

Cabell County Public Schools

Telecommunications Acceptable Use Policy

Cabell County Public Schools, in its effort to implement The West Virginia State Board of Education Policy 2460: Use of the Internet by Student and Educators and policies regarding the use of the West Virginia Education Information System (WVEIA) adopts the following policies regarding telecommunication networks used within its jurisdiction including but not limited to individual school sites.

Acceptable Use

The purpose of telecommunications technology in Cabell County Public Schools is to support data management, research and education in and among district locations, regional education agencies and the state department of education and to provide access to unique resources and opportunities for collaborative work. Additionally, the use of the Internet must be support of education and consistent with the educational objectives of Cabell County Public Schools and the West Virginia Board of Education. Use of other networks or computing resources must comply with the rules appropriate for that network. Users must also be in compliance with the rules and regulations of West Virginia Network for Education Telecomputing (WVNET) policies: WVNET Telecommunications Policy and WVNET Computer Abuse Policy.

Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

Common Forms of Computer Abuse

Cabell County Public Schools are responsible for informing users of the rules, regulations and procedures which apply when using network computing resources. Educators and students are responsible for understanding these rules so that they can abide by them.

Privacy

Investigating or reading another user's file is considered a violation of privacy. Reading unprotected files is intrusive; reading protected files, by whatever mechanism, is considered the same of "breaking and entering." Violations include:

Attempting to access another user's files without permission.

Furnishing false or misleading information or identification in order to access another user's account

Attempts to access Cabell County's computers, computer facilities, networks, systems, programs or data without authorization.

Unauthorized manipulation of Cabell County's computer systems, program or data.

Theft

Attempted or detected alteration of software, data or other files as well as disruption or destruction of equipment or resources is considered theft. Violations include:

Using subterfuge to avoid being charge for computer resources.

Deliberate, unauthorized use of another users' account to avoid being billed for computer use

Abusing specific resources such as West Virginia Education Information System (WVEIS) or the Internet.

Removing computer equipment (hardware, software, data, etc.) without authorization

Copying or attempting to copy data or software without authorization.

Vandalism

Violations include:

Sending mail or a program which will replicate itself (such as a computer virus) or do damage to another user's account

Tampering with or obstructing the operation of Cabell County's computer systems.

Inspecting, modifying or distributing data or software (or attempting to do so) with authorization.

Damaging computer hardware or software.

Harassment

Sending unwanted messages or files to other users may be considered harassment.

Violations include:

Interfering with legitimate work of another user.

Sending abusive or obscene messages via computers.

Using computer resources to engage in abuse of computing center personnel or other users.

Copyright Issues

Cabell County prohibits the copying, transmitting, or disclosing of proprietary data, software or documentation (or attempting to commit these acts) without proper authorization. Copies or licenses and original software should be kept at each school site in a defined location.

Miscellaneous

Other acts considered unethical and abusive include:

Unauthorized and time-consuming recreational game playing.

Using computer accounts for work not authorized for that account.

Sending chain letters or unauthorized mass mailings.

Using the computer for personal profit or other illegal purposes.

Personal or political advertisements.

Display of offensive material and graphics in public areas.

Computer Usage Guidelines

Users must have a valid, authorized account and may only use those computer resources for which they are specifically authorized. User may only use their account in accordance with its authorized purpose. Users are responsible for safeguarding their own account. Users should not allow another user to use their account unless authorized by the system administrator for a specific purpose. Passwords should be change soften to ensure that private secure files are kept that way.

A user may not change, copy, delete, read or otherwise access files or software without the permission of the owner or the system administrator. A user may not bypass accounting or security mechanisms to circumvent data protection schemes. A user may not attempt to modify WVNET software except when it is intended to be customized. Users may neither prevent others from accessing the system, not unreasonably slow down the system by deliberately running wasteful jobs, playing games, or engaging in nonproductive or idle computer “chatting”, sending mass mailings or chain letters. Users should assume that any software they did not create is copyrighted. They may neither distribute copyrighted or proprietary material without the written consent of the copyright holder, nor violate copyright or patent laws concerning computer software, documentation or other tangible assets.

User must not use the Cabell County computer systems to violate any rules in the Employee Handbook, Faculty and Student Handbooks or any local, state or federal laws. Users should promptly report misuse of computing resources, or potential loopholes in computer systems security, to the appropriate authorities (the Office of Data Management⁰, and cooperate with the systems administrators in their investigation of abuse.

In connection with inquiries into possible abuse, the Office of Data Management reserves the right, with approval of the administrator, to examine files, programs, passwords, accounting information, printouts, or other computer material without notice. Privacy of any electronic or printed material examined that is not relevant to the investigation is guaranteed. Disclosure of such material will be an abuse of Cabell county’s computer system and subject to penalty.

Penalties for Computer Abuse

Abuse or misuse of Cabell County computing facilities and services may not only be a violation of this policy and user responsibility, but it may also violate the criminal code. Therefore, Cabell County will take appropriate action in response to user abuse or misuse of computing services. Actions may include, but Is not necessarily limited to:

- Suspension or revocation of computing privileges.

Reimbursement to Cabell County or the appropriate institution for resources consumed;

Other legal action including action to recover damages;

Referral to law enforcement authorities;

Referral of offending faculty, staff and/or students to district authorities for disciplinary action.

Finally, Cabell County Public Schools promotes the use of its computing facilities and seeks to improve the computer literacy of its users. Reducing computer abuse provides more computing resources of users with legitimate computing needs. Every user is expected to adhere to this policy.