

ACCEPTABLE/ RESPONSIBLE USE POLICY

The School Board provides technologies, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term technology includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

All use of the Division's technology must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material using School Division technology, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials without prior notice.

It is prohibited by division employees and students to use school division technology services for sending, receiving, viewing or downloading illegal material via the Internet.

The school division has selected and operates a technology protection measure for the division's computers having Internet access that monitors and filters or blocks Internet access through such computers, to prevent access to:

- (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
- (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
- (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;

The Division Superintendent shall establish administrative procedures containing the appropriate uses, ethics and protocol for the technology. The procedures shall include:

- (1) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
- (2) provisions establishing that the online activities of minors will be monitored;
- (3) provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- (4) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
- (5) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors;
- (6) a component on Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's technology shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's technology is not a public forum.

Each student and parent/guardian of each student shall sign the Acceptable/Responsible Use Agreement, IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted:

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.:	GCPD	Professional Staff Members: Contract Status and Discipline
	GDPD	Support Staff Members: Contract Status and Discipline
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

Acceptable/Responsible Use Policy Regulation

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.

Expectations for Using School Technology

- The school division expect staff to exercise personal responsibility when using technology.
- The school division expects staff to exhibit ethical uses of technology.
- The school division expects staff to avoid computer activities that interfere with the learning process for themselves or others.

Personally Owned Computer Devices

- Personal technology devices are permitted at school.
- Personal technology devices are permitted to use ACPS-PUBLIC wireless network.
- Personal technology devices are prohibited from accessing the ACPS network (wired or wireless).
- All Personal Devices used within school or at school functions must be free from anything that would violate the staff code of conduct or this policy.

Monitoring the Use of Technology

Albemarle County Public Schools does not routinely monitor an individual's usage of the Division's technology. However, there is no guarantee of privacy granted to the user of these technologies. The normal operation and maintenance of the Division's technical infrastructure and services requires that 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.

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.

Albemarle County Public Schools may provide users with access to online educational services and websites through contracts with educational companies and vendors. Users may be provided with a username and password to access educational content on these websites.

Liability

The School board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.

Administrative Procedures for Staff Responsible Use of Technology

1. All employees using technology resources must follow and enforce this policy in accordance with all relevant School Board and school policies and codes of conduct.
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.

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 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.

Employee Use of Technology Resources for Instructional Purposes

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

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 that 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.

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. Staff should not create accounts for students of web sites without notifying the parents of the intended use and a copy of the privacy statement as required by federal law.
5. 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.

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 Student Acceptable/Responsible Use Policy IIBE. In no case shall information about a student such as home phone number, personal e-mail address, etc. be published.

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 shall not use school division technology 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.

Employee Use of Electronic Mail

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 Superintendent's designee 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.
6. Staff should follow normal communication etiquette when using EMAIL.
 - 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.
 - c. Users may not participate in any form of on-line mass e-mails, "chain letters" or the like.

- d. Users may not create, open or forward any e-mail attachments that are known or suspected to contain viruses.
- 7. 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.

Network Guidelines for Staff

- 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. 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).