

***Wayne County Board of Education
Policies Update: (Property) (3)***

- **WCBOE Policy 7540.02 (Property: Digital Content and Accessibility)**
- **WCBOE Policy 7540.03 (Property: Student Technology Acceptable Use and Safety)**
- **WCBOE Policy 7540.04 (Property: Staff Technology Acceptable Use and Safety)**

***Your comments concerning these policies should be sent
in writing (mail or email) to:***

***Mr. Todd Alexander
Superintendent
Wayne County Board of Education
PO Box 70
Wayne, WV 25570
Email: talexand@k12.wv.us***

**These policies are out for public comment for 10 working days beginning
Wednesday, April 29, 2026 through Tuesday, May 12, 2026.**

Book	Public Comment Period 4/29/26 thru 5/12/26
Section	Spec Update-November 2025-Ready for TAA/Director
Title	Revised/Renamed Policy - Special Update - November 2025 - DIGITAL CONTENT AND ACCESSIBILITY
Code	po7540.02
Status	
Adopted	May 26, 2015
Last Revised	November 14, 2023

Revised/Renamed Policy - Special Update - November 2025

7540.02 ~~--WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES~~ DIGITAL CONTENT AND ACCESSIBILITY

A. Creating Content for Web Pages/Sites, Apps, and Services

The Board of Education authorizes staff members () and students [END OF OPTION] to create content for the County's website and County-approved/affiliated apps and services, ~~apps and services~~ (see Bylaw 0100 Definitions) ("digital content") ~~that are hosted by the Board on its servers or County-affiliated servers (i.e., servers the Board pays to use or otherwise sanctions the use of) and published on the Internet.~~

~~The content, apps, and services~~ County-generated and school-related digital content must comply with State and Federal law (e.g. copyright laws, Children's Internet Protections Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the County, its employees, and students. ~~Content, apps, and services~~ County-generated digital content must be consistent with the Board's Mission Statement and ~~staff-created content, apps, and services are~~ is subject to prior review and approval of the Superintendent before being published on the ~~Internet and/or used for communication with and/or instruction of students~~ County's website or County-approved/affiliated apps and services.

[DRAFTING NOTE: CHOOSE ONE, BOTH, OR NONE OF THE FOLLOWING OPTIONS.]

[] ~~Student created content, apps, and services are subject to Policy 5722 ("School Sponsored Publications and Productions")~~. School-related student-created content for the Board's website or County-approved/affiliated apps and services are subject to Policy 5722 - School-Sponsored Publications and Productions.

☒ ~~The creation of content, apps, and services by students must be done under the supervision of a professional staff member.~~ Creation of school-related content by students for the Board's website or County-approved/affiliated apps and services must be done under the supervision of a County staff member.

[END OF OPTIONS]

B. Purpose of Digital Content of County Web Pages/Sites, Apps, and Services

The purpose of digital content, ~~apps, and services~~ covered by this policy is to educate, inform, and communicate. The following criteria shall ~~be used to~~ guide the development of ~~such content, apps, and services~~ County-generated digital content:

1. Educate

~~Content~~ Digital content should be suitable for and usable by students and teachers to support the curriculum

and the Board's Objectives as listed in the Board's Strategic Plan.

2. Inform

~~Content~~ Digital content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. Communicate

~~Content~~ Digital content may communicate information about the plans, policies, and operations of the County to members of the public and other persons who may be interested in and/or affected by County matters.

The information ~~contained on the Board's website(s)~~ published on the Board's website and County-approved/affiliated apps/services should reflect and support the Board's Mission Statement, Educational Philosophy, and School Improvement Process.

When the digital content includes a photograph or personally-identifiable information relating to a student, the Board will abide by the provisions of West Virginia State Board of Education policy 4350 - Procedures for the Collection, Maintenance and Disclosure of Student Data and Board Policy 8330 – Student Records.

Under no circumstances ~~are County-created content, apps, and services~~ is County-generated digital content to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no ~~content contained digital content~~ published on the County's website may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a website of another organization if the other website includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Further, West Virginia State Board of Education policy 2460 establishes that even though a beneficial learning experience for a student might occur in assisting a community organization in the development of a website, housing a community website on a Board-owned or County-affiliated server would take K-12 bandwidth and, is therefore, not recommended and may violate E-rate or other regulations.

[x] Under no circumstances are ~~staff member created content, apps, and services, including personal web pages/websites, to be used to post~~ shall a staff member post on their personal web pages/websites or private digital accounts (i.e., non-County-approved/affiliated apps/services) student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the ~~Board specified website, apps, or service~~ Board's website or County-approved/affiliated apps/services (e.g., _____ **(Progressbook/Powerschool/Infinite Campus)**) for the purpose of conveying information to students and/or parents.**[END OF OPTION]**

[x] Staff members are prohibited from requiring students to go to the staff member's personal web pages/websites ~~(including, but not limited to, their Facebook, Instagram, Pinterest pages, YouTube Channel(s), or TikTok site)~~ and/or private digital accounts (i.e., non-County-approved/affiliated apps/services) (including, but not limited to, the staff member's personal accounts on Facebook, Instagram, Pinterest, YouTube Chann(s), or TikTok site(s)) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.**[END OF OPTION]**

[] If a staff member creates digital content, ~~apps, and/or services~~ related to the staff member's class, it must be hosted on the Board's ~~server or a County-affiliated server~~ website or a County-approved/affiliated app/service.**[END OF OPTION]**

[] ~~Unless the content, apps, and services contains student personally identifiable information, Board sponsored websites, apps, and services that are published on the Internet should not be password-protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps, and services.~~ The Board's website, including school-specific websites, shall be generally open/available to the public unless specific digital content is unique to a specific child and/or includes student personally identifiable information, in which case the information must be password-protected or access to it must be otherwise restricted. When digital content involving student personally identifiable information

or information concerning coursework particular to a specific student's classes/assignments is password-protected/access is otherwise restricted, the student's parent(s)/guardian(s) will continue to have access to that digital content. **[END OF OPTION]**

~~Web content, apps, and services~~ Digital content published on the Board's website should reflect an understanding that both internal and external audiences will be viewing the information.

~~The County's website(s) and web pages, apps, and services shall be hosted on Board-owned or County-affiliated servers.~~

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of content, apps, and services by staff () and students **[END OF OPTION]** staff () and students **[END OF OPTION]** who publish digital content on the Board's website and County-approved/affiliated apps/services.

The Board retains all proprietary rights related to the design and content for its website(s), ~~apps, and services~~ and any apps/services it operates and/or is affiliated with absent written agreement to the contrary.

In order for a student's school work (i.e., work that is created in or for a class, ~~at school~~, or as part of a school-sponsored extracurricular activity) to be displayed on the Board's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) must provide written permission and expressly license its display without cost to the Board.

Likewise, prior written permission from a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Board's website.

C. ~~Website Accessibility~~ **Accessibility of Web Content and Mobile Apps**

The County is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the County's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The County is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any County programs, services, and activities delivered online through the web or a mobile app, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the County's programs, services, and activities delivered in person or online.

This policy reflects the Board's commitment and intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1972, 29 U.S.C. 794, 4 C.F.R. Part 104, Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131, and 28 C.F.R. Part 35 in all respects. For purposes of this policy, "web content" means "information and sensory experience to be communicated to the user by means of a user agent, including code or markup that defines the content's structure, presentation, and interactions." Examples of web content include text, images, sounds, videos, controls, animations, and conventional electronic documents (e.g., content in the following electronic file formats: portable document formats ("PDF"), word processor file formats, presentation file formats, and spreadsheet file formats). Additionally, "mobile applications" ("mobile apps") means "software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets."

1. Technical Standards

~~The County will adhere to the technical standards of compliance identified at~~
~~_____ **[Insert link to the County's website]**.~~ The County measures the
~~accessibility of online content and functionality according to the World Wide Web Consortium's (W3C's) Web~~
~~Content Accessibility Guidelines (WCAG) 2.0 Level _____, and the Web Accessibility Initiative Accessible~~
~~Rich Internet Applications Suite (WAI ARIA 1.1) for web content. () _____~~
~~_____ **[insert another acceptable standard selected by the County—e.g., the Section**~~
~~**508 Information and Communication Technology Accessibility Standards published by the U.S.**~~
~~**Access Board, which serves as the standards the Federal government uses for its own websites]**~~

~~[END OF OPTION] [DRAFTING NOTE: While OCR currently (as of December 2022) recommends WCAG 2.0 Level AA, WCAG 2.1 is gradually becoming the standard courts cite as the ADA accessibility standard that public entities should use for websites, mobile applications, and digital content compliance. Further, W3C published a working draft of WCAG 2.2 in August 2020 and a Candidate Recommendation draft of WCAG 2.2 in September 2022; a final version of WCAG 2.2 is expected to be released in early 2023. The W3C states that WCAG 2.0 and 2.1 remain its recommendation, but version 2.2 should be used to maximize future applicability of accessibility efforts. The W3C also encourages the use of the most current version of WCAG when developing or updating Web accessibility policies.]~~ Web content and mobile apps that the County provides and/or makes available, directly or through contractual, licensing or other arrangements, shall comply with the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.1, Level AA standards, unless the Board can demonstrate that such compliance would result in a fundamental alteration in the nature of its programs, services, or activities, or an undue financial and administrative burden.

[DRAFTING NOTES:

Counties with a population of 50,000 or more residents must fully comply with WCAG 2.1, Level AA standards by April 24, 2026; Counties with fewer than 50,000 residents must fully comply with WCAG 2.1, Level AA standards by April 26, 2027.

While the Department of Justice's Final Rule allows public entities to employ alternative designs, methods, or techniques if they provide equivalent or greater accessibility and usability, Neola does not recommend that approach. If a board wants to consider an alternative technical standard, it should consult with its legal counsel.]

Notwithstanding the preceding, Federal regulations provide for the following content types to have limited exemption from the WCAG 2.1, Level AA requirements:

- a. Archived web content (provided all four (4) Federal criteria are met).
- b. Preexisting conventional electronic documents (with specific restrictions).
- c. Third party content that is not created pursuant to a contract between the Board and a third party.
- d. Password-protected documents pertaining to a specific student or account.
- e. Preexisting social media posts.

Even when the preceding exceptions apply, the County, however, will still provide effective communication and reasonable modifications in accordance with the ADA.

In addition, documents currently used for accessing County programs, services, programs, and/or activities do not qualify for the above exceptions, regardless of creation date.

When a person with a disability cannot access County-generated or affiliated web content or mobile apps that meet WCAG 2.1, Level AA standards, the County will: (1) provide alternate means of access to the same information and functionality; (2) make reasonable modifications to policies, practices, or procedures; (3) ensure effective communication through appropriate auxiliary aids and services; and (4) respond to accommodation requests within _____ () [INSERT TIMEFRAME] business days. Such accommodations may include: (a) alternative document formats (large print, Braille, audio); (b) telephone or in-person assistance for online services; or (c) email or mail delivery of information typically accessed online.

2. Web-Digital Accessibility Coordinator

The Board designates its () Section 504/ADA Compliance Coordinator(s) (☒) Technology Director/Coordinator () _____ as the County's Web-Digital Accessibility Coordinator(s). (☒) That individual () Those individuals (☒) is () are [END OF OPTIONS] responsible for coordinating and implementing this policy.

☐ The Board commits to providing the Digital Accessibility Coordinator with sufficient resources and

authority to coordinate and implement this policy and any corresponding guideline(s), subject to oversight by the Superintendent and the Board. **[END OF OPTION]**

[Select Option #1 or #2]

[OPTION #1]

☐ See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.

[END OF OPTION #1]

[OPTION #2]

☒ The County's ~~web~~ digital accessibility coordinator(s) can be reached by contacting the Technology Coordinator at the Wayne County Board of Education. **[Insert name or title, address, e-mail, phone].**

[END OF OPTION #2]

3. Third Party Content

~~Links included on the Board's website(s), apps, and services that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). While the County strives to provide access through its website to online content provided or developed by third parties (including vendors, video sharing websites, and other sources of online/digital content) that is in an accessible format, that is not always feasible. The County's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator or designees will vet online content available on its website, apps, and services that are related to the County's programs, benefits, and/or services for compliance with these criteria for all new content published on the County's website, apps, and services after adoption of this policy.~~ Links included on the Board's website and County-approved/affiliated mobile apps that pertain to its programs, activities, and/or services must also meet the above criteria and comply with State and Federal law (e.g., copyright laws, CIPA, Section 504, ADA, and COPPA). The County's Digital Accessibility Coordinator(s) or designee(s) will vet online content available on the Board's website and through County-approved/affiliated mobile apps that are related to the County's programs, activities, and/or services for compliance with this criteria for all new content published on the County's website and mobile apps after adoption of this policy.

Content posted by third parties (e.g., members of the public) on County platforms is exempt from the WCAG 2.1, Level AA requirements. Those platforms, however, along with content posted by the County staff or contractors, must be fully compliant.

~~Nothing in the preceding paragraph, however,~~ Additionally, nothing herein shall prevent the County from including links on ~~the Board's website(s), apps, and services to~~ its website(s) and apps/services to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites);
or
- b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the County's program, benefits, or services.

The Board recognizes that such third party websites may contain advertisements that are not age-appropriate or consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

4. Regular Audits

The County, under the direction of the ~~Web~~ Digital Accessibility Coordinator(s) or designee(s), will, at regular intervals, audit the County's ~~online content and measure this content against the technical standards adopted above~~ digital content to ensure it meets the required technical standards.

☒ This audit will occur ~~no less than once every two (2) years.~~ ☐ quarterly ☐ semi-annually ☒ at

least annually () with quarterly monitoring of high-priority content and newly published materials [OR] () annually (), with quarterly monitoring of high-priority content and newly published materials [END OF INTERNAL OPTIONS]. [END OF OPTION]

[SELECT OPTION 1 OR OPTION 2]

[] [OPTION 1]

[] The audit must be documented () and include compliance assessment reports, identified accessibility barriers, remediation plans with specific timelines, vendor compliance status, and user complaint tracking and resolution. [END OF INTERNAL OPTION]

[END OF OPTION 1]

[x] [OPTION 2]

[x] If problems are identified through the audit, such problems will be documented, evaluated, and if necessary, remediated within a reasonable period.

[END OF OPTION 2]

[END OF OPTIONS]

~~If a person accessing the County's website(s), apps, or services (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that the County has violated the technical standards identified above in its online content, the user may contact a/the Web Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title II.~~

5. Reporting Concerns or Possible Violations

~~If any student, prospective student, employee, guest, or visitor believes that the County has violated the technical standards in its online content, s/he may contact the web accessibility coordinator with any accessibility concerns. S/He may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.~~ If a person accessing the County's web content and/or County-approved/affiliated mobile apps (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that specific web content and/or a mobile app has violated the WCAG 2.1 Level AA standards, the user may contact the Digital Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title II.

D. Instructional Use of Apps and Services

The Board authorizes the use of apps and services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

[SELECT OPTION #1 or #2]

[OPTION #1]

[] The Board requires the () Superintendent () _____ pre-approve each ~~app and/or service~~ app/service that a teacher intends to use to supplement and enhance student learning. To be approved, the ~~app and/or service~~ app/service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the COPPA, ~~and~~ CIPA, ~~()~~ and Section 504 and the ADA, including the eWCAG 2.1, Level AA accessibility standards.

[END OF OPTION #1]

[OPTION #2]

[x] A teacher who elects to supplement and enhance student learning through the use of ~~app and/or services~~

apps/services is responsible for verifying/certifying to the ☐ Superintendent ☒ Technology Coordinator **[END OF OPTION]** that the ~~app and/or service~~ app/service has a FERPA-compliant privacy policy, and it complies with all requirements of the COPPA, ~~and CIPA, (-)~~ and Section 504 ~~and the~~ /ADA, including the WCAG 2.1, Level AA accessibility standards.

[END OF OPTION #2]

[END OF OPTIONS]

The Board further requires ☐ the use of a Board-issued e-mail address in the login process for County-approved/affiliated apps/services. ☐ prior written parental permission to use a ~~student's~~ student seventeen (17) years of age or younger to use the student's personal e-mail address in the login process for County-approved/affiliated apps/services. ~~end of option~~ **END OF OPTION**

E. Training

~~The County will provide (-) annual (-) periodic [END OF OPTIONS] training for its employees who are responsible for creating web content or distributing information online so that these employees are aware of this Policy and understand their roles and responsibilities with respect to web design and creation and/or uploading of, documents and multimedia content.~~

~~[] Such training shall be facilitated by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standards set forth in Board policies and administrative guidelines.~~

The County will provide ☐ annual ☐ periodic **[END OF OPTION]** training for its employees who:

1. create web content, documents, or multimedia materials;
2. manage the Board's website and digital services;
3. select and contract with technology vendors; and
4. work on online communications. The training should cover:

[CHOOSE OPTION 1 OR OPTION 2]

[] [OPTION 1]

- a. WCAG 2.1, Level AA guidelines and success criteria;
- b. accessible document creation (PDFs, Word, PowerPoint);
- c. alternative text requirements for images and media;
- d. video captioning and audio description requirements;
- e. accessible form and navigation design;
- f. color contrast and visual design standards;
- g. vendor accessibility evaluation criteria; and
- h. the County's responsibilities under Title II of the ADA, including its grievance procedures.

[END OF OPTION 1]

[] [OPTION 2]

this Policy and responsibilities associated with the specified staff members' roles related to implementation of this policy and ensuring the County's digital content is appropriate and accessible.

[END OF OPTION 2]

[END OF OPTIONS]

[] Such training shall be facilitated by qualified individuals with demonstrated knowledge, skills, and experience concerning the accessibility standards and ADA compliance. **[END OF OPTION]**

[] New employees in covered positions must complete accessibility training within _____. **[INSERT TIMEFRAME]** of hire. **[END OF OPTION]**

F. One-Way Communication Using the County Website, ~~Apps, and Services~~ and/or County-Approved/Affiliated Apps/Services

The Board approves the use of its ~~website/web pages, apps and services~~ website and County-approved/affiliated apps/services to promote school activities and inform stakeholders and the general public about County news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via ~~County web pages/sites, apps and services~~ the County's website and/or County-approved/affiliated apps/services to be one-way communication, public comments are not solicited or desired, and the ~~website, app or service~~ website or app/service is to be considered a nonpublic forum.

If the County uses an app ~~and/or~~ /web service that does not allow the ~~District~~ County to block or deactivate public comments, the County's use of that app ~~and web~~ /service is subject to Policy 7544 - Use of Social Media, unless the County is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the County will retain the comments in accordance with its adopted record retention schedule (see AG 8310A - Public Records and AG 8310E - Record Retention and Disposal), but it will not review or consider those comments.

[DRAFTING NOTE: Counties are advised to adopt a new category of records that covers such "hidden public comments" on social media. Unless dictated by State law, retention periods established by the Counties for such unsolicited communications should be limited.]

WV Code St. R. 126-41-1

WV Code St. R. 126-94-1 (Procedures for the Collection, Maintenance and Disclosure of School Data)

28 C.F.R. Part 35, Subpart H (Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities - Effective 6/24/2024)

West Virginia Board of Education policy 2460

West Virginia Board of Education policy 4350

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Legal

WV Code St. R. 126-41-1

WV Code St. R. 126-94-1 (Procedures for the Collection, Maintenance and Disclosure of School Data)

28 C.F.R. Part 35, Subpart H (Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities - Effective 6/24/2024)

West Virginia Board of Education policy 2460

West Virginia Board of Education policy 4350

Book	Public Comment Period 4/29/26 thru 5/12/26
Section	Vol 17-1 Ready for TAA/Director
Title	Revised Policy - Vol. 17, No. 1 - April 2025 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	
Adopted	June 4, 2012

Revised Policy - Vol. 17, No. 1 - April 2025

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes ~~online educational services/apps~~ **apps and services (as defined by Bylaw 0100)** to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices (**PCDS**) when they are connected to the District computer network, Internet connection, and/or ~~online educational services/apps/services~~, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The West Virginia Department of Education (WVDE), approved service provider, and other State agencies operate the Statewide infrastructure to provide Internet access for all Pre-K-12 public schools. Pursuant to Federal law, the State has implemented technology protection measures, that protect against (e.g., filter or block) access to visual

displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. Electronic filtering will be installed by the West Virginia Department of Education at the two (2) points of presence (POPs) for Internet access. This will provide filtering for all public schools in a cost effective manner and with efficient management. This service enables County/schools to meet the Children's Internet Protection Act (CIPA) and E-Rate guideline requirements for filtering.

☐ The Board shall add other electronic filters at the local level.

☐ With approval of the Board, schools may add other electronic filters at the local level.

At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or ~~Information Technology Department~~ may temporarily or permanently unblock access to websites or ~~online educational services/apps/services~~ containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide guidance and instruction for their students regarding the appropriate use of ~~technology~~ County Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor, in accordance with Federal and State law the online activities of students while at school.

☐ Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs. The District will provide parents with appropriate notice - to the extent required by State law - when such monitoring takes place. **[END OF OPTION]**

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

[X] Students will be assigned a school e-mail account that they are required to ~~utilize~~ use for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District, with whom they are communicating for school-related projects and assignments. **()** Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including ~~mobile applications/apps/services~~ that will be utilized by the student for educational purposes. **[END OF OPTION]**

Students are responsible for good behavior when using District Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

The WVDE reserves the right to monitor, inspect, investigate, copy, review, and store, without prior notice, information about the content and usage of any network and system files, user files, disk space utilization, applications, bandwidth utilization, document files, folders, electronic communications, e-mail, Internet access, and any and all information transmitted or received in connection with networks, e-mail use, and web-based tools.

DRAFTING NOTE: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]

x] Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

x] Use of Artificial Intelligence for School work

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) tools is prohibited for the completion of school work. The use of AI tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. **()** (See Policy 7540.09 - Artificial Intelligence ("AI")) **[END OF OPTION]**

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

- A. Collaboration: AI tools can be leveraged during collaborative group projects as a means to brainstorm ideas, support their research efforts, and identify relationships among various findings.
- B. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying blind spots, and suggesting other perspectives.
- C. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- D. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts. AI tools can offer students real-time translation, personalized language exercises, and interactive dialogue simulations.
- E. Writing assistance: AI tools can provide feedback on a student's writing, including grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Similarly, AI tools can offer suggestions to modify tone and voice, organize a student's thinking, identify bias,

suggest additional topics, and ask questions to expand the student's thinking on a topic. AI tools can also be used to spark creativity across diverse subjects, including writing, visual arts, and music composition.

- F. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).
- G. Tutoring: AI technologies have the potential to make available one-to-one tutoring and support for every student with access to the technology, making personalized learning more accessible to a broader range of students. AI-powered virtual teaching assistants could provide non-stop support, answer questions, help with homework, and supplement classroom instruction.
- H. Critical Analysis and Discernment: AI usage by our elementary-age students is not appropriate; it is important to teach them to critically analyze and discern AI-generated materials accessed and presented by their teacher. This approach fosters early development in critical thinking, enabling young students to distinguish between potentially inaccurate AI-created content and human-generated information. It also allows young students to learn how AI works.

When AI tools are used responsibly and effectively, they can supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work. **[END OF OPTION]**

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.

Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

Based upon the acceptable use and safety guidelines outlined in West Virginia State Board of Education policy 2460, the State Superintendent, the WVDE and the WVNET system administrators will determine what is appropriate use, and their decision is final. Also, the system administrator and/or local teachers may deny user access at any time.

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted if and when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, United States Code <http://copyright.gov/title17>) and the content is cited appropriately.

The Board designates the Superintendent and _____ Information Technology Department as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

WVBE policy 2419 – Regulations for the Education of Students with Exceptionalities

~~West Virginia State Board of Education~~ WVBE policy 2460 - Education Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet

WVBE policy 2520.14 – West Virginia College- and Career-Readiness Standards for Technology and Computer Science

WVBE policy 4350 – Procedures for the Collection, Maintenance and Disclosure of Student Information

WVBE policy 4373 – Expected Behavior in Safe and Supportive Schools

P.L. 106-554, Children's Internet Protection Act of 2000

~~47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)~~

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18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

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Book	Public Comment Period 4/29/26 thru 5/12/26
Section	Vol 17-1 Ready for TAA/Director
Title	Revised Policy - Vol. 17, No. 1 - April 2025 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04
Status	
Adopted	May 26, 2015
Last Revised	November 14, 2023

Revised Policy - Vol. 17, No. 1 - April 2025

7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The County's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of County Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the ~~District's~~ County's educational mission. This policy and its related policy and administrative guidelines (), Policy 7544 and AG 7544 **[END OF OPTION]** and any applicable employment contracts govern the staffs' use of the County's Technology and Information Resources and staff's personal communication devices (PCDS) when they are connected to the County's computer network, Internet connection and/or ~~online educational services/apps/services~~, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the Board adopts Policy 7544.]

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using County Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the County's computer network and/or Internet connection).

Staff members are expected to utilize County Technology and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2520 - Selection of Instructional Resources and Equipment.

The use of the electronic resources, technologies, and the Internet must be in support of education and consistent with the educational objectives and priorities of the West Virginia State Board of Education. Use of other networks or computing resources must comply with the rules appropriate for that network and copyright compliance. Users must also be in compliance with the rules and regulations of the network provider(s) serving the County and its schools.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the County with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, County Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

The Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen resources to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The West Virginia Department of Education (WVDE), approved service provider, and other State agencies operate the State-wide infrastructure to provide Internet access for all Pre-k-12 public schools. Pursuant to Federal law, the State has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. Electronic filtering will be installed by the WVDE at the two (2) points of presence (POPs) for Internet access. This will provide filtering for all public schools in a cost-effective manner and with efficient management. This service enables the County/schools to meet the Children's Internet Protection Act (CIPA) and E-Rate guideline requirements for filtering.

[] The Board shall add other electronic filters at the school level.

[] With approval of the Board, schools may add other electronic filters at the local level.

The Board will use technical protection measures to protect against (i.e., filter or block) access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

The technology protection measures may not be disabled at any time that students may be using the County Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

x] The Superintendent or **Technology Director** may temporarily or permanently unblock access to websites or ~~online educational services/apps/services~~ containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. **()** The Superintendent or also may disable the technology protection measures to enable access for bona-fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and

D. unauthorized disclosure, use, and dissemination of personally identifiable information (PII) regarding minors.

Furthermore, staff members shall provide guidance and instruction for their students regarding the appropriate use of ~~technology~~ County Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. ~~and staff~~ Staff members will monitor, in accordance with Federal and State law, students' online activities while at school.

[x] Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. The County will provide parents with appropriate notice - to the extent required by State law - when such monitoring takes place. **[END OF OPTION]**

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the County Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of County Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

[x] Staff will be assigned a school e-mail address that they are required to utilize for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the County. **[END OF OPTION]**

[x] With prior approval from the Superintendent or _____, staff may direct students who have been issued school-assigned e-mail accounts to use those accounts when signing-up/registering for access to various online educational services, including ~~mobile applications/apps/services~~ that will be utilized by the students for educational purposes under the teacher's supervision. **[END OF OPTION]**

Staff members are responsible for good behavior when using County Technology and Information Resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its Technology and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines () and Policy 7544 and its accompanying guideline **[END OF OPTION]**.

[DRAFTING NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate option to match that language.]

[] Staff members may only use County Technology Resources to access or use social media if it is done for educational or business-related purposes.

[] Staff members use of County Technology Resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline.

[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]

[x] An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the County's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property, including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities and in compliance with State Board Policy 5902. Inappropriate online behavior may be cause for discipline pursuant to the provisions of West Virginia Code 18A-2-8.

General school rules for behavior and communication apply.

[x] Use of Artificial Intelligence for School Work

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) tools is strictly prohibited for the completion of school work. The use of AI tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. () (See Policy 7540.089 - Artificial Intelligence ("AI")) **[END OF OPTION]**

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

- A. Collaboration: AI tools can be leveraged during collaborative group projects as a means to brainstorm ideas, support their research efforts, and identify relationships among various findings.
- B. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying blind spots, and suggesting other perspectives.
- C. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- D. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts. AI tools can offer students real-time translation, personalized language exercises, and interactive dialogue simulations.
- E. Writing assistance: AI tools can provide feedback on a student's writing, including grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Similarly, AI tools can offer suggestions to modify tone and voice, organize a student's thinking, identify bias, suggest additional topics, and ask questions to expand the student's thinking on a topic. AI tools can also be used to spark creativity across diverse subjects, including writing, visual arts, and music composition.
- F. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).
- G. Tutoring: AI technologies have the potential to make available one-to-one tutoring and support for every student with access to the technology, making personalized learning more accessible to a broader range of students. AI-powered virtual teaching assistants could provide non-stop support, answer questions, help with homework, and supplement classroom instruction.
- H. Critical Analysis and Discernment: AI usage by our elementary-age students is not appropriate; it is important to teach them to critically analyze and discern AI-generated materials accessed and presented by their teacher. This approach fosters early development in critical thinking, enabling young students to distinguish between potentially inaccurate AI-created content and human-generated information. It also allows young students to learn how AI works.

When AI tools are used responsibly and effectively, they can supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

[END OF OPTION]

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of County Technology and Information Resources that are not authorized by this policy and its accompanying guidelines.

The West Virginia Department of Education (WVDE) and approved service provider(s) can only monitor those e-mail accounts issued to the "k12.wv.us" server, which is administered by WVDE and approved providers. The responsibility for any "k12.wv.us" e-mail accounts lies with the administrator(s) and/or educator(s) identified as responsible for those students using alternative e-mail accounts or the administrator(s) and/or educator(s) identified as responsible for the e-mail server being used.

The WVDE reserves the right to monitor, inspect, investigate, copy, review and store, without prior notice, information about the content and usage of any network and system files, user files, disk space utilization, applications, bandwidth utilization, document files, folders, electronic communications, e-mail, Internet access, and any and all information transmitted or received in connection with networks, e-mail use and web-based tools.

The WVDE's administrative information system (WVEIS) is to be used exclusively for the business of the organization. All information system data are records of the organization. The WVDE has reserved the right to access and disclose all data sent over its information systems for any purposes. All staff must maintain the confidentiality of student data in accordance with The Family Educational Rights and Privacy Act (FERPA).

For reasons of privacy, employees may not attempt to gain access to another employee's personal file of messages in the WVDE's information systems. However, the WVDE has reserved the right to enter an employee's information system files whenever there is a business need to do so.

Based on the acceptable use and safety guidelines outlined in West Virginia State Board of Education policy 2460, the State Superintendent, the WVDE and provider(s) system administrators will determine what is appropriate use, and their decision is final. Also, the system administrator and/or local teachers may deny user access at any time.

The Board designates the Superintendent and _____ as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of County Technology and Information Resources.

~~West Virginia State Board of Education~~ WVBE policy 2460 - Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet

WVBE policy 2520.14 - West Virginia College- and Career-Readiness Standards for Technology and Computer Science

WVBE policy 4350 - Procedures for the Collection, Maintenance and Disclosure of Student Information

WVBE policy 2419 - Regulations for the Education of Students with Exceptionalities

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