



West Virginia DEPARTMENT OF EDUCATION

OFFICE OF DIVERSION AND TRANSITION PROGRAMS Employee Technology Acceptable Use Policy

OVERVIEW

Technology is made available to the Office of Diversion and Transition Programs students and employees in order to support the educational process. It is a general policy that all computers and technology used through the Office of Diversion and Transition Programs (ODTP) are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving local, county, state, or federal agencies.

USE OF TECHNOLOGY RESOURCES WITHIN OFFICE OF DIVERSION AND TRANSITION PROGRAMS IS A PRIVILEGE, NOT A RIGHT.

USER RESPONSIBILITIES (all employees)

As the user of technology resources provided by the Office of Diversion and Transition Programs, each employee must read, understand, and accept all of the following rules and guidelines stated in this section.

1. I understand that all technology use must be for educational purposes, whether on school property or at another location.
 - I will use ODTP technology resources and telecommunications for purposes that support the educational process.
 - I will not allow any non-ODTP staff member to use my assigned computer at any time.
 - I will not use ODTP telecommunication services for personal purposes. Personal purposes include but are not limited to banking, planning personal travel, personal shopping, or participating in online gaming, gambling, downloading music/videos and auctions.
 - I will not use ODTP technology to view, create, modify, or disseminate obscene, objectionable, violent, pornographic, or illegal material.
 - I will not use ODTP technology for commercial or for-profit purposes that include, but are not limited to, home, businesses, gambling, advertising, political lobbying, or soliciting.
 - I will not use ODTP technology to send unsolicited, offensive, abusive, obscene, harassing, or other illegal communications.
 - Employees using their own cellular technology in school, such as using it in class without principal permission, using it in a restricted area at your facility, or the unauthorized taking of images with a mobile phone camera (still or moving) is in direct violation of this Acceptable Use Policy.

2. I understand the bandwidth available to the Office of Diversion and Transition Programs and the state educational system is limited and must be protected for educational purposes.
 - I will not use external instant messaging or chat services.
 - I will not listen to the radio or watch videos via the Internet.

3. I understand that employees have access to confidential information and files and that I am responsible for protecting the confidentiality of these data.
 - I will log off or shut down the computer when not using it;
 - I will close student records (grade books, WVEIS, etc.) when away from my desk.
 - I will not allow students, parents, or unauthorized people access to my accounts or grade books.
 - I will not reveal any personal information about any student or employee while on the Internet. This information includes but is not limited to home address, telephone number, and age.
 - I will not attempt to learn other employees' passwords.
 - I will not copy, change, read, or use files that belong to other employees without their permission.

4. I understand copyright laws protect a variety of materials including those found on the Internet.
 - I will not install any unauthorized software, including personal software, on ODTP equipment. Unauthorized software is defined as software outside the legal licensing agreement created by the author of the program.
 - I will not make copies of any software found on the district's equipment or on the Internet to keep, give, or sell that violates the legal license agreement.

5. I understand the importance of maintaining the technology that I use for my job.
 - I will not attempt to bypass or disable any security or antivirus software installed on my computer or on the network.
 - I will inform my technology support specialist (TSS) or systems administrator about problems with technology and follow the work order processes implemented by the technology department.
 - I will maintain my computer by performing periodic updates when prompted including, Windows and antivirus updates.
 - I will protect my personal data by backing up periodically to the server or external media.
 - I will not remove or attach any devices, including long network cables, mobile equipment, or wireless devices, to the network without the prior approval of the ODTP Technology Department.
 - I will not knowingly create or introduce any virus to ODTP equipment.

6. I understand that a credit card and creation of an online account may be necessary to setup certain mobile devices.
 - This includes setting up iPads for curriculum enhancement in your classroom.

USER RESPONSIBILITIES FOR EMPLOYEES WHO SUPERVISE STUDENTS USING TECHNOLOGY

1. A staff member is required to **be present and able to provide adequate supervision** when any student is using the Internet or network resources.
2. All student use of the Internet must be authorized by an ODTP educator and must support the educational learning goals and objectives.
3. As part of all Internet lessons and periodically during other technology lessons, acceptable use of technology and telecommunications should be reviewed.
4. All students must have a signed ODTP Acceptable Use Agreement Form on file at their school before they can access any technology.
5. Teachers who observe a student violating the ODTP Acceptable Use Policy must report the student to the school administrator according to the procedures in place at their site.
6. All employees must read and adhere to WV Department of Education Policy 2460.

Failure to comply with the above rules may result in permanent revocation of access privileges and/or disciplinary actions involving local, county, state or federal agencies.

I have read the rules and regulations above. I also understand that any computer, as the property of the Office of Diversion and Transition Programs, is subject to random auditing for the purpose of determining the presence of unauthorized software, by the ODTP technology department staff.

Employee Signature _____ Date _____

Employee Name (please print) _____

THIS SIGNATURE PAGE MUST BE ON FILE AT THE PERSONNEL OFFICE FOR THE EMPLOYEE TO MAINTAIN TECHNOLOGY ACCESS.