

Office of Adult Education and Workforce Development

Student Technology Acceptable Use Policy

OVERVIEW

The **West Virginia Adult Education Program (WVAdultEd)** provides its learners an opportunity to take responsibility for their own learning, to be actively involved in critical thinking and problem solving, to collaborate, cooperate, and to productive citizens. Learners of all ages must develop proficiency in 21st century content, technology tools, and learning skills to succeed and prosper in life, in learning, and in their career.

Technology is made available to the learners 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. 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.

USER RESPONSIBILITIES (All Learners)

As a user of technology resources by West Virginia's Adult Education Programs, each learner 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. 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. 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.
3. Digital/Network Etiquette
 - a. As a Learner 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.
4. I will not listen to the radio or watch unapproved videos via the Internet.
5. I will not alter computer settings; this includes, but is NOT limited to desktop background, screen saver, desktop icons, toolbars, printer settings, **browsing history, cookies**, downloading files/programs, etc.
6. All printer and copier usage is for educational purposes or with permission of a staff member.
7. I understand that I am prohibited from leaving the classroom/instructional environment with WVAdultEd technology devices.

A learner must have a signed WVAdultEd Acceptable Technology Use Policy on file at their class site before s/he can access any technology.

I have read the rules and regulations above, or they have been read to me. 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, learners may be removed from class and referring agencies notified accordingly. I understand if I have any questions about what is or is not appropriate technology use; I should ask a WVAdultEd staff member prior to proceeding.

Student Signature _____ Date _____

Student Name (Please Print) _____

Parent/Guardian Signature _____ Date _____
(if necessary)