

ACCEPTABLE USE OF TECHNOLOGY

Internet, computer network, and non-network access is available to authorized students, teachers, and other staff in the Albemarle County Public Schools. Albemarle County Public Schools' primary goal for technology use in education is to promote educational excellence by facilitating resource sharing, innovation, and telecommunications as outlined in this policy and applicable regulations. However, some world-wide resources available on the Internet and other networks are not of educational value in a school setting.

Students and/or their parents or other legal guardians shall, prior to beginning grades K, 3, 6 and 9 or otherwise entering a school, receive and sign an acknowledgment of this Policy and return same to the appropriate individual school. The school shall maintain an accurate record of who has returned the signed acknowledgment and shall respond accordingly.

Use of the Albemarle County Public Schools' internet and other technology resources is a privilege, not a right. Inappropriate use will result in immediate termination of access and other privileges relating to use and may also result in disciplinary action (up to and including suspension or expulsion, formal reprimand, or dismissal) as well as potential civil or criminal liability and prosecution. **Any use of cellular telephones or other portable communications devices, on school property and during the school day, is subject to the terms of School Board policies JFC and GBC.**

Use or transmission of any material in violation of any United States or state law is strictly prohibited. Also prohibited are the uses or transmission of the following: material protected by federal or state intellectual property laws; copyrighted material (except in accordance with School Board policy EGAAA); licensed material; threatening, harassing, or obscene material; and/or pornographic material. In addition, it shall be prohibited to access, attempt to access, use, or attempt to use the internet or other computer network or non-network technology resources for any other unauthorized purposes, including but not limited to commercial activities, introduction of viruses, and manipulation or corruption of systems, files, and other related resources.

Administration, faculty, or staff may request that the systems administrator deny, revoke, or suspend specific user access in the event of violation of this policy.

Adopted:	August 26, 1996
Amended:	February 22, 1999; April 22, 2004; May 24, 2007
Legal Ref.:	Virginia Code §§22.1-70.2, 18.2-374.1:1, 18.2-372.
Cross Refs.:	EGAAA, <i>Reproduction and Use of Copyrighted Material (Non-print/Print)</i> GBC, <i>Standards of Conduct</i> JFC, <i>Student Conduct</i> JO, <i>Student Records</i> GBL, <i>Personnel Records</i>

ACCEPTABLE USE OF TECHNOLOGY

I. GENERAL & LEGAL REQUIREMENTS

A. Provision of Technology Resources

1. Albemarle County Public Schools retains control, custody, and supervision of all technology resources owned or leased by it. "Technology resources" means all computers, internet access, servers, networks, software, portable electronic communication devices, computer-related hardware, and any other technology equipment or resource provided for student and/or staff use.
2. The use of Division technology resources is a privilege, not a right. Misuse of internet access or any other violation of this policy may result in the revocation, suspension, or loss of that privilege. Misuse may also subject the user to student disciplinary action up to, and including, suspension or expulsion, and employee disciplinary actions up to, and including, dismissal. Any unlawful or illegal activities will be reported to the appropriate agencies and may be subject to civil or criminal liability and prosecution.
3. Users of Division technology resources shall have no expectation of privacy in their use of technology resources, nor in the information and records created or transmitted through them. The Division reserves the right to monitor all use of technology resources by employees and other users in accordance with this policy.

B. Responsibilities of All Users

1. All employees and students using technology resources must follow and enforce this policy in accordance with all relevant School Board and school policies and codes of conduct. In addition, the following forms in the Appendix of this policy will be used by employees and/or students:
 - a. All students using technology resources must first read and sign the appropriate grade-band version of the Student Good Technology User and Secondary Student Acceptable Use of Technology forms. (Forms A-C)
 - b. Employees wishing to use student work or photographs should use the Web Publishing Permission Form (Form D), or the Web Publishing Special Permission Form (Form E), or ensure that the appropriate publishing form included in the annual student registration materials has been completed.
 - c. Employees wishing to use cloud computing for instructional work must use the Cloud Computing Permission Form. (Form F)
 - d. Employees wishing to issue students Division equipment for instructional work

must use the Equipment Loan Form. (Form G)

2. Users will use technology resources in a responsible, ethical and legal manner. Unethical or illegal activities include, but are not limited to: knowingly spreading viruses, violating copyright laws, using unauthorized software, impersonating another user, unauthorized entry, and/or destruction of computer systems and files.
3. Users should understand that any information generated, stored or sent through Division technology resources is the same as written documentation and may be subject to requests under the Virginia Freedom of Information Act and disclosure pursuant to subpoenas, search warrants, court orders and discovery requests.
4. Users shall not use, create, distribute, import or otherwise promote illegal, offensive, obscene, libelous language, pictures, or other similar material on any computer, technology resource, network or the internet.
5. Users shall not respond to harassment encountered on any technology system, but shall report any such activity to the appropriate supervisor or administrator immediately.

C. Provision of Internet Access

1. The Division does not guarantee the availability of internet access for any users, and shall not be responsible for the accuracy or content of any information accessed by users, or for any user information that may be lost, damaged, or unavailable due to technical or other difficulties.
2. In accordance with Virginia Code §22.1-70.2, the Division has implemented a technology for the division's computers and other devices having internet access to filter or block internet access to child pornography as set out in Virginia Code §18.2-374.1:1 and obscenity as defined in §18.2-372. Cellular telephones or other portable communications devices may use networks other than the ones maintained by the Division and are subject to the the terms of service of those network providers.

D. Personal Use of Technology Resources by Employees

1. In accordance with School Board policy GBC, Division employees may not abuse their access to technology resources.
 - a. Abuse may consist of either excessive or unacceptable use. Generally, a use is unacceptable if it conflicts with the School Division's or individual school's or department's purpose, goal, or mission or with an employee's authorized job duties or responsibilities.
 - b. Incidental personal use of Division technology resources must not interfere with the employee's job performance, must not violate any of the rules contained in

this policy or any other policy, and must not damage any hardware, software or communications system.

2. Staff shall not use School Division technology systems for personal, non-School Division purposes to solicit, proselytize, advocate or communicate the views of an individual or of non-school sponsored organizations except through means that have been provided specifically for such purposes (e.g., County Bulletin Board). However, the School Division recognizes that employees have the right to speak out on matters of public concern, and this provision shall not be construed to restrict or prohibit the legal rights of employees to engage in speech that is protected under federal or state laws.

II. EMPLOYEE USE OF TECHNOLOGY RESOURCES FOR INSTRUCTIONAL PURPOSES

A. General Requirements

Staff members supervising students' use of technology resources must take reasonable steps to ensure that students understand and follow the requirements of this policy and all applicable School Board policies.

B. Internet Safety Requirements

Staff members assigning or permitting student internet use must do the following:

1. Deliver instruction regarding internet safety utilizing materials provided through the Division's Internet Safety Program. See: www.k12albemarle.org/internetsafety. Topics to be addressed include:
 - a. Content of this Policy and Regulations
 - b. Generally accepted rules of network etiquette and safety
 - c. Copyright guidelines
 - d. Internet Safety
 - e. Other acceptable use/safety related topics
 - f. Respect for use of time and resources
 - g. Evaluating sites for appropriateness and validity
 - h. Discriminating among types of information sources and assessing the appropriateness of using the Internet as a resource for a specific learning activity.
2. Seek to prevent access by students to material that the school division deems to be harmful to juveniles, and as defined in § 18.2-390 of the Code of Virginia.
3. Recommend safe search strategies and resources which meet the curricular needs of the assignment and the developmental level of the student.
4. Ensure that students use only their first name and last initial when participating in web-based activities unless participating in a moderated learning activity which

requires full names. Home phone numbers, addresses, or other personal information shall not be revealed without parental and teacher permission.

5. Ensure that students only access the internet through technology resources under appropriate supervision of a staff member.

C. Confidentiality of Personally Identifiable Student and Employee Data

1. Employees may not use technology resources to share personally identifiable student educational information, personally identifiable employee information, or any other Division confidential information with individuals not authorized to receive such information.
2. Whether using Division technology resources at a worksite, or at other locations, or while using portable communication devices, employees must use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.
3. Employees shall adhere to all school, School Division, state and federal laws, policies and standards, including the Family Education Rights and Privacy Act (FERPA) regarding confidential information.
4. Account access to systems containing confidential data will only be granted to employees who meet the conditions of School Board Policy JO – Student Records, School Board Policy GBL – Personnel Records and other School Board policies, local, state and federal laws as applicable to the particular system. The use of such accounts must comply with all applicable laws and policies.

D. Web Publication

1. All Albemarle County employees have the opportunity to publish internet home pages, facilitated by the school or department Web Page Coordinator (or administrator's designee). Home pages must adhere to all applicable Albemarle County Public Schools guidelines. See Section V for guidelines on web pages.
2. With appropriate notification and/or permission, student projects and other material relating to individual students may be published on the school division web server or through other services selected by Albemarle County Public Schools staff. In all cases, content must be appropriate and relevant to the mission and the business of the school division. Consent is obtained when a parent signs a hard copy of the Web Publishing Permission Form included in these Regulations. In no case shall information about a student such as home phone number, personal e-mail address, etc. be published.

E. Commercial/Purchasing Activities

1. Internet-based purchases of school supplies, instructional resource materials or other products intended for use by students or staff must follow Albemarle County purchasing guidelines and all applicable policies. All technology-related purchases or product demonstrations, including consultant and development services, must comply with the guidelines established by the Chief Information Officer.
2. Staff and students shall not use technology systems for private financial gain, including the conduct of commercial activity for any business in which there is a personal interest, or for advertising or solicitation purposes.
3. No student may use Albemarle County Public Schools software or equipment to access any service for the purpose of conducting a purchase or participating in any other commercial activity.

III. EMPLOYEE AND STUDENT USE OF ELECTRONIC MAIL

A. Acceptable Use of E-Mail by Employees

1. School Division employees who, based upon job responsibilities, have access to monitor the technology use of students or staff must follow guidelines established by the site administrator (school principal or administrative director). These guidelines shall be placed on file with the Department of Accountability, Research, and Technology.
2. Employees should not use electronic mail for confidential matters or privileged communications, such as student education records, unless appropriate measures are taken to ensure confidentiality and to maintain the appropriate privilege.
3. Staff shall report any incident of harassment or any other unauthorized or inappropriate use of technology encountered over School Division computer resources to the building or department administrator who will report it to the Chief Information Officer as appropriate.
4. Global Distribution Lists exist to facilitate communication, in the conduct of school or Division business, with specified groups of staff. Use of Global Distribution Lists is limited to the business of the School Division. Sending mass e-mails to School Division employees or outside parties for non-school purposes is prohibited.
5. Public Folders are created to provide multiple users an efficient means of communicating information, with either specified groups of School Division employees or with all School Division employees, in order to conduct the business of the School Division. Public folders will be created if and only if they serve the purpose of facilitating such communications. Public Folders should be used only for

the purposes for which they were created. They are not a forum for the expression of personal opinions and should not conflict with the School Division's purpose, goal, or mission or with an employee's authorized job duties or responsibilities. The County Bulletin Board has been established to provide a single, non-work related avenue for employees to communicate non-work related business such as advertising, promoting non-School Division sponsored events, etc. The content of items posted on the County Bulletin Board must remain within acceptable limits for employee conduct.

6. User Etiquette

- a. Signature blocks must contain, at a minimum, the employee's name, title, department or school, and phone number. Signature blocks should not include any personal slogans, quotes, aphorisms, links to non-Division websites, or any other personal messages.
- b. E-mail attachments should be used only when necessary. File attachments should be in a format that can be opened by the recipient and of a type appropriate to the content being transmitted. Files that are platform dependent or require the user to have software that is not commonly available are often unusable and waste Division resources.
- c. Users may not participate in any form of on-line mass e-mails, "chain letters" or the like.
- d. Users will follow general rules of communication etiquette.
- e. Users may not create, open or forward any e-mail attachments that are known or suspected to contain viruses.

B. Creation of Employee E-Mail Accounts

1. E-mail accounts are established only upon the receipt by the Department of Accountability, Research, and Technology of a valid AUTHSCHLS form. E-mail accounts should be requested if and only if an employee must have access in order to fulfill the requirements of his or her job.
2. The creation of, change to, or deletion of employee e-mail accounts is accomplished by the submission of an AUTHSCHLS form to the Department of Accountability, Research, and Technology. Forms should be accurately completed, signed by the appropriate supervisor, and submitted in a timely manner.
3. Persons not eligible for e-mail accounts:
 - a. Student teachers are not eligible for e-mail accounts as their work within the School Division is conducted under the direct supervision of the cooperating teacher/counselor. However, an AUTHSCHLS form, listing a university or

private e-mail address, should be submitted to the Department of Accountability, Research, and Technology. Their names will then appear in the Division's Global e-mail Address Book, and may be added to school distribution lists. Administrative interns are employees of the School Division and, as such, do receive e-mail accounts.

b. Contractors, subcontractors, and volunteers are not eligible for e-mail accounts without approval of the Superintendent/Designee.

4. Employees with e-mail accounts are responsible for maintaining their accounts in a manner that promotes the conservation and protection of School Division resources. E-mail system backups are maintained for short periods of time for the purpose of disaster recovery only. Individual users are responsible for their own backups. E-mail communications may be subject to Virginia Freedom of Information Act inquiries.

C. Monitoring of Employee E-Mail Accounts

1. Audits of account information are routinely conducted. Accounts deemed dormant are investigated and may be removed.
2. Any Department of Accountability, Research, and Technology employee monitoring the technology use of students or staff must follow established site-based or Division-level guidelines, which is included in Section VI of this policy.

D. Acceptable Use of E-Mail by Students

1. Students may not participate in any form of on-line mass e-mails, "chain letters" or the like.
2. Students will follow general rules of communication etiquette.
3. Students may not create, open or forward any e-mail attachments that are known or suspected to contain viruses.
4. Students will comply with the Good Technology User Agreement they have signed.
5. Students will only access the Internet using school technology resources under appropriate supervision of a staff member.

E. Student E-Mail Account Creation

1. Students may not use staff members' e-mail accounts. Class accounts may be used by students under the direct supervision of the person to whom the account was issued. Teachers must apply for a class account by submitting an AUTHSCHLS form to their principal for approval. Albemarle County Public Schools may facilitate hosted e-mail accounts for students when a parent signs a hard copy of the Cloud Computing

Permission Form.

2. Students shall not use technology systems for private financial gain, including the conduct of commercial activity for any business in which there is a personal interest, or for advertising or solicitation purposes.
3. Students may access personal e-mail accounts and other forms of electronic communication with specific, written parental permission as provided on the Good Technology User Agreement **or through the Cloud Computing Permission Form**, to the extent that access does not interfere with the educational process as determined by school staff. Student access to personal e-mail at school is intended for educational purposes and is not guaranteed to be private.

IV. NETWORK GUIDELINES FOR ALL USERS

- A. Users will access only files and data created and maintained by them, that are publicly available within the school network, or to which they have been given authorized access. This includes but is not limited to files residing on individual workstations, servers or other storage devices.
- B. User files are not private. The School Division reserves the right to review the content of all computer accounts and files. Network administrators may review files and communications to keep the network working properly and to ensure that users are using the system responsibly.
- C. Users will use the network without disrupting its use by others. Network users are expected to respect all forms of password protection and use responsible file management techniques (saving, deleting, naming, etc.).
- D. Maintaining the security of School Division computers, networks and other technology systems is of great importance and requires the cooperation and diligence of all users. Any user who identifies a security problem must notify the site administrator (principal or director) who must then notify the **Chief Information Officer or designee**. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of the system security shall have his/her privileges revoked and may be subject to any additional disciplinary and/or legal action.
- E. Users should not share passwords with others except for specific instructional reasons approved by a teacher. Employee passwords, necessary for access to e-mail and systems that contain confidential information, must be changed at least quarterly to protect the security of the network. Periodic password changes may be enforced by the systems administrator. It is recommended that for personal security all users choose a password unique to their Albemarle County account(s).
- F. Personal, portable communications devices may be used to access the Internet through a**

public network established at School Division sites. All use of the School Division's network, including through personal devices, must follow the terms of this and other applicable School Board policies.

V. DIVISION AND SCHOOL WEBSITE MANAGEMENT

A. General Requirements for Division Web Pages

1. All use of Division Web servers and resources shall promote educational excellence by facilitating resource sharing, innovation and communication for the enhancement of the Division's mission.
2. Items published on the Division's server shall be in accordance with applicable web site management rules and guidelines. Each web page author with rights to publish a web page shall be responsible for ensuring that pages published within the school or department's directory comply with this policy and applicable rules and guidelines. Each principal or director will assign the Web Page Coordinator duties to a staff member or staff members as appropriate. The Web Page Coordinator activities are managed by the Superintendent's designee for web-based communications.
3. Schools and departments must develop and use templates that meet the requirements for Division web pages and use navigational strategies common to those used by effective web sites. The templates should provide a common, professional "look and feel" to the Division's web site and sub-sites as appropriate. For example, the Division template would apply to all pages linked from the site home page. As another "site" begins, so may another template. These templates must be approved by the Superintendent's designee for web-based communications.

B. Home Page Guidelines

All School or Department home pages must include the following basic, current information:

- Name of school or department
- Name of principal or director
- Address
- Phone number
- Fax number
- Link to staff directory page containing names, current assignments, and school e-mail addresses for all professional staff (staff may substitute personal e-mail address if desired)
- Albemarle County Public Schools logo
- Link to the school's updated annual fact sheet
- Link to Division's home page
- Link to Division's Internet Privacy Statement
- Name and e-mail address of Web Page Coordinator (in case there are errors)

C. Web Page Guidelines

1. All web pages posted to the Division's web site must:

- contain only content appropriate and relevant to the business of the school division;
- provide no more than limited personal information on "About the Teacher" pages, similar to introductory remarks that would be appropriate comments at a "Back to School Night" or similar function;
- promote educational excellence by facilitating resource sharing and/or innovation;
- comply with school and division "Web Site Management Rules and Guidelines;"
- be technically sound and work properly;
- be reasonably up-to-date, with information from the current school year;
- protect the rights and privacy of students and staff;
- include a faculty/staff directory with individual names, e-mail addresses and current assignments listed;
- adhere to all applicable Albemarle County guidelines and School Board policies, which means, among other things, that the website may not be used to transmit or otherwise deal with illegal, offensive, obscene, libelous language, pictures, or other similar material, any material protected by federal or state intellectual property laws; copyrighted or licensed material, for which permissions have not been obtained; private, commercial links or materials; threatening or harassing language or material; and/or pornographic material;
- include name and e-mail address of web page owner (in case there are errors);
- include link to parent page;
- include link to school's or department's home page;
- include link to the Division's Internet Privacy Statement and Non-Discrimination Statement;
- include date of last update;
- include appropriate title header that associates the page with the school or department;
- include the date of last revision;
- include an appropriate title;
- utilize standard web site management and page creation tools (additional technical standards may be obtained from the Department of Accountability, Research & Technology); and
- be reviewed by the web page author for typographical errors, grammatical errors, content errors and similar problems before posting.

2. School directory pages should also contain the following statement:

Notice: E-mail communication is not guaranteed to be immediate. If you have a message that requires immediate attention or must be communicated to your child in a timely manner, please phone the school office.

3. Web Page Coordinators should contact the Superintendent's designee for communications for information regarding web page design and style. The following elements of web design and graphics should be considered:
 - a. Graphics should be used with a thoughtful purpose. Graphics should provide useful, visual clues about the information provided and not distract from the purpose of the web page.
 - b. Consideration should be given for the many different browsers that will be displaying the page.
 - c. It is recommended that web page designs accommodate the common screen resolution of 800 X 600 pixels.
4. Information should be as current and accurate as possible. In addition, all links to Internet resources should be checked regularly as appropriate and revised as necessary by the author of the web page. Any page that includes external links must include the following warning, informing the user that they are leaving www.k12albemarle.org.

<u>WARNING!</u> This page contains hyperlinks to one or more external web sites. Accuracy and quality of information obtained from either internal or external sources cannot be guaranteed.
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VI. GUIDELINES FOR MONITORING STUDENT OR STAFF USE OF TECHNOLOGY

- A. Albemarle County Public Schools does not routinely monitor an individual's usage of the Division's technology resources. However, there is no guarantee of privacy granted to the user of these resources. The normal operation and maintenance of the Division's technical infrastructure and services requires that general usage and activity is monitored, data and electronic communications are routinely backed up, and programs or other devices are employed to maintain the functionality, integrity, or security of the network infrastructure.
- B. Albemarle County Public Schools reserves the right to monitor any activity, communication, or file creation or storage that utilizes Division technology resources. An individual user's account or activity may be monitored, without notice, under specific conditions, including, but not limited to the following:
 - 1) The user has posted the material to the Division's web server.
 - 2) Routine monitoring reveals excessive traffic (file downloads/uploads, e-mail generation, etc.) or violations of the Acceptable Use Policy (School Board policy IIBE) associated with a particular account.
 - 3) It is determined that the activity associated with a particular account threatens the functionality or security of the Division's technical infrastructure.
 - 4) There is a legal requirement to do so.
 - 5) An employee's supervisor, or a student's principal or designee requests such monitoring to ensure compliance with the Acceptable Use Policy (School Board policy IIBE). All requests must be approved by the Chief Information Officer.

FORM A:
Grades K-2 Student Good Technology User Agreement

A Good Technology User:

1. Uses technology with good intentions and for educational purposes only. Does not use computers or other technology to hurt people or their work.
2. Respects technology as our school's property. Does not break or hurt the computer or other technology.
3. Practices good citizenship using technology. Does not look at, send, or print bad or mean messages or pictures.
4. Respects the environment. Does not waste paper by printing too much.
5. Respects the rights of others. Does not go into another person's folders, work, or files without permission.
6. Acts responsibly. Immediately tells an adult if his/her computer or other technology shows bad or inappropriate things.
7. Tells the truth. Does not copy a picture, website, music, video, words, or other work found on the internet without saying who made it.
8. Accepts responsibility. If you do something wrong, expect to be disciplined.

I agree to be a good technology user!

_____ Student Name	_____ School
_____ Student Signature	_____ Date

I expect my student to be a good technology user as defined by this document and the Albemarle County School Board Policy IIBE, *Acceptable Use of Technology*.

_____ Parent's/Legal Guardian's Signature	_____ Date
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For a full copy of the Albemarle County School Board Policy IIBE, *Acceptable Use of Technology* and accompanying regulations, please contact your child's principal.

FORM B:
Grades 3-5 Student Good Technology User Agreement

A Good Technology User:

1. Uses the computer and other technology with good intentions and for educational purposes only. Does not use technology to hurt people or their work.
2. Respects the computer and other technology as our school's property. Does not damage the computer or other school community property.
3. Respects the law. Does not download and/or install software, shareware, or freeware unless approved by a teacher and does not violate copyright laws.
4. Practices good citizenship using technology. Does not look at, send, or print inappropriate messages or pictures.
5. Respects the environment. Does not waste paper by printing too much.
6. Respects privacy rights. Does not share or use passwords that are not his/her own without a teacher's permission.
7. Respects the rights of others. Does not go into another person's folders, work, or files without permission. Does not use another person's words, pictures, video, music, or other content in their own work without citing where it was found.
8. Acts responsibly. Tells an adult if his/her computer or other technology displays inappropriate material.
9. Accepts responsibility for proper technology use. Misuse of technology can result in loss of privileges and other punishments.

I agree to be a good technology user!

 Student Name

 School

 Student Signature

 Date

I expect my student to be a good technology user as defined by this document and the Albemarle County School Board Policy IIBE, *Acceptable Use of Technology*.

 Parent's/Legal Guardian's Signature

 Date

For a full copy of the Albemarle County School Board Policy IIBE, *Acceptable Use of Technology* and accompanying regulations, please contact your child's principal.

FORM C:
Secondary Student Acceptable Use of Technology User Agreement

Secondary students are expected to:

1. Use the computer and other technology for educational purposes only.
2. Use technology in a manner which does not harm
 - a. People
 - b. Physical equipment, hardware
 - c. Software, operating systems, folders, and files
3. Protect the privacy of self and others by
 - a. Keeping passwords secret
 - b. Respecting the privacy of other student's, teacher's, and the school system's files.
4. Access Internet sites that are appropriate and avoid sites that
 - a. Are offensive, obscene, libelous, or disruptive or contain inflammatory language or pictures
 - b. Require a fee for access (unless authorized by the school and teacher permission is granted).
5. Use computer resources responsibly by
 - a. Self-limiting use of disk space
 - b. Self-limiting use of printing paper
6. Download materials from the Internet, or copy materials from the network, only as approved by a teacher. Ethically uses available internet content by properly and accurately citing all content downloaded from the internet and used in a student's own work. This includes pictures, text, video, music, and other content.
7. Protect the use of the computer for others by never
 - a. Knowingly loading or creating viruses
 - b. Violating copyright laws
 - c. Destroying or deleting other's files, folders or programs.
 - d. Deliberately causing harm to any computer, system, or network
8. Use e-mail responsibly by
 - a. Accessing personal e-mail, and other forms of electronic communication, during the school day for educational purposes only
 - b. Respecting the privacy of letters: letters will not be re-posted without a sender's permission
 - c. Ignoring and refusing to re-send "chain letters" and the like
 - d. Using appropriate language and subject matter
9. Protect, for personal safety reasons, your own privacy on the Internet by using first name and last initial unless the teacher-approved activity requires full names. Home telephone numbers, addresses, and other personal information may not be released unless written parental permission is granted.
10. Accept the consequences of improper use of technology that may include loss of privileges

and other disciplinary actions. School Board policy JFC applies to the use of technology as well, including use that may occur outside of school time and resources.

I have read the above Agreement based on Albemarle County School Board Policy IIBE and state that I fully understand and agree to abide by its requirements in all respects. Should I violate any aspect of this Policy, I specifically agree that I shall accept and be subject to all ramifications, including but not limited to the loss of access and other privileges.

_____ Student Name	_____ School
_____ Student Signature	_____ Date

I expect my student to be a good technology user as defined by this document and the Albemarle County School Board Policy IIBE, *Acceptable Use of Technology*.

_____ Parent's/Legal Guardian's Signature	_____ Date
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If the above-named student does not have a personal e-mail account I give her/him permission to apply for a free Internet-based e-mail account from school if deemed necessary for educational purposes by school staff. Furthermore, I give the above-named student permission to access his/her personal e-mail account from school if deemed necessary for educational purposes by school staff.

_____ Parent's/Legal Guardian's signature	_____ Date
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NOTE: Your signature on this acknowledgment is binding and establishes that you understand the terms and conditions of this policy and their significance.

For a full copy of the Albemarle County School Board Policy IIBE, *Acceptable Use of Technology* and accompanying regulations, please contact your child's principal.

FORM D:
Albemarle County Public Schools
Web Publishing Permission Form

Dear Parent/Guardian,

Each school in Albemarle County maintains school web pages that often highlight events or student accomplishments and work. Your child may be featured in some of these pictures, or may complete work our staff deems worthy of being posted on the Internet. In order to ensure the privacy and safety of all students, Albemarle County Schools requires parental consent before publishing student photographs and student work to these web sites. Albemarle County Schools will not associate names with student pictures on the web and will only associate first name with student work.

Please fill out the form below and return it to school as soon as possible.

I give permission for my child's photograph to be used on the school web pages.

Please check one: ____ Yes ____ No

(In order to ensure safety and privacy, Albemarle County Schools will not associate names with student pictures on the web*)

I give permission for my child's school work to be posted on the school's web pages.

Please check one: ____ Yes ____ No

(In order to ensure safety and still allow for proper credit and recognition, Albemarle County Schools will associate first name only with student work on the web)*

Student's Name: _____ School: _____

Teacher's Name: _____ Grade: _____

Parent's/Legal Guardian's Signature: _____ Date: _____

* In certain circumstances, when posting additional student information to the web may be appropriate (ex. sports, academic recognition, etc), special permission will be requested.

FORM E:
Albemarle County Public Schools
Web Publishing Special Permission Form

Dear Parent/Guardian, Visitor, or Staff:

To ensure the safety and privacy of all students, visitors, and staff, Albemarle County Schools does not associate names with student or other photographs on our website. First name only may be associated with student work. In some cases, it may be appropriate to step outside these guidelines to provide proper recognition in a certain area. The form below describes the special circumstance and asks for permission to publish specific student information to a school web page. This form should also be used for granting permission to publish staff or visitor photographs or other information to the school's web page.

Special Circumstance (please describe: e.g. recognitions, team membership, etc.):

Student, Visitor, or Staff Information to be Published (e.g. photographs):

I give permission for this information to be published on the school's web page for this special circumstance:

Please check one: ☐ Yes ☐ No

Student's Name _____ School _____
 Teacher's Name _____ Grade _____

Parent's/Legal Guardian's Signature _____ Date _____

If adult visitor or staff permission granted, please sign below:

Name _____ Signature _____ Date _____

FORM F:
Albemarle County Public Schools
Cloud Computing Permission Form

Albemarle County Public Schools is utilizing “cloud computing” to support student learning through collaboration. “Cloud computing” allows students to access certain computer programs, services, and files not hosted by Albemarle County Public Schools from anywhere they have an Internet connection.

Upon instruction by the teacher in the terms of service, safe and appropriate use, I give my student permission to establish an account or the School Division to establish an account for my student on the following cloud computer system:

_____ (provide name and web address)

My student will use the cloud computing service to:

The following actions will be taken to protect and monitor my student’s use:

1. Instructions in the Terms of Services agreement for the cloud computing provider.

 Student’s Name

 Teacher’s Name

 Parent’s/Legal Guardian’s
 Signature

 Date

NOTE: Your signature on this acknowledgment is binding and establishes that you understand the terms and conditions of this policy and their significance.

For a full copy of the Albemarle County School Board Policy IIBE, Acceptable Use of Technology and accompanying regulations, please contact your child’s teacher.

FORM G:
Albemarle County Public Schools Equipment Loan Form

Equipment – Type, brand and model	
Condition	
Asset Tag/Serial Number/Other identifier	

I have been issued the above equipment to use for _____.
 By signing below, I agree that I am responsible for the care of this equipment and that I will only use it for school-related purposes.

 Student Name

 Student Signature

 Date Issued

To be signed by the Parent:

I request that my child be issued the above equipment for use outside of the classroom to support _____. I understand and agree that if the equipment is lost, stolen or damaged, I will pay the school up to \$_____ for its full replacement cost.

 Parent Name

 Parent Signature

 Date Approved

This form must be completed only if you wish your child to be able to use the technology equipment outside of the classroom to which the equipment is assigned. Non-classroom use of the technology equipment is not required.