platforms, and programming that will best prepare students to readily enter the workforce with marketable skills and proficiencies. Harrison County Schools Office of Technology will review requests for technology purchases to ensure they meet these guidelines.
2. All technology (including software) purchases and donations (with the exception of printers) will be approved by the Supervisor of Technology and Information.
3. Technology systems and TECD will be placed on a replacement cycle. End-of-Life TECD is at the discretion of the Supervisor of Technology and Information.

Digital Citizenship

Student Training (ERATE Requirement)

1. All students within HCS must receive annual training, with appropriate training documentation being maintained by each school for presentation on an annual basis to the WVDE, containing, but not limited to, the following subjects: appropriate online behavior, interacting with other individuals on social networking websites and apps, along with cyber bullying awareness and response. Information regarding these specific training sessions may be found at: <https://www.common sense media.org/educators/WVerate> and will be updated as needed.

Social Media and Online Communication

1. It is the employee's responsibility to refrain from using electronic technologies in a manner that risks placing him/her in a position to abuse the trust afforded to employees due to their positions. Appropriate uses of all online resources, technologies, and the internet is a responsibility of all persons who use it in any way.
2. Employees will maintain professional and ethical relationships with all students at all times, both inside and outside the classroom, including while using any form of electronic communication.
3. Employees are personally responsible for all comments/information they publish online.
4. Online behavior shall reflect the same high standards of honesty, respect, and consideration that is used in face-to-face communication.
5. Employee comments related to the county, school, fellow employees, students, or vendors shall always reflect the highest standards of professional discretion as outlined in West Virginia Board of Education Policy 5902, Professional Code of Conduct.
6. Employees are discouraged from becoming friends with or communicating with students on social media sites, unless the student is a family relative.
7. Employees may not read or post information to social media sites during work time unless such activity is related to the performance of their employment responsibilities.
8. Employees are not permitted to access social media sites or the internet for personal use via a personal smartphone or other technology or via the use of the TECD during work time (unless on a scheduled break).

Unacceptable use of Technology

1. Technology may not be used in any way that might reasonably be interpreted by others as an attempt to threaten, humiliate, bully, harass, embarrass, or intimidate another person.
2. The viewing, storing, transmitting or downloading of pornography or sexually suggestive or sexually explicit material or text on HCS TCED or other electronic storage or communication device, whether at home or at work, is prohibited. This same prohibition applies to a personal computer or other electronic storage or communication device while at school or a school activity.
3. Employees are strongly discouraged from engaging in phone calls, texting, personal media messaging or other private messaging with students, unless the communications are related to community or non-school related organizations and programs, such as civic and/or religious organizations and programs, non-school-related athletic programs and scouting. HCS reserves the right to review any communications between employees and students of which it becomes aware, and if HCS determines that the communications are inappropriate, HCS will take appropriate disciplinary action, up to and including termination of employment.
4. HCS will provide alternative, monitored communication methods for the protection of students and staff for all school-related communications. HCS requires that employees use provided and/or approved communication methods with students on school or

athletic related matters. Approval for such communication methods shall be obtained from building-level administrators.

5. Disclosing, using, or disseminating personal information regarding students.
6. "Sexting," the electronic transmission of sexual messages or pictures.
7. Transmission or use of any material in violation of any federal or state law or regulation.
8. Using proxy, VPNs, or anonymizer tools or personal devices to avoid state or county filtering or conceal internet activity.
9. Illegally accessing or attempting to access any school, district, or state e-mail, electronic ID/password, data, system files, online resources, or equipment of the school that does not belong to the user.
10. Intentional transmission or use of any type of virus, malicious file, computer code, service, or activity to disable or disrupt service.
11. Using technology to capture, receive, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.
12. Hacking, cracking, vandalizing, and other unlawful online activities.
13. Use for commercial activities, product advertising, or political lobbying.
14. Distribution or publication of school interior maps, floor plans, written descriptions of interior floor plans, camera locations, Prevention Resource Officer schedules, or other information which could compromise school security is prohibited.

Accountability and Responsibility

1. Network and TECD administrative account access is determined by the Supervisor of Technology and Information.
2. All educators, service personnel, and staff (including coaches and volunteers) are expected to maintain appropriate boundaries to protect the safety of students and integrity of educational professionals and service staff.
3. All employees are annually required to have a signed completed Acceptable Use Agreement form on file before accessing any computer-related technology.
4. All students must have a signed HCS Acceptable Use Policy Agreement form on file at school before they access any technology.
5. Appropriate adult supervision of internet use must be provided. While WVDE and HCS does filter internet traffic, filtering software is not 100% effective. Deliberate and consistent monitoring of student use of the internet and technologies is vital to prevent access to inappropriate and harmful materials. While classroom educators have primary contact with students, acceptable and appropriate use of online resources, technologies, and the internet is the responsibility of all employees.
6. Administrators and teachers will be provided professional development in the use and application of electronic resources, technologies and the internet.
7. Educators who register students for any online accounts must have explicit parental permission for the students to use those accounts. It is imperative that the educator carefully read the Terms & Conditions of the website and comply with said Terms & Conditions. Most sites transfer the liability to the teacher to get parental permission.

8. Users are responsible for the safekeeping of their passwords and will not share passwords with others.
9. Internet bandwidth available to Harrison County Schools and the state educational system is limited and must be protected for educational purposes.
10. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on any HCS related network or application.
11. Phish (or suspected) emails will be reported to the Supervisor of Technology and Information and forwarded by the receiver to abuse@k12.wv.us.

Network and Network Access

1. The use of electronic resources, technologies, and the internet must be in support of education and consistent with the educational goals, objectives, and priorities of the Harrison County Board of Education and the WVDE. Use of other networks or computing resources must comply with the rules appropriate for that network and for copyright compliance. Users must also be in compliance with the rules and regulations of the network provider(s) serving West Virginia counties and schools.
2. No unapproved wireless networks are allowed in any Harrison County Schools building. No one may bring a wireless router or access point and “plug-in” to the school/county network. Only the Supervisor of Technology and Information may approve a wireless installation. Connection devices include items such as, but not limited to, computers, tablets, cellular phones and Wi-Fi hotspots. All precautions must be made to insure the security of a school’s network.
3. Network access shall be limited to acceptable users of HCS or as approved by the Supervisor of Technology and Information.
4. Any attempt to defeat or bypass any network configuration and filtering or conceal internet activity is prohibited. This includes, but is not limited to, proxies, VPN, anonymizers, or any technology method designed to evade filtering.
5. Appropriate adult supervision of internet use must be provided. The first line of defense in controlling access by students to inappropriate material on the internet is deliberate and consistent monitoring of student access and use of equipment.
6. Network infrastructure and security at all HCS sites is maintained by the Office of Technology. No attempt to service, alter, penetrate, monitor, or trace networks shall be made without approval of the Supervisor of Technology and Information. Vendors and subcontractors are approved by the Supervisor of Technology and Information.

Email and Messaging

1. Employees and students are provided with a WVDE email account, managed by HCS. A state e-mail address may be required to participate in state online courses, to receive information distributed through state and county distribution lists and listservs, and to access county servers and websites.
2. Employees and students will use a state or county provided email for school work and school-related communications.

3. All educational business-related digital communications will use approved county and/or state provided systems. Including, but not limited to, Microsoft Office 365, LiveGrades Messenger, Remind.com (or equivalent program--district licensed), Schoology, and MyLearningPlan. Approved systems will be determined by the WVDE and HCS Supervisor of Technology and Information.
4. Email and messaging system transmissions will comply with all confidentiality and child protection obligations imposed by any state and federal law, including HIPAA, FERPA, and CIPA.
5. Email and messaging exceptions will be determined by the Supervisor of Technology and Information, based on security and risk.

Web Publishing

1. Compliance
 - a. All published web content will adhere to all Copyright, FERPA, HIPAA, CIPA, WVDE Policy, Terms and Conditions, Terms of Use, and End User License.
 - b. All official websites will be developed under a HCS provided platform.
 - c. Published copyrighted material must include a permission granted statement.
 - d. All official websites and content are the property of Harrison County Schools.
 - e. Business/commercial links are restricted to educational partners only. Advertising commercial offerings is prohibited.
 - f. Follow FERPA, state, district and school regulations when using student pictures and names. Parental permission should be obtained, and districts/schools must respect parental refusals.
2. Accessibility
 - a. With regard to the District website and any official District web presence which is developed by, maintained by, or offered through third party vendors and open sources, the District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online.
 - b. All existing web content produced by the District, and new, updated and existing web content provided by third-party developers, will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, by April 1, 2017. This Regulation applies to all new, updated and existing web pages, as well as all web content produced or updated by the District or provided by third-party developers.
 - c. The Supervisor of Technology and Information will be responsible for reviewing and evaluating new material that is published by District staff and

uploaded to the website for accessibility on a periodic basis. The Supervisor of Technology and Information will be responsible for reviewing all areas of the District's website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any department with non-conforming webpages will be asked to correct the problem in a timely manner.

**Harrison County Board of Education
Acceptable Use Policy Agreement**

Student Acceptable Use Agreement

In support of the Harrison County Board of Education’s mission of providing outstanding learning opportunities, the Harrison County Board of Education provides technology and electronic communication devices (TECD), networking, and information resources to the public schools in Harrison County. This open access is a privilege. Usage is not a right and may be rescinded at any time. It requires individual users to act responsibly, conserve resources, and consider the rights and privacy of others. All existing federal and state laws, board regulations and policies apply, including laws and regulations that are specific to TECD, networks, the internet, email; as well as those that are applicable to personal conduct.

After reading the Harrison County Board of Education Technology Policy 5602 and State of West Virginia Policy 2460, please complete this form to indicate that you agree with the terms and conditions outlined. The signatures of both the student and parent/guardian are mandatory before access to computer resources will be granted. This document, which incorporates the policy, reflects the entire agreement and understanding of all parties. One form shall be signed annually and kept on file at the student’s school. (Circle One)

Agree	Do Not Agree
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Parent/Guardian Acceptable Use Agreement

As parent/legal guardian of the student signing below, I grant permission for my child to access TECD resources both stand-alone and networked. These resources may include, but are not limited to, computers, iPods, iPads, peripheral devices, academic software, library catalogs, magazines, encyclopedias, databases, email, internet, and intranets. I have read and agree to the terms and conditions set forth in the Harrison County Board of Education Policy 5602, and I understand that I may be held responsible for violations by my child. I understand that some materials on the internet may be objectionable; therefore, I agree to accept responsibility for guiding my child, and conveying to her/him appropriate standards for selecting, sharing, and/or exploring information and media. I understand that all internet use by my child will be under direct teacher supervision and monitored as any other classroom activity. (Circle One)

Agree	Do Not Agree
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Publication Authorization

I permit publication of my child’s full name and likeness on HCS approved webpages, printed materials, audio, visual, or electronic means, in accordance with HCS Policy 5602. I further understand that I may rescind permission for publication as may be necessary by notifying the school in writing. (Circle One)

Agree	Do Not Agree
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Student Signature Parent/Guardian Signature

Date Date

Student Name (Please Print) Parent/Guardian Name (Please Print)

Student ID Number School Name

**Harrison County Board of Education
Technology Acceptable Use Agreement Form**

In support of the Harrison County Board of Education’s mission of providing outstanding learning opportunities, the Harrison County Board of Education provides computing, networking, and information resources to the public schools in Harrison County. This open access is a privilege. Usage is not a right and may be rescinded at any time. It requires individual users to act responsibly, conserve resources, and consider the rights and privacy of others. All existing federal and state laws and board regulations and policies apply, including laws and regulations that are specific to computers and networks, as well as those that are applicable to personal conduct.

After reading the Harrison County Board of Education Acceptable Use Policy 5602, please complete this form to indicate that you agree with the terms and conditions outlined. Your signature is mandatory before access to TECD will be granted. This document, which incorporates the policy, reflects the entire agreement and understanding of all parties. Forms for adult students, student teachers and parent volunteers shall be signed and kept on file in the local school.

As a user of a Harrison County Board of Education technology and electronic communication devices, I have read and hereby agree to comply with the Technology Policy.

Harrison County Board of Education Computer Privacy Policy

The Harrison County Board of Education (HCBOE) information system includes all TECD, WVDE K12 and HCS networks, all computers connected to this network, and all devices or storage media attached to this network. This information system is provided for HCBOE authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communication transmitted through or data stored on this information system. At any time, the HCBOE may monitor, intercept, search and/or seize data transmitted through or data stored on this information system. Any communication transmitted through or data stored on this information system may be disclosed or used for any HCBOE authorized purpose.

Harrison County Board of Education Privacy Policy

While on HCBOE property, all visitors and employees have limited reasonable expectations of privacy. At any time, the HCBOE may monitor and search property belonging to the HCBOE

Signature: _____ Date: _____

Name (Please print): _____

Publication Agreement

I agree to permit publication of my likeness on HCS approved web pages, printed materials, audio, visual, or electronic means, in accordance with HCS Policy 5602. I further understand that I may rescind permission for publication as may be necessary by notifying my supervisor in writing. (Check One)

- Yes**
- No**