

ACCEPTABLE USE FORM for STUDENTS

K-Adult 2023-2024

Brooke County Schools (BCS) encourages the use of technology to further its educational mission and to facilitate effective, leading edge educational practices. It is the general policy of BCS that all technology resources are to be used in a responsible, efficient, ethical and legal manner. We want our students to become 'digital citizens' and appropriately and safely learn, work, play and live in today's global society. Please read and discuss with your child the following guidelines. More and more of what is done in the classroom involves the use of technology. BCS will provide various technology platforms and expects that all users will abide by the following guidelines:

As a technology user, I will adhere to all West Virginia Board of Education and BCS policies including the following acceptable use guidelines. It is my responsibility to follow these guidelines with all BCS technology when used off-site and on-site. **Student responsibilities:**

- I will use all technology (including but not limited to computers, cell phones, laptops, tablets, iPads, and other electronic devices) only for educational purposes approved by BCS and under the supervision of approved BCS personnel. I understand that all computers and all technology are property of BCS; their use is not private and use may be monitored and all files stored on computers or the server can be reviewed.
- I will not access, read, print, create, send or post unethical, illegal, immoral, inappropriate, or obscene materials.
- I will not send harassing messages, pictures or information of any type to anyone from any device including personal devices –resulting in “cyber bullying”.
- I will not disclose, use, or disseminate personal information unless approved by authorized BCS personnel for a specific educational purpose.
- I will not misrepresent myself or use an alias; use another student's username and password; or allow others to use my username and password.
- I will not access e-mail from a free or unsecured mail server. E-mail may be accessed through a “stu.k12.wv.us” (Office 365) or brooke.k12.wv.us (Google) account and only for educational purposes. This e-mail account may be monitored.
- I will not participate in direct electronic messaging/posting activities (social networking, chat, wikis, blogs, etc.) during school unless assigned for a specific education purpose and under the direct supervision of the authorized BCS personnel responsible for the assigned activity. I will not attempt to access social networking, chat, etc., sites on any device, including personal devices during the school day. Social networking includes sites such as Facebook, Twitter, Instagram, and other social networks.
- In order to preserve bandwidth for all users, I will refrain from any “gaming” except the use of educational games that have been assigned to me and are supervised.
- I will not attach devices to school equipment or network unless I have been given prior authorization; these devices may be confiscated. Devices include medical monitoring devices/iPads/iPhones, mp3 players, cell phones, tablets, laptops, etc.
- I will treat all equipment with care and respect. I will not have food or drink near any equipment. I will not interfere with or disrupt other users, service, or equipment.
 - I will not use telecommunications provided by BCS for inappropriate or illegal purposes, buy or sell goods for personal gain, or political lobby. Any inappropriate or unsafe use of BCS telecommunications shall be reported to the adult in charge. I will keep educational files stored on servers to a minimum by utilizing my Microsoft Office OneDrive account; users should occasionally back up their files; student network folders should not exceed 5GB.
 - I will avoid excessive printing.

Student Fair use and Copyright:

- I understand that information obtained online is, unless specified, private property; therefore, I will not plagiarize information received in any form.
- I will adhere to copyright laws (including but not limited to: software, documents, pictures, articles, graphic files, audio, music (CD & online), video, text, etc.) and privacy considerations.
 - I will cite all sources of information that I use in my projects and work, acknowledging the creator's work.

Student Network Security:

- I will not download, upload, install, or access any software or files onto any computer or other devices

unless I have the approval of the building network administrator or other authorized BCS personnel.

- I will use only files I have created or files/programs I am authorized to use; therefore, I will not change, copy, rename, delete, view or otherwise access files unless I have prior permission from the creator or network administrator.
- I will respect network security and not attempt to bypass it. This includes, but is not limited to, “hacking” and attempting to interfere with system security software. If I am aware network resources are being used inappropriately or bypassed, I will report it to the adult in charge.
- I will not knowingly create, distribute, or execute any virus, worm, Trojan horse, malware, spyware, spam, etc. or disable or change tools used to monitor hardware and software.
- I will use only my assigned user name(s) and password(s). I will not share these or any other system passwords and will notify the appropriate adult of any security problems of which I am aware. I understand I am responsible if anyone else uses my username/passwords in an unauthorized manner.
- I will respect network resources and will not engage in bandwidth intensive applications (This includes but is not limited to internet radio, TV programs, or streaming videos) without permission of the authorized school personnel.

I understand that these guidelines include use of personal devices such as cell phones, laptops, iPads/iPhones, and other electronic technologies. I will not access school network resources with personal devices without the specific permission of the school network administrator. Devices that are connected without permission can and will be banned on the school network. I will not use such devices for cheating, taking inappropriate pictures/videos, copying of materials that could be used for cheating, text messaging, circumventing the state/county network/internet filtering, cyber bullying, harassment, or any inappropriate communication. I understand that CIPA (Children’s Internet Protection Act) requires that all Internet access be filtered; therefore, I will not use personal devices to circumvent these guidelines.

I am personally responsible for my actions in accessing and utilizing the school’s technology resources. If I use technology inappropriately, my privileges will be suspended for a period of time which can impact my grades. Based on the severity of the violation, I could lose technology privileges permanently, including my cell phone. In the case of vandalism or malicious destruction of data or equipment, I or my parents could be expected to pay for repair and/or replacement of damages.

For further information refer to both, West Virginia State Policy 2460 (<http://wvde.state.wv.us/policies/>) and BCS policy and guidelines (File I). These policies are established to ensure safe, appropriate and educational use. Post this list at home and periodically go over these guidelines. <https://www.common sense media.org/>

At Brooke County Schools, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Brooke County Schools, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can’t do with your child’s personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child’s personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail

- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available at [\[include link to additional resources about permitted third party services\]](#).

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Brooke County Schools, may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Can my child share information with others using the Google Workspace for Education account?

Brooke County Schools may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Randy Brown at rlbrown@k12.wv.us. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Mike Berner at mberner@k12.wv.us. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](#) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](#) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](#) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](#) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](#) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

Please read it carefully, let us know of any questions. By signing the acceptable use policy, you acknowledge you have read the Google Workspace for Education account information and agree to its terms.

**Brooke County Schools ACCEPTABLE USE POLICY
SIGNATURE PAGE**

**K – 12
2022-2023**

My child and I have read and discussed the Brooke County Acceptable Use Policy.

We understand that Brooke County Schools provides access to computers, networks, the Internet and other technologies as a tool to facilitate learning and enhance the educational development of all students and that there are consequences if my child does not follow these rules.

As the parent (guardian) of _____ (student's name), I have read the aforesaid consent and waiver for use of technology in school and have discussed this with my son/daughter. I understand that this access is for educational purposes only, and that it is the responsibility of my child to restrict his/her use to classroom projects assigned.

Your child's picture may appear on the school/county web page or newsletter. Guidelines have been set so that a child is not identifiable by name. If you do not wish for your child's picture to appear, please notify the school in writing within five days of signing this form.

Student Name (print) _____ ID# _____

Student Signature _____ Date _____

Homeroom Teacher _____

Grade: K 1 2 3 4 5 6 7 8 9 10 11 12 Adult (Please circle one)

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

Please return this page to school

Brooke County Schools



Student Technology Equipment Agreement 2023-2024

Students and their parents/guardians are reminded that use of technology is a PRIVILEGE and not a right. Activities on any device, network, or electronic communication device can and may be monitored by Brooke County Schools, the West Virginia Department of Education, and/or additional entities. Inappropriate use of the technology will result in disciplinary action. Students and their parents/guardians are responsible for reviewing the Technology Equipment Agreement and the Acceptable Use Policy.

OWNERSHIP of the TECHNOLOGY EQUIPMENT:

Brooke County Schools retains sole ownership of all Technology Equipment on LOAN to students for educational purposes for the academic year. BCS administrative staff and faculty retain the right to collect and/or inspect Technology Equipment at any time, and if necessary make changes to, add, or delete installed software or hardware.

RESPONSIBILITY for the TECHNOLOGY EQUIPMENT:

Students will:

- be solely responsible for the Technology Equipment issued to them.
- comply with the Technology Equipment Agreement, BCS Acceptable Use Policy, and Teacher Instructions
- keep Technology Equipment charged.
- treat the device with care and never leave it in an unsecured location.
- promptly report any problems with the Technology Equipment to the teacher for technical support.
- not remove any labels or tags.
- not attempt to remove or change the keys, screen cover or plastic casing.
- not attempt to install or run any operating system on the Technology Equipment other than the operating system supported by BCS.
- keep the device clean and do not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than computer screen cleaners.

RESPONSIBILITY for ELECTRONIC DATA:

The students are solely responsible for any apps or extensions on the Technology Equipment that are not installed by BCS or a member of the school staff. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Technology Equipment, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed. **DIGITAL CITIZENSHIP - Respect Yourself, Others and all**

Property:

- I will select online names that are appropriate.
- I will consider the appropriateness of the information and images that I post online.
- I will not visit sites that are inappropriate.
- I will ensure that the information, pictures, and materials I post online will not put me or others at risk.
- I will never give out personal information – mine or another persons, including, but not limited to, last names, phone numbers, addresses, exact birth dates, or schedule of my activities.
- I will protect my passwords, accounts, and resources.
- I will tell my teacher right away if I run across inappropriate material that makes me feel uncomfortable.
- I understand that what I post online is not private.
- I will respect others and their property online and offline
- I will not use the Technology Equipment or any other device to antagonize, bully, harass or stalk other people.
- What is inappropriate in the classroom is inappropriate online.
- I will do my own work.
- I will not use other people's intellectual property (information) without their permission.

- I understand that it is a violation of copyright law to copy and paste other's thoughts without giving them credit. Credible sources such as websites, books, etc. should be cited in my work
 - I understand that pictures and music are also be protected under copyright laws.
 - I will use and abide by the fair use rules.
 - I will request permission to use the software and media others produce and give credit.

DISCIPLINARY ACTIONS:

The Brooke County discipline policy will be followed when students violate the Acceptable Use Policy and/or the Technology Equipment Agreement guidelines.

Here are some examples of violations of acceptable use guidelines:

- Sharing passwords
- Plagiarism
- Bypassing school security controls
- Defacing computers (e.g., stickers, marker, scratching)
- Removing labels or tags
- Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music)
- Commercial or Political use
- Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission
- Failure to Follow Teacher Directives
- Failure to be Polite and Courteous
- Downloading, posting, or distributing materials that are inappropriate as outlined in the Parent/Student handbook will result in automatic termination of the student's network/internet privileges.
- Changing, altering, bypassing, or attempting to bypass any Technology Equipment security measures including filtered internet sites.
- Engaging in online activity that threatens, intimidates, bullies, harasses, frightens, discriminates, or defames another person is considered harassment and will have significant consequences per the Parent/Student Handbook.
- Intentionally destroying hardware or software.
- Engaging in theft.
- Engaging in any illegal activity.
- Harming or destroying another user's data

Violations of the acceptable use guidelines may result in one or more of the following, but is not limited to these disciplinary actions. The severity of the violation will also be taken into consideration. Here are some of the actions that can be taken for a violation of the Acceptable Use Policy and/or the Technology Equipment Agreement

- Technology Equipment taken
- Student/Teacher Conference
- Written reminder sent home for parent signature
- Parent/Teacher Conference
- Parent/Administrator Conference
- Restitution (monetary compensation for theft, loss, or damage)
- Loss of Privileges
- Suspension
- Court Referral/Criminal Charges
- Expulsion

SPARE EQUIPMENT and LENDING:

If a student's Technology Equipment is inoperable, the school has a very limited number of spare devices for use while the student's Technology Equipment is repaired or replaced. The student may not OPT to keep an inoperable Technology Equipment assigned to them to avoid doing class work. In addition to a few spare Technology Equipment, there will be some regular Windows laptops and/or desktops available for class use.

Brooke County Schools TECHNOLOGY EQUIPMENT AGREEMENT
SIGNATURE PAGE

By signing below, the student and their parent/guardian understand, agree to follow, and accept:

- BCS Acceptable Use Policy (sent home at start of the year)
- BCS Technology Equipment Agreement (this document)
- Digital Citizenship Guidelines (in this document)
- The Technology Equipment, software, and accessories are owned by BCS
- In no event shall BCS be held liable to any claim of damage, negligence, or breach of duty.
- **As a student, I am responsible for using my Technology Equipment appropriately**
- **I am responsible for following guidelines for using it safely.**
- **I understand that I can lose my Technology Equipment privileges if I misuse, damage or fail to follow the Technology Equipment Agreement or the Acceptable Use Policy.**

Student Name (print): _____ Student ID #: _____

Technology Equipment #: _____

Student Signature: _____ Date: _____

Homeroom Teacher: _____ Grade: _____

Parent Name (print): _____

Parent Signature: _____ Date: _____