

# **Barboursville Middle School**

## **Policy for Acceptable Use of Computer Networks and Use of the Internet**



As part of Barboursville Middle School's 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) as well Internet access. To have access to these technologies relies upon the proper conduct of the user, who must adhere to strict guidelines. These guidelines are provided in the "Barboursville Middle School Acceptable Use Policy" so that users and their parents/guardians are aware of the responsibilities associated with using school-related technologies. In general, this policy requires efficient, ethical, and legal utilization of the network and its resources.

In order to ensure compliance with the "Cabell County Acceptable Use" for students, the "West Virginia State Department of Education Policy 2460," the federal policy of "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 within Barboursville Middle School. If the student does not have a signed agreement form on file at Barboursville Middle School, the student will **NOT** have access to the computer network.

Please review the attached "Barboursville Middle School Acceptable Use Policy." Then, sign and complete the agreement form.

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**Note: All three sections of the agreement  
form must be completed before a new student user  
account can be created!**

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# Barboursville Middle School Policy for Acceptable Use of Computer Networks and Use of the Internet

*As a computer user at Barboursville Middle School, I agree to follow the policy outlined below. I understand that this policy supports and adheres to the "Cabell County Acceptable Use" for students, the "West Virginia State Department of Education Policy 2460," the federal policy of "CIPA" (Children's Internet Protection Act), and "COPPA" (Children's On-line Privacy Protection Act).*

- I. I recognize that all technology users have the same rights to use the equipment; therefore, I will not use the computers, tablets, or computer resources for non-educational activities.
  - I will not play games on the Internet, use chat lines, visit social media, or use any other technological resources for non-academic activities.
  - I will limit my use of telecommunications in school to the educational objectives established by my teachers.
  - I will follow the rules of computer and 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 removable storage devices (CDs, jump drives, etc.) that are provided by the school.
  - I will avoid excessive use of the network hard disk space by removing any file that has not been used within the last six weeks.
  
- 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 removable storage devices or onto other computers through email or on-line message forums;
  - 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 do recognize that everything on the Internet is copyrighted and is illegal to use without 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 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 services to other users.
  
- IV. I recognize that the computer networks are to be used as educational tools to support the Mission of Barboursville Middle School; therefore,
  - I will not transmit any materials in violation of any U.S. state or county polices or regulations, including, but not limited to, copyrighted material, threatening or obscene material or material protected by trade secret;
  - I will not download any type of executable file unless the file relates specifically to a school assignment approved by the teacher and network administrator;
  - I will use email, Office 365, Google Docs, and any other educational programs only under the direct supervision of a teacher and only for academic purposes;
  - I will not use the network to disturb or harass others by sending unwanted email or other forms of communication;
  - I will not use the network for commercial activities, product advertisement, or political lobbying.
  
- V. Use of computer networks is a privilege, not a right. Violation of the rules described above will be dealt with seriously. Violators will lose computer privileges and may face other consequences.
  
- VI. I understand that this Acceptable Use Policy Agreement (AUP) is binding for the entire academic year.

# BMS ACCEPTABLE USE POLICY AGREEMENT FORM



## ***Student: This signature is required to establish a BMS 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 to the school network, Office 365, Google Docs, and any other educational programs may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued.

Student's Name (please print): \_\_\_\_\_

First

Middle

Last

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_ \*LAST SCHOOL ATTENDED: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ Homeroom: \_\_\_\_\_ \*WVEIS NUMBER: \_\_\_\_\_  
(Student Lunch Number)

**\*IMPORTANT!\***

## ***Parent/Guardian: This signature is required to establish a BMS network account***

I, the parent of \_\_\_\_\_, have read and discussed the attached "Barboursville Middle School Acceptable Use Policy for Computer Networks" with my child. I understand that this access to the school network and the use of their Office 365 account is designed for educational purposes. I recognized it is impossible to restrict access to all controversial materials, and I will not hold Barboursville Middle School responsible for materials acquired on the network. Further, I will not accept full responsibility for supervision if, and when, my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

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

First

Middle

Last

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

## ***Teacher: This signature is required to establish a BMS network account***

I agree to promote the "Acceptable Use Policy" with this student. As a homeroom teacher, I agree to instruct the student on the acceptable use of the network and proper network etiquette. Since the student has access to the network from a multitude of locations within the school, I cannot be held responsible for the student's use of the network when he/she is not working directly under my supervision.

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

First

Middle

Last

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

Return this completed form to a school SYSOP: Mrs. Ruley or Mr. O'Field