

# Office of Adult Education and Workforce Development

## Employee Technology Acceptable Use Policy

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### OVERVIEW

The West Virginia Adult Education Program (WVAdultEd) provides its instructors and staff members with an opportunity to provide a 21<sup>st</sup> century learning experience through various forms of educational technology.

Technology is made available to instructors and staff members of the West Virginia Adult Education Program to support the educational goals, increase learner achievement and educator efficacy, and provide increased opportunities for lifelong learning. It is a general policy that all computers and technology used through the West Virginia Adult Education Programs (WVAdultEd) are to be used in a responsible, efficient, ethical, and legal manner. Therefore, we request that you review and agree to the terms of this policy before signing the agreement form.

**Use of technology resources within West Virginia Adult Education Programs (WVAdultEd) are to be used for educational purposes ONLY, whether on school property or at another location.**

### USER RESPONSIBILITIES (All Instructors and Staff Members)

As a user of technology resources by West Virginia's Adult Education Programs, each instructor and staff member must read, understand and accept all of the following rules and guidelines stated in this section.

1. I understand that there is NO expectation of privacy on WVAdultEd computers/equipment, or while using the network.
2. I understand that I am ultimately responsible for the content on all educational technology devices used in my classroom or on the network. It is my responsibility to monitor student use and track student use of all devices through sign-in sheets.
3. Digital Citizenship
  - a. I recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career.
  - b. Instructors and staff members are not permitted to friend students on social media accounts. You are permitted to create a page for your class and utilize it, in cooperation with the WVDE. I will NOT use telecommunication services for personal purposes. Personal purposes include, but are not limited to, social networking, personal shopping, or participating in online gaming, gambling, and astrology, dating, downloading music/videos and auctions.
4. Digital/Network Etiquette
  - a. As an Instructor or Staff Member in the WVAdultEd program, I understand I am expected to abide by the generally accepted rules of digital/network etiquette.
  - b. I will NOT use WVAdultEd technology to view, create, modify, or disseminate obscene, objectionable, violent, pornographic, or illegal material.
  - c. I will not use WVAdultEd technology to send unsolicited, offensive, abusive, obscene, harassing, or other illegal communication.
  - d. I will not use external instant messaging email or chat services unrelated to the WVAdultEd program.
5. I will comply with all copyright laws. If I have a question about copyright, I will contact a WVAdultEd Technology Integration Specialist.
6. All printer and copier usage is for work-related purposes only.
7. I understand as a WVAdultEd Staff Member / Instructor, I have access to confidential information and files that I am responsible for protecting the confidentiality of these data.
  - a. I will log off or shut down the computer / iPad when not using it (i.e. AEMIS).
  - b. I will close student records (i.e. AEMIS) when away from the system.
  - c. I will not allow students, parents, guardians, or unauthorized individuals to access my accounts (i.e. AEMIS, Plato, etc.)
  - d. I will not attempt to learn other Instructor or Staff Members' passwords (i.e. AEMIS, Plato, etc.).
  - e. I will not reveal student passwords to anyone.
  - f. I will not copy, change, or use files that belong to other employees without their permission.

Instructors and staff members must have a signed WVAdultEd Acceptable Technology Use Policy on file before s/he can access any technology.

I have read the rules and regulations above. I also understand that all technology, as the property of the local LEA and/or West Virginia Adult Education Program, is subject to random auditing for the purpose of determining unauthorized use. If the technology policy is violated, privileges may be revoked and/or disciplinary action may be taken. I understand if I have any questions about this policy; I should ask WVAdultEd Technology Coordinator prior to proceeding.

Instructor/Staff Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor/Staff Member Name (Please Print) \_\_\_\_\_