

Series 5000 – Instructional Programs

Section 5601 – Technology

Policy 5601- Technology and Acceptable Use

5601.1 The Harrison County School Technology Plan shall be used throughout the entire school system to provide direction and guidance in the planning, design, implementation, and evaluation of all areas of technology. The plan shall be updated periodically. The Harrison County Technology Committee shall have oversight responsibilities and serve as a clearinghouse for the acquisition and equitable distribution of technology throughout the school system.

5601.2 All purchases, both at the county and school levels, shall comply with the provisions of the Technology Plan. Technology in the 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.

5601.3 All schools will have a technology committee, which shall work cooperatively with the Harrison County School’s Technology Committee in assessing needs, designing networks and systems, and implementing new equipment usage and programming.

5601.4 **Acceptable Use Policy for Computing Resources**

5601.4.1 All existing federal and state laws, 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. The policy is broken down into the following sections:

- 5601.4.1.1 Copyright Laws and Software License Agreements
- 5601.4.1.2 Electronic Mail
- 5601.4.1.3 Internet/World Wide Web
- 5601.4.1.4 Data and Data Base Administration and Control
- 5601.4.1.5 Checkout of Computer Equipment
- 5601.4.1.6 Procurement of Computers, Networking Components, and Network Operating Software

5601.4.2 All students, student teachers, guests, and parent volunteers using any form of computer-related technology are required to have signed completed agreement and/or permission forms on file before accessing any computer-related technology. The required forms are available through the Office of Technology.

- 5601.4.3 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 complies with the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).
- 5601.4.4 All users grade three and up must use a unique, password protected individual account and login ID to access any computer or Internet resource. These accounts are to be created, maintained, and disseminated by the local building level network administrator. The use of generic login ID's is prohibited with the exception of grades Pre-Kindergarten through two.
- 5601.4.5 All access to the Internet must be through the building level Proxy server. Any attempt to bypass the local Proxy server is strictly forbidden and is a direct violation of this policy.
- 5601.4.6 No Internet access shall be provided through modems or dial-up connectivity within any building in the Harrison County School System except for emergency situations as determined by the Technology Coordinator.

5601.5 **Specific Violations**

- 5601.5.1 Use of any Harrison County Board of Education owned computer, computer system, computer network, computer program, or computer database for non-educational purposes by any outside group or organization without the expressed, written permission of the building principal/supervisor is prohibited. Board sponsored/approved activities such as after school tutoring programs, homework assistance programs, adult education, and graduate classes will be permitted.
- 5601.5.2 Any form of illegal activity.
- 5601.5.3 Commercial or for-profit purposes.
- 5601.5.4 Product advertisement or political lobbying.
- 5601.5.5 Unauthorized use of accounts or passwords.
- 5601.5.6 Seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresentation of other users.
- 5601.5.7 Disruption of Internet use.

- 5601.5.8 Development of programs that harass other users or infiltrate a computer or computing system and/or damage the hardware or software components.
- 5601.5.9 Development, distribution, collection, or modification of any type of computer virus.
- 5601.5.10 Harassment, discrimination, distribution of hate mail, or other antisocial behavior.
- 5601.5.11 Illegal installation of copyrighted material.
- 5601.5.12 Use for viewing, creating, storing, modification, or dissemination of obscene, violent, pornographic, or illegal material.
- 5601.5.13 Use for viewing, creating, modification, or dissemination of any material that is likely to be offensive or objectionable.
- 5601.5.14 Solicitation.
- 5601.5.15 Students having administrative access to any file server, print server or network, switch, hub, router, CSU/DSU, or data storage system.
- 5601.5.16 Negligently degrading, intentionally degrading, or attempting to degrade the performance of the any Harrison County Board of Education wide area network (WAN), local area network (LAN), systems, or any system available through the Internet.
- 5601.5.17 Penetrating or attempting to penetrate the security of any WAN, LAN, system, switch, hub, router, CSU/DSU, server, data storage system, or any system available through the Internet.
- 5601.5.18 Depriving or attempting to deprive other users of resources or access to computer resources.
- 5601.5.19 Using any computer system or network to send unsolicited, offensive, abusive, obscene, or otherwise harassing, or illegal communications.
- 5601.5.20 Using a computer account belonging to another individual without the explicit permission of that individual (faculty, staff, and students are responsible for all activity originating from their accounts as well as for their safeguard and use).
- 5601.5.21 Negligently, or intentionally and without authorization, accessing, altering, interfering with the operation of, damaging or destroying

all or part of any Harrison County Board of Education owned computer, computer system, computer network, computer software, computer program, or computer database.

- 5601.5.22 Failing to reasonably protect, or intentionally or knowingly giving or publishing any password, identifying code, personal identification, personal identification code, or other confidential information about a faculty or staff member, another student, a parent or guardian, any other person, computer, computer system, computer network, or database.
- 5601.5.23 Inspecting, modifying or copying programs, data, or electronic mail without authorization.
- 5601.5.24 Placing any information in a Harrison County Board of Education or the West Virginia Educational Information System (WVEIS) computer network, or any system available through the Internet that is not in keeping with the educational purposes of the Harrison County Board of Education, West Virginia Department of Education, or WVEIS.
- 5601.5.25 Providing false or misleading information when applying for computer access or when being investigated for computer misuse under this policy.
- 5601.5.26 Executing non-educational gaming.
- 5601.5.27 Using E-mail user ID's other than one's own ID.
- 5601.5.28 Misrepresenting an individual's identity or source of communication or data.
- 5601.5.29 Requesting that inappropriate material be transferred.
- 5601.5.30 Violating safety and/or security measures when using E-mail, chat rooms, and other forms of direct electronic communications.
- 5601.5.31 "Hacking" or any other unlawful online activities.
- 5601.5.32 Disclosing, using, or disseminating personal information regarding minors.
- 5601.5.33 Bypassing any network configuration including Proxy servers to gain Internet connectivity.

- 5601.5.34 Reconfiguration or installation of any network electronic component including but not limited to, hubs, switches, routers, or CSU/DSU's, without specific permission from the Technology Coordinator.
- 5601.5.35 Student installation or configuration of software on any fileserver, workstation, or data storage system.
- 5601.5.36 Unauthorized sharing of computer, server, data storage system, or network resources with any outside agency, group, or individual.

5601.6 Enforcement and Penalties

- 5601.6.1 Students committing prohibited actions will be held accountable and shall be subject to disciplinary action in accordance with Policy 4101, Discipline. Students may have their computer privileges suspended or revoked at the discretion of the building principal. The creation, storing, sending, or viewing, electronic publications shall be considered the same as a printed publication for the purposes of discipline matters.
- 5601.6.2 Employees of the Harrison County Board of Education committing prohibited actions will be held accountable and shall be subject to disciplinary action in accordance with the School Laws of the State of West Virginia and applicable personnel policies.
- 5601.6.3 Student teachers or parent volunteers committing prohibited actions will be held accountable and may have their student teaching/parent volunteer privileges in the Harrison County Schools terminated.
- 5601.6.4 Faculty, staff, or students who suspect their accounts have been compromised should contact the network administrator for their building, the school principal, or the Technology Coordinator.
- 5601.6.5 Criminal activities will be reported to the appropriate law enforcement agency.
- 5601.6.6 Other penalties may include: suspension, dismissal, and/or legal action, including action to recover damages.

5601.7 Copyright Laws and Software License Agreements

- 5601.7.1 Unauthorized copying, unauthorized use, or illegal transmission of computer software is a violation of federal law and may also be a breach of a license agreement, and is therefore prohibited.

- 5601.7.2 All software licensing agreements will be observed, as written.
- 5601.7.3 Unless permitted by the license agreement, copyright laws prohibit the multiple loading from one disk to multiple machines not only at one site, but also over multiple sites.
- 5601.7.4 Harrison County Board of Education employees may not assist others in using, duplicating, or transmitting copies of software obtained in a manner contrary to this policy. All employees of the Harrison County Board of Education are obligated to comply with the Harrison County Board of Education's, local school's, and individual faculty's or staff's contractual licensing obligations.
- 5601.7.5 Harrison County Board of Education employees shall not permit students, faculty, staff, or any other person to install software into a computer system for which a license has not been purchased.
- 5601.7.6 Students are not permitted to install any personally owned software into any Harrison County Board of Education owned computer unless full ownership, along with all documentation, original disks, backup disks, and upgrade disks, are transferred to the local school. A letter stating the details of the transfer of ownership shall be kept on file in the local school office.

5601.8 **Permissible Copying**

- 5601.8.1 **Back-ups:** Users may make back-up copies. These copies may be made whether or not the original software is physically copy-protected unless specific contractual agreements prohibit the creation of a back-up copy.
- 5601.8.2 **Convenience Copies:** Users may make copies of a program for use in more than one computer if the copies are to be used on microcomputers for which the program already has been purchased and licensed.
- 5601.8.3 **Authorized Copies:** Users may make copies other than those specified above if the copyright owner authorizes, in writing, such copying.
- 5601.8.4 All other copying of software is strictly prohibited. In particular, users shall not make copies of Harrison County Board of Education, local school, individual faculty, staff, or student owned software and shall not use Harrison County School's hardware to make illegal copies of any copyrighted software for the purpose of selling, giving or lending this software to others.

5601.9 **Modified Software**

- 5601.9.1 Employees may rewrite or extend a program to enhance its usefulness, if:
 - 5601.9.1.1 The copyright owner has not forbidden such activity;
 - 5601.9.1.2 Adaptation is required to use the program on a particular microcomputer; and, this activity will not void any maintenance contracts.
 - 5601.9.1.3 The copying and use of such a modified program is subject to the same restrictions that apply to the original copy.

5601.10 **Transferring Software**

- 5601.10.1 If software is transferred between faculty, staff members, students, schools, departments, or classrooms or to individuals or other organizations, the original disks, all documentation, backup disks, and upgrade disks shall be transferred. All back-up copies shall be transferred or destroyed. Modified copies shall not be transferred and shall be destroyed unless the copyright owner authorizes, in writing, another procedure. A letter stating the details of the transfer of ownership shall be kept on file in the local school office.

5601.11 **Limited Use Software**

- 5601.11.1 Software that is purchased at a discount for county, school, classroom or other limited use shall be used only in the manner authorized by the seller.
- 5601.11.2 This provision is designed to prevent violations of the 1976 Copyright Act. It does not pertain to non-copyrighted software, public domain software, or software acquired pursuant to a site license. The terms of site licenses vary, and software distributed under a site license must be used and copied in accordance with that license. This policy does not address the extent to which copyrighted software can be displayed or used for classroom instruction. Educators may make fair use of software, just as they may make fair use of books or articles, but the fair use doctrine does not permit the reproduction and distribution of complete copyrighted material for classroom use year after year.
- 5601.11.3 Copyright laws prohibit unauthorized copying of a program for use in more than one machine. Some licenses go further and permit copies of a program for use in more than one machine. Matching serial numbers of software with hardware and ensuring that no variations occur over time, especially, as disks become damaged

and copies replaced, poses serious administrative difficulties for users. As long as no program is run simultaneously on more microcomputers than it has been purchased for, the objective of the license is achieved, and making distinctions among copies is of no benefit to the copyright owner.

5601.12 Penalties

5601.12.1 The Harrison County Board of Education does not require, request or condone unauthorized copying or unauthorized use of computer software. Action in response to violations of this policy may include, but not necessarily be limited to:

- 5601.12.1.1 Site based disciplinary action, which may include suspension
- 5601.12.1.2 Suspension or revocation of computing privileges
- 5601.12.1.3 Other legal action, including action to recover damages
- 5601.12.1.4 Employees of the Harrison County Board of Education committing prohibited actions will be held accountable and shall be subject to disciplinary action in accordance with the School Laws of the State of West Virginia and applicable personnel policies.

5601.1.13 Electronic Mail

5601.1.13.1 Electronic mail represents a conversation between two or more users. If users receive a piece of electronic mail that they consider offensive, they may direct their problem to the appropriate administrator.

5601.1.13.2 Although it is impossible to ensure the confidentiality of any electronic message stored or communicated through the computing facilities, this policy articulates the procedures adopted to provide users with a secure mail environment. While complete confidentiality cannot be ensured, all e-mail is considered private. Except as noted under "Postmaster Responsibilities" (below), e-mail is not to be read by computing services staff or any others with sufficient computer system capabilities. Electronic mail is a privileged communication between the parties involved and will be subjected to the same protection afforded traditional paper mail.

5601.14 E-Mail Access

5601.14.1 To use electronic mail in Harrison County Schools, it is necessary to have an e-mail account or user identification that is unique for each user.

5601.14.2 All e-mail communications originating in a Harrison County School should utilize an e-mail account issued by the West Virginia Department of Education and provided by the access.k12.wv.us server. Students shall not use their personal e-mail accounts unless their parent or guardian has granted specific written permission. The responsibility for any non “access.k12.wv.us” e-mail account lies with the administrator(s) and/or educator(s) identified as responsible for those students using alternative e-mail accounts or the administrator(s) and/or educator(s) identified as responsible for the e-mail server being used.

5601.15 **Postmaster Responsibilities**

5601.15.1 The postmaster will be an assigned employee of the Harrison County Board of Education and shall be appointed by the building principal/administrator. The postmaster is responsible for the administration, configuration, and documentation of e-mail accounts within their respective building. Any student or Harrison County Board of Education employee wishing to apply for an ACCESS e-mail account shall make application to the West Virginia Department of Education through the postmaster.

5601.16 **Mail Violations**

5601.16.1 In general, policies and restrictions outlined in state and federal laws and additional Harrison County Board of Education policies are applicable when using electronic mail. Specific examples include, but are not limited to the following:

5601.16.1.1 Forged Mail: It is a violation of this policy to forge an electronic mail signature to make it appear as though it originated from a different person.

5601.16.1.2 Intimidation: It is a violation of this policy to send electronic mail that is abusive or threatens an individual's safety. The use of electronic mail for sexual, ethnic, religious, or other minority harassment is also prohibited. Known threats to personal safety will be reported to the appropriate administrator and law enforcement agency as may be necessary.

5601.16.1.3 Harassment: It is a violation of this policy to use electronic mail to harass an individual. This includes sending or forwarding chain letters, deliberately flooding a user's mailbox with automatically generated mail, and sending

mail that is deliberately designed to interfere with proper mail delivery or access.

5601.16.1.4 Unauthorized Access: It is a violation of this policy to attempt to gain access to another person's mail files regardless of whether the access was successful or whether or not the messages accessed involved personal information.

5601.16.1.5 Illegal Use of Mail Services: It is not only a violation of this policy to send copyrighted materials electronically, it is also a federal offense. All violations will be dealt with severely. Any other illegal use of electronic mail will also be dealt with severely and/or reported to the proper authorities.

5601.17 **User Consultation**

5601.17.1 When responding to complaints or user questions relating to e-mail delivery the postmaster or other responsible individual may need to:

5601.17.1.1 Access a user's mail file (prior knowledge and permission of the user involved will be obtained).

5601.17.1.2 Read messages contained within that file only to the extent needed to assist the user involved. The content of those messages will not be retained, nor will it be discussed or shared with others.

5601.18 **User name/User ID/Password Dissemination**

5601.18.1 A person's user name, user ID, password, and e-mail address are considered private information that cannot be given out to other individuals. No one will knowingly permit its release for the purpose of advertising, mass mailings, or other commercial uses.

5601.19 **Discovery of Illegal Activity**

5601.19.1 Messages whose content is clearly illegal will be reported to the assistant superintendent, principal, assistant principal, or to the appropriate law enforcement agency. Examples might include messages containing child pornography, solicitation of minors, illegally-obtained credit card numbers, telephone authorization codes, grade reports, criminal conspiracy, illegal transmission of copyrighted materials, or similar items.

5601.20 **File Backup**

5601.20.1 Mail files may be copied as a routine aspect of system backups. This is an automatic process that does not involve any human reading of the files copied. Furthermore, some backups are archived for long-term storage. Such practices are not considered a violation of privacy.

5601.21 **E-Mail Violations**

5601.21.1 When reports of suspected mail violations are received, the administrator will confer with the person making the accusation and take preliminary actions to confiscate/sequester any essential data, such as system logs, copies of mail files, etc. Reports of suspected privacy violation will be reported to the assistant superintendent for investigation. If the claimed violation involves menacing or serious threat to personal safety, these incidents may also be reported to the appropriate law enforcement agency.

5601.21.2 The Harrison County Board of Education reserves the right to authorize disconnecting a user's account and or terminate computer privileges if the user represents a serious threat to system or mail integrity. As part of an investigation, the assistant superintendent (or his designee) may examine mail files, logs, and any other appropriate documents or testimony. Any necessary disciplinary action shall be determined by the appropriate Harrison County Board of Education policy, state or federal law.

5601.22 **Internet/World Wide Web (WWW)**

5601.22.1 The Harrison County Board of Education recognizes and supports the school's role as an information provider by supporting electronic methods of distributing information inside Harrison County Schools and to the electronic community outside. Because the Internet provides connections to other computer systems located worldwide, users (and parents of users under 18) must understand that neither the school nor the Harrison County Board of Education can control the content or the accuracy of the information available. Some of the information available is controversial and sometimes offensive. The Harrison County Board of Education does not condone the access and or use of such materials.

5601.22.2 Harrison County Board of Education employees and students will not knowingly provide information or services contrary to policies or procedures established by federal or state law, by the Harrison County Board of Education, or by The West Virginia State Department of Education. In all cases, users will be responsible

for the content of both their home page and server file information content.

5601.22.3 All Internet access within Harrison County Schools must be through either the school based Proxy server or a countywide Proxy server and filtered Internet services provided by the West Virginia Department of Education. No other type of Internet access is permitted including but not limited to dial up, cable modems, digital subscriber link, wireless, or satellite. All use of the Internet will be monitored by both school personnel and electronic means.

5601.23 **Internet Use Guidelines**

5601.23.1 While students are using the Internet, a Harrison County Board of Education teacher, or their designee, must be present and able to provide adequate monitoring.

5601.23.2 All use of the Internet must be in support of education and research and consistent with the purposes of the Harrison County Board of Education.

5601.23.3 The Internet shall not be used to facilitate illegal activity.

5601.23.4 The Internet shall not be used for commercial or for-profit purposes.

5601.23.5 The Internet shall not be used for product advertisement or political lobbying.

5601.23.6 Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.

5601.23.7 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 the network.

5601.23.8 No use of the Internet shall serve to disrupt the use of the Internet by others. This includes, but is not limited, to destruction or modification of hardware or software.

5601.23.9 Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the hardware or software components of the computer or computing system is prohibited.

5601.23.10 The Internet shall not be used for the development, distribution, collection, or modification of any type of computer virus.

5601.23.11 The Internet shall not be used for harassment, discriminatory remarks, the distribution of hate mail, or other antisocial behaviors.

5601.23.12 Illegal installation of copyrighted software is prohibited.

5601.23.13 The Internet shall not be utilized to access any obscene, violent, pornographic, or illegal material.

- 5601.23.14 The Internet shall not be used to transmit material that is likely to be offensive or objectionable to the recipient.
- 5601.23.15 The Internet shall not be used for any type of solicitation.
- 5601.23.16 The Internet shall not be used for the purpose of obtaining any type of entertainment media or file that is copyrighted without the expressed written consent of the copyright owner.
- 5601.23.17 The Internet shall not be used to share computer or network resources with any outside agency, group, or individual.
- 5601.23.18 The Internet shall not be used for the execution of non-educational gaming.
- 5601.23.19 No user shall misrepresent an individual's identity, source of communication, or data.
- 5601.23.20 The Internet shall not be used to request, view, download, or distribute inappropriate material.
- 5601.23.21 No user shall violate safety and/or security measures when using E-mail, chat rooms, and other forms of direct electronic communications.
- 5601.23.22 "Hacking" or any other unlawful online activities are strictly prohibited.
- 5601.23.23 No user shall disclose or disseminate any personal information regarding minors.

5601.24 **Home Pages for Schools in Harrison County**

- 5601.24.1 All Harrison County schools shall create and maintain a home page containing appropriate information concerning the local school, school functions, activities, organizations, and calendar. Only pre-approved, authorized individuals may create homepages and place information thereunder in the name of the Harrison County Board of Education, any Harrison County school, or any group sponsored or supported by the Harrison County Board of Education, (i.e. bands, sports teams, school sponsored clubs, and organizations). Menu items and documents may be established only for official Harrison County Board of Education related business. All homepages shall strictly adhere to section 3.4 of the West Virginia Board of Education Policy 2460. Homepages are public and are potentially accessible to anyone with Internet access, including all students in West Virginia and elsewhere. Harrison County School related web servers will not advertise links to local businesses with the exception of Partners in Education.
- 5601.24.2 Those placing information in the Internet/WWW system agree to accept responsibility to be responsible citizens and to consider the sensitivity of the Harrison County Board of Education's and the local school's standing in the community and as a representative

of the entire state. The Harrison County Schools Technology Committee will monitor home pages for appropriateness of information and report any problems to the appropriate supervisor. Information determined inappropriate is subject to immediate removal after consultation with the Technology Committee, the appropriate supervisor, and the local school principal. Repeated postings of such information by the same individual or organization may result in loss of web privileges. Those who post information are solely responsible for the accuracy, validity, and timeliness of its content and for keeping information they wish displayed up to date. All web masters should continually monitor any links contained within their homepages for obscenities, racism, violence, and hate related items.

- 5601.24.3 All content must comply with copyright, intellectual property, state, federal, laws and regulations, the Children’s Online Privacy Protection Act (COPPA) and the Children’s Internet Protection Act (CIPA), and international law. Published copyrighted materials must include the permission granted statement (who, time period, etc.).

5601.25 **Authorization and Registration**

- 5601.25.1 Any Harrison County Board of Education employee may request authorization to create a home page and must register the home page with the Technology Committee. Students desiring to create a home page for a school related organization or to assist with the creation of a home page shall obtain permission through their supervising teacher or building principal who will be responsible for the page’s content. All employees requesting permission to create a home page will be required to sign a Home Page Registration and Content Responsibility Statement. The Technology Committee and the Harrison County Board of Education will be responsible for granting authorization for any new home pages and shall approve the final page for appropriateness. All existing home pages are subject to review and need to be registered with the Technology Committee.

5601.26 **Copyright Issues**

- 5601.26.1 Home page materials accessed from the Harrison County Board of Education, any Harrison County school, or any group sponsored or supported by the Harrison County Board of Education, (i.e. bands, sports teams, school sponsored clubs, and organizations) or their sub-menu system are in essence

"published" on the Internet and can be read from thousands of terminals. Compliance with all copyright rules and regulations, privacy laws, and security of Harrison County school children must be ensured. Before posting any information the following must be considered:

- 5601.26.1.1 If you intend to hold the copyright of something that you post on the network, then display the word "Copyright (c)," the year, and your name on the document.
- 5601.26.1.2 Make sure that you have permission to display text or graphics that are owned by someone else. Beware of pictures that are scanned from some source unknown to you. If you do not own the picture, or have the permission of the owner, then do not post it.
- 5601.26.1.3 Programs distributed over Internet/WWW might also be copyrighted. If you don't own a program's copyright, make sure that you understand its status before publishing it on Internet/WWW.
- 5601.26.1.4 Scanned handwritten texts, photos of texts, or a particular typesetting might also be considered intellectual property, even when the text is public domain. If you don't own the manuscript, then use an ASCII (HTML) version when publishing on the network.
- 5601.26.1.5 Treat Internet/WWW as a public broadcast. Avoid defamatory language, obscene material, racial slurs, violent material, hate related material, and treat others with respect.
- 5601.26.1.6 No personal information or likeness relating to any Harrison County Board of Education employee or student may be placed on any Harrison County Board of Education related home page without the express written consent of the employee or the student's parent or guardian. Written permission for publishing any student information or likeness shall be obtained one time per school. The parent or guardian may rescind this permission at anytime as may be necessary by notifying the school administration in writing. Under no circumstance, with the exception of copyright notification, shall any personal home phone number, personal address of any Harrison County Board of Education employee or student or any student's last name be placed on any Harrison County Board of Education related home page.

5601.27

Data and Data Base Administration and Control Policy

- 5601.27.1 Computerized institutional data shall be used solely for the legitimate business of the Harrison County Board of Education, all Harrison County schools, and the West Virginia Board of Education. For the purpose of this policy, institutional data is defined as Harrison County Board of Education, student, personnel, finance and accounting, equipment and facilities data. Specific definitions will be determined as procedures and criteria are developed.
- 5601.27.2 Access to computerized institutional data and information services by faculty and/or staff members with a "need to know" or "authority to access" is vital to the conduct of Harrison County Board of Education and/or Harrison County schools business. However, certain computerized institutional data, by law, is confidential and may not be unnecessarily queried or released. Other computerized data, by Harrison County Board of Education and WVEIS policy, is confidential and likewise may not be unnecessarily queried or released.
- 5601.27.3 The integrity and consistency of computerized institutional data must be guaranteed. All who use the data have the right to expect it to be accurate and consistent. Any Harrison County Board of Education employee wishing to place any data element in a WVEIS, Harrison County Board of Education, or local school database is responsible for the data's accuracy and timeliness.
- 5601.27.4 All computerized institutional data must be protected from unauthorized modifications, destruction or disclosure, whether accidental or intentional.
- 5601.28 **Check-out of Computer Equipment**
- 5601.28.1 Students and employees of the Harrison County Board of Education may checkout computers, peripherals, and software for a limited time, subject to the approval of the building principal, under the following conditions:
- 5601.28.1.1 The parent, guardian, or employee must provide sufficient insurance coverage for all items checked out. The name of the insurance agent along with the appropriate policy number shall be provided on the checkout form.
 - 5601.28.1.2 The parent, guardian, or employee accepts full responsibility for the proper use and care of all items checked out.
 - 5601.28.1.3 Items may not be checked out for more than one semester at a time.
 - 5601.28.1.4 Proper numbers of hardware, peripherals, and software must be maintained at the school level to ensure adequate computer resources for student use.

- 5601.28.1.5 Items may not be checked out by students over the summer vacation.
- 5601.28.1.6 All items must be returned with all hardware, software, and documentation intact.
- 5601.28.1.7 Any costs incurred to repair damaged hardware or software due to negligence or abuse shall be the responsibility of the parent, guardian, or employee.
- 5601.28.1.8 Copying of installed software is strictly forbidden.
- 5601.28.1.9 The hardware, peripherals, and software shall be for educational purposes only and used according to all guidelines set forth in this policy.
- 5601.28.1.10 No changes to the hardware, peripheral, software, or hard drive are permitted without prior approval of the building network administrator and the building principal or administrator.
- 5601.28.1.11 Employees of the Harrison County Board of Education may check out computers, peripherals, and software only during the Thanksgiving break, Christmas break, Spring break or summer vacation. No hardware, peripherals, or software shall be checked out to employees while school is in session unless it is surplus equipment.
- 5601.28.1.12 The building principal or administrator is responsible for keeping track of all equipment checked out and ensuring that proper resources are maintained within their building.
- 5601.28.1.13 No attempt shall be made to repair any malfunctions of the hardware or software by any student, parent, guardian, employee, or other person without the permission of the building principal or administrator.

5601.29 **Procurement of Computers, Networking Components, and Network Operating Software Policy**

- 5601.29.1 The Harrison County Schools Technology Committee will provide information and assist all Harrison County schools in computer equipment and software acquisition. Guidelines will be the County's overall needs, the purchaser's needs, and computing environment compatibility. Where appropriate and possible, site licenses, volume discounts, education discounts, and other price reductions will be sought in support of this policy. All equipment must meet the minimum requirements as set forth by the Harrison County Schools Technology Committee. These requirements will be reviewed and updated periodically.

5601.30 **Needs Evaluation**

5601.30.1 Acquisition of computer hardware and software should begin with a needs evaluation that considers the following (in order of priority):

- 5601.30.1.1 Capability to meet school needs
- 5601.30.1.2 Compatibility
- 5601.30.1.3 Standardization
- 5601.30.1.4 Ease of use
- 5601.30.1.5 Cost
- 5601.30.1.6 Portability
- 5601.30.1.7 Other user conveniences

5601.31 **Computers, File Servers, and Networking Components**

5601.31.1 To procure computers, file servers, and networking components using Harrison County Board of Education, local school, general, or grant funds:

- 5601.31.1.1 Consult with the Technology Coordinator for assistance in determining if necessary specifications, as set by the Harrison County Schools Technology Committee, have been met.
- 5601.31.1.2 The school may acquire the hardware or software that best suits its program needs, subject to applicable procurement policies. However, the overall needs of Harrison County Schools must be taken into account as well and the Harrison County Schools Technology Committee will retain full control over any purchase of computers, file servers, and networking components to be purchased with public funds.

5601.32 **Minimum Hardware/Software Specifications:**

5601.32.1 Minimum specifications, due to the advancements in technology, may change from time to time. The technology committee will periodically review existing specifications and update them as needed. Minimum specifications for computer hardware/software shall include, but not be limited to, computer workstations, network file servers, operating systems, network infrastructure, and network electronics.

5601.33 Reference:

- 5601.33.1 West Virginia Board of Education Policies 2460, 2470, 2510, and 2520
- 5601.33.2 Senate Bill 300,
- 5601.33.3 The Children's Online Privacy Protection Act (COPPA)

5601.33.4 The Children's Internet Protection Act (CIPA)

**HARRISON COUNTY BOARD OF EDUCATION
COMPUTER USE AGREEMENT AND PERMISSION 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. It requires individual computer users to act responsibly, conserve computer 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 computers, networks, the Internet, e-mail; as well as those that are applicable to personal conduct

After reading the Harrison County Board of Education Technology Policy, 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 and kept on file at each school a student attends.

As a user of a Harrison County Board of Education computer resource, I have read and hereby agree to comply with the Technology Policy.

Student Signature: _____ Date: _____

Student Name (Please print): _____

School: _____

As parent/legal guardian of the student signing above, I grant permission for my child to access computer resources, both stand alone and networked. These resources may include, but not be limited to, academic software, library catalogs, magazines, encyclopedias, databases, the Internet, and Intranets. I have read and agree to the terms and conditions set forth in the Harrison County Board of Education Technology Policy, 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. I agree _____, do not agree _____ to permit publication of my child’s likeness on school related web pages with the understanding that absolutely no last names will be published. I further understand that I may rescind permission for publication as may be necessary by notifying the school in writing.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please print): _____

Address: _____

Home Telephone: _____ Daytime Telephone: _____

**HARRISON COUNTY BOARD OF EDUCATION
COMPUTER 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. It requires individual computer users to act responsibly, conserve computer 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 Technology Policy, please complete this form to indicate that you agree with the terms and conditions outlined. Your signature is mandatory before access to computer resources 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 computer resources, I have read and hereby agree to comply with the Technology Policy.

Signature: _____ Date: _____

Name (Please print): _____

HARRISON COUNTY BOARD OF EDUCATION COMPUTER CHECK-OUT AGREEMENT FORM

Students and employees of the Harrison County Board of Education may checkout computers, peripherals, and software for a limited time under the following conditions:

- | | |
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| <ol style="list-style-type: none">1. The parent, guardian, or employee must provide sufficient insurance coverage for all items checked out. The name of the insurance agent along with the appropriate policy number shall be provided on the checkout form.2. The parent, guardian, or employee accepts full responsibility for the proper use and care of all items checked.3. Items may not be checked out for more than one semester at a time.4. Proper numbers of hardware, peripherals, and software must be maintained at the school level to ensure adequate computer resources for student use.5. Items may not be checked out by students over the summer vacation.6. All items must be returned with all hardware, software, and documentation intact.7. Any costs incurred to repair damaged hardware or software due to negligence or abuse shall be the responsibility of the parent, guardian, or employee. | <ol style="list-style-type: none">8. Copying of installed software is strictly forbidden.9. The hardware, peripherals, and software shall be for educational purposes only and used according to all guidelines set forth in this policy.10. No changes to the hardware, peripheral, software, or hard drive are permitted without prior approval of the building network administrator and the building principal or administrator.11. Employees of the Harrison County Board of Education may check out computers, peripherals, and software only during the Thanksgiving break, Christmas break, Spring break or summer vacation. No hardware, peripherals, or software shall be checked out to employees while school is in session unless it is surplus equipment.12. The building principal or administrator is responsible for keeping track of all equipment checked out and ensuring that proper resources are maintained within their building.13. No attempt shall be made to repair any malfunctions of the hardware or software by any student, parent, guardian, employee, or other person without the permission of the building principal or administrator. |
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I have read the above terms and conditions for the check-out of computers, peripherals, and software owned by the Harrison County Board of Education and agree to the terms and conditions set forth in both this document and the Harrison County Board of Education Technology Policy.

Student Signature: _____ Date: _____

Student Name (Please print): _____

School: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please print): _____

Address: _____

Home Telephone: _____ Daytime phone: _____

Insurance Agent: _____ Phone: _____

Policy Number: _____

Employee Signature: _____ Date: _____

Name (Please print): _____

Make, Model, and Serial Numbers:

CPU: _____ Monitor: _____

Keyboard: _____ Mouse: _____

Peripheral: _____ Software: _____

Peripheral: _____ Software: _____

Approved by Harrison County Board of Education

Effective Date: June 25, 2002