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## Explanation of Cabell County Schools Policy for Acceptable Use of Computer Networks and Accounts Agreement Form

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As part of Cabell County Schools commitment to the efficient utilization of technologies in our school, students may be provided with access to a Network (such as a Local Area Network – LAN or a Wide Area Network – WAN) and Internet Access. Access to these technologies relies upon the proper conduct of the end user, who must adhere to strict guidelines. These guidelines are provided in the Cabell County Schools Acceptable Use Policy so that the user is aware of his responsibilities. In general, this policy requires the efficient, ethical and legal utilization of network resources.

To ensure compliance with the Cabell County Acceptable Use Policy for students, the West Virginia State Department of Education Policy 2460 and the Federal policies CIPA (Children’s Internet Protection Act) and COPPA (Children’s On-line Privacy Protection Act), a signed agreement form must be on file for each student who wishes to use any of the technology in Cabell County Schools. If the student does not have a signed agreement form on file at Cabell County Schools, the student will not have access to the computer network.

By signing the Student Agreement Form, the student acknowledges that he/she has read the Cabell County Schools Acceptable Use Policy and agrees to adhere to guidelines outlined in the policy.

The parent’s signature on the agreement form indicates that the parent agrees to take responsibility for the child’s behavior regarding use of the Cabell County Schools Computer Network and the Internet.

By signing a student agreement form, the sponsoring teacher agrees to instruct and model the Cabell County Schools Acceptable Use Policy with this student.

The attached application will give students access to the following accounts:

- School computer
- West Virginia K12 email
- Office 365
- Schoology
- Google Apps for Education for cabellcountyschools.com

**Important Note: ALL THREE signatures are required on the Agreement Form before a Cabell County Schools account is issued.**

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**Student will retain this page for reference and return only the completed AUP Agreement Form (attached)**

# **Cabell County Schools Acceptable Use Policy For Computer Networks and Use of the Internet**

As a computer user at Cabell County Schools, I agree to follow the policy outlined below. I understand that this policy supports and adheres to the Cabell County Acceptable Use Policy, to the West Virginia State Department of Education Policy 2460, to the Federal policies CIPA (Children's Internet Protection Act) and COPPA (Children's Online Privacy Protection Act).

- I. I recognize that all computer users have the same rights to use the equipment; therefore, I will not use the computers or computer resources for non-educational activities.
- I will not play games on the Internet, use chat lines, stream music, or use other computer resources for non-academic activities.
  - I will limit my use of telecommunications in school to the educational objectives established by my teacher(s);
  - I will follow the rules of computer & network etiquette, using proper language and polite responses; along with appropriate behavior while using the technologies in the school.
  - I will not deface or destroy equipment, nor will I waste or take supplies such as paper, printer toner or other media that is provided by the school.
  - I will avoid excessive use of network hard disk space by removing any file that has not been used within one month.
- II. I recognize that software is protected by copyright laws; therefore,
- I will not make unauthorized copies of software found on school computers by copying them onto my own media or onto other computers through any electronic or digital means.
  - I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.
  - I will not download or load any type of executable file onto the computers or home directory on the server from the internet or another source such as a flash or portable hard drive
  - I do recognize that most information on the Internet is copyrighted material and is illegal to use without written permission of the owner.
- III. I recognize that the work of all users is valuable; therefore,
- I will not use the network account of another user; I will not allow others to use my network account.
  - I will not disclose my password to others;
  - I will not attempt to bypass the security built into the system, to gain unauthorized access to system programs or computer equipment;
  - I will not create or introduce any virus which may destroy files or disrupt service to other users;
- IV. I recognize that the computer networks are to be used as educational tools to support the Mission of Cabell County Schools; therefore,
- I will not transmit any materials in violation of any U.S., state or county policies or regulations, including, but not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
  - I will use email only under the direct supervision of a teacher and only for curricular purposes.
  - I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by any other means;
  - I will not use the network for commercial activities, product advertisement or political lobbying.
  - I will not bring in a personal computer or other electronic devices and attach to any part of the school's network either wired or wireless.

Use of computer networks is a privilege, not a right. Violations of the rules described above will receive discipline referrals. Violators will lose computer privileges & may face other consequences.

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**Student will retain this page for reference and return only the completed  
AUP Agreement Form (attached)**

**Cabell County Schools Acceptable Use Policy Agreement Form and Application for Computer, Google Apps for Education, Office 365, Schoology, and K12 Email Accounts**

**USER (Student)–This signature is required to establish a CABELL COUNTY SCHOOLS network account**

I understand and will abide by the attached Acceptable Use Policy for Computer Networks. I further understand that any violation of the regulations is unethical and may constitute criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and /or appropriate legal action may be pursued.

**ALL information below is required before a student account can be created:**

Student's Name (*please print*): \_\_\_\_\_  
                                    First                                    Middle                                    Last

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ **Student ID#** \_\_\_\_\_



**PARENT – This signature is required to establish a CABELL COUNTY SCHOOLS network account**

I, the parent of \_\_\_\_\_, have read and discussed the attached Cabell County Schools Acceptable Use Policy for Computer Networks with my child. I understand that this access is designed for educational purposes. I hereby give permission to issue computer network, K12 email, Office 365, Schoology, and Google Apps for Education accounts for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (*please print*): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TEACHER – This signature is required to establish a CABELL COUNTY SCHOOLS network account**

This student has been trained in the proper use of the CABELL COUNTY SCHOOLS computer network, K12 email, Office 365, Schoology, and Google Apps for Education accounts. I agree to promote the Acceptable Use Policy with this student.

Sponsoring Teacher's Name (*please print*): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Note: ALL THREE signatures are required on the Agreement Form before a Cabell County Schools account is issued.**

- Students: Return the completed form to your homeroom teacher.
- Teachers: Submit form to Mr. O'Field or Mrs. Ruley for processing.