

**I.16.7. Completion and reentry.**

Students complete the AEP by fulfilling the criteria for reentry into the regular program which includes: (1) maintaining a C in courses attempted, (2) completion of AEP project/portfolio, (3) maintaining regular attendance, (4) fulfilling obligations of expulsion, and (5) completion of the program goals as specified in **I.16.1.** or completion of regular high school graduation requirements.

**I.16.8. Program evaluation.**

The AEP program evaluation is derived from measures of: (1) academic gains, (2) reduction in incidences requiring disciplinary action, (3) improvement in attendance rates, and (4) rates of successful program completion and return to the regular school program. (WVC 18-2-6 and 18-5-19, WVBE 2418) (Adopted 03 Mar 97)

**I.17. Technology**

**I.17.1. Acceptable Use of Technology by Students and Employees.**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. However, the use of the Boards network and technology resources is a privilege, not a right.

The Putnam County Schools Technology Team shall develop written technology procedures which provide guidance to staff and students concerning the safe, appropriate and ethical use of the Board's network(s) based on State Policy 2460 - Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet.

The technology procedures shall also inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal or unethical manner. Unacceptable use of technology includes, but is not limited to:

1. Transmission or use of any material in violation of any U.S. or state law or regulation;
2. Use for commercial activities, product advertising or political lobbying;
3. Transmission or use of any obscene, pornographic or sexually explicit material;
4. Transmission or use of any type of virus or malicious file or computer code to disable or disrupt service;
5. Illegally accessing or attempting to access any e-mail, electronic ID/password, data, system files, online resources, or equipment of the school, district or state that does not belong to the user;
6. Hacking, cracking, vandalizing and other unlawful online activities;
7. Disclosing, using or disseminating personal information regarding students; and
8. Cyberbullying, hate mail, defamation, harassment, discriminatory jokes and remarks, and other unauthorized behaviors as defined in other Board policies.

Further, safeguards, methods and instructional models established by State Policy 2460 to address Internet safety will be implemented and documented by the District. All network access to the Internet shall be filtered through WVDE filters to decrease the risk of students accessing inappropriate or harmful material and through local filtering devices as needed. Accordingly, students shall be educated about appropriate online behavior including, but not limited to (1) interacting with other individuals through electronic mail, on social networking websites and in chat rooms and (2) recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they are victims of cyberbullying.

Student use of Internet-related or web-based applications must be authorized by the educator and parent or guardian through a signed Acceptable Use Authorization Form. Appropriate adult supervision of Internet use must be provided. While WVDE does filter Internet traffic, filtering software is not 100% effective. Deliberate and consistent monitoring of student use of the Internet and technologies is vital to prevent access to inappropriate and harmful materials. While classroom educators have primary contact with students, acceptable and appropriate use of online resources, technologies and the Internet is the responsibility of all educational staff and employees.

The acceptable and appropriate use of telecommunications and/or access to the Internet and digital resources is an extension of the educator's responsibility in his/her classroom. Educators occupy a position of trust and stand in the place of a parent or guardian while a student is in school. Therefore, it is the educator's responsibility to ensure classroom activities focus on appropriate and specific learning goals and objectives when using Internet-related technologies. It is the educator's responsibility to avoid using technology in such a manner that places him/her in a position to abuse that trust.

Collaboration, resource sharing, and dialogue between the educational stakeholders (teachers, students, and/or parents) may be facilitated by the use of social media and other electronic communication. Such interactivity outside of the school walls can enhance classroom instruction. However, a clear line must be drawn between personal social networking and professional/educational networking to protect the safety of the students and the integrity of educational professionals and service staff. Use of social media and electronic communication must support the educational process and follow county technology procedures. Educators are discouraged from using personal accounts to contact students.

Professional development regarding the responsible use of the Internet and other technologies will be provided to employees. Employees who complete the training and sign Acceptable Use Forms may be provided with appropriate usernames and passwords to access to the Board's network and technologies.

Employees who receive training on State Policy 2460 may apply for a state e-mail account and password. A state e-mail address is required to receive information distributed through State and County distribution lists

and listservs and to access county servers and websites. Use of personal e-mail accounts to contact staff, students and parents is discouraged.

All information stored within the State's and District's computers, servers and other technology devices is the property of the state, county or schools, and the personnel using District equipment and networks have no expectations of privacy with respect to its content.

The West Virginia Education Information System (WVEIS) is to be used exclusively for the business of the County and its schools. All staff must maintain the confidentiality of student data in accordance with The Family Educational Rights and Privacy Act (FERPA).

Putnam County Schools recognize the educational benefits of school personnel and students publishing information on the Internet. The District also recognizes the importance of guidelines that address content, overall responsibility, quality, copyright laws and student protection. Standards for web publishing are found in Board Policy I.17.2 - Web Publishing. Written permission from the student's parent or guardian must be obtained prior to publishing any student information or work to the Internet beyond that which is covered in Board Policy S.10 - Student Records.

The District shall follow the guidelines of federal and state law, the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection federal statues (COPPA). Unauthorized or unacceptable use of the Internet or educational technologies as part of an educational program by students, educators or staff may result in suspension or revocation of such use and/or disciplinary actions involving local, county, state or federal agencies.

The Putnam County Schools Technology Team shall annually review all technology procedures and forms and report any recommended and/or mandatory changes, amendments or revisions to the Superintendent and Board. (Amended 04 Jun 12)

**I.17.2. Web publishing policy.**

Putnam County Schools recognizes the educational benefits of school personnel and students publishing information on the Internet. Putnam County Schools also recognizes the importance of guidelines that address content, overall responsibility, quality, technical standards, and student responsibilities. This Web Publishing Policy complies with standards more fully addressed in Policy 2460 of the West Virginia Department of Education. (Amended 2 Oct 06)

**I.17.2a. Standards.**

The school administrator or other official body, including the school technology team, faculty senate, or school improvement council, should designate the "official" web page of the school.

Putnam County Schools provides web server space for all school web pages. While schools may publish pages to another Internet service provider, all pages should have a link on the county web page.

Development of web pages is a worthwhile learning experience for students. Parents and community members may be excellent resources for web page development. While students, parents/guardians, and community members may participate in the development of the school web page, a school employee must be ultimately responsible for the posting of information to the web page and web page security.

Written parental/guardian permission must be obtained before a student homepage may be published on the Internet.

Web page content should be appropriate and in good taste. Text should be grammatically correct, accurately spelled, and pleasing in appearance. Information should be up-to-date. The page should contain the e-mail address of the responsible contact person and the last date updated.

Web pages should be easy to navigate. Graphics should be limited for speed of access. Links should be checked periodically to make sure that they still work.

Student pictures and names may only be published on the school web page with written parental/guardian permission. No personal information, including home address and home telephone, should be published.

Business/commercial links should be limited to business partners or sites that contain educational or technical support. Advertising of commercial products is forbidden.

All content must comply with copyright, intellectual property, and state, federal, and international law. (Approved 21 July 03) (Amended 2 Oct 06)

**I.18. Comprehensive developmental guidance and counseling**

The Putnam County Board of Education shall establish and implement Pre-K-12 comprehensive developmental guidance and counseling programs that reflect the American School Counselor Association National Standards for School Counseling Program Model by September 1, 2003.

The purpose of this policy is to define the components of a comprehensive and developmental guidance and counseling program based on nationally recognized standards, as well as define the direct and indirect counseling services and counseling program service delivery and monitoring guidelines that are to be reflected in the Putnam County policy and to be implemented at each school. The nine national standards for school counseling defined in §126-67-4 and §126-67-7 of the state policy link the comprehensive and developmental guidance and counseling program to the county/school academic mission by promoting national, state and local education goals, by making the school counseling program an integral part of the total educational program, and by helping assure a nurturing and orderly, safe, drug-free, violence-and harassment-free learning environment.

Putnam County and all schools in Putnam County will establish and implement comprehensive developmental guidance and counseling programs