

# **LINCOLN COUNTY SCHOOLS COMPUTER AND TELECOMMUNICATIONS**

## **ACCEPTABLE USE POLICY**

### **CONSENT AND WAIVER APPLICATION**

#### ***FOR EMPLOYEES***

**I understand my responsibility for using the Internet and other online resources; therefore,**

- I will limit my use of telecommunications in school to the educational objectives authorized and supervised by LCS.
- I will follow the rules of network etiquette, which include the use of appropriate language and polite responses.
- I will not share personal information about myself or others while online. This information includes, but is not limited to, home address, telephone number, and age.
- I will not access another person's account, nor will I disclose my password to anyone.
- I will not use online access for any illegal, unethical, immoral, harassing, or unacceptable purpose.
- If given permission to use email at school, I will only use the West Virginia Access Account email address or one that my principal has authorized.
- I will report accidental access to inappropriate sites to the principal.

**I understand that I must adhere to the mandates of West Virginia's Board of Education Policy 2460**

**-Use of the Internet By Students and Educators; therefore,**

- I will not access the Internet in school until I have completed Acceptable Use Training, and I have signed the LCS Acceptable Use form.
- I understand that I cannot apply for an email address to use at school unless I have received permission from a principal and have read West Virginia Policy 2460 (Note -A complete copy of West Virginia Policy 2460 may be obtained at each school).
- I will not have email forwarded to my access or school assigned email account unless it is related to school.

**I understand my responsibility for using software legally; therefore,**

- I will not give, lend, sell, or copy any software found on school computers or retrieved online, unless I have written printed permission from the copyright owner.
- I will not use shareware beyond the trial period specified by the program, unless I purchase it.
- I will not bring any disks to the school unless I have specific permission to do so.
- I will not install any software on school computers without permission from the principal.
- I will be responsible for utilizing all software according to its licensing agreement.
- I will not delete software programs installed by LCS without specific permission from them.

**I understand the importance of using both print or non-print information in a lawful manner; therefore,**

- I will not plagiarize information received in any form.
- I will accurately cite all sources of information.
- I will not copy and/or download copyrighted materials without permission from the owner of the materials.
- I will not purchase or steal documents or parts of documents from the Internet for classroom credit.
- Unless approved by school principal, I will not replicate any school-produced material for personal use or represent my own work as having been sanctioned by the school.

Employees must not knowingly use e-mail or the Internet to violate the laws and regulations of the United States or any other nation, state, city, or local school system. Use of Lincoln County Schools resources for illegal activity is grounds for immediate dismissal.

Employee

Name: \_\_\_\_\_

School: \_\_\_\_\_

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

Signature:

I have read the aforesaid consent and waiver for use of telecommunications in the schools. I understand that this access is for educational purposes only and restricted to school use only.