

## ACCEPTABLE USE OF TECHNOLOGY

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 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: August 26, 1996  
Amended: February 22, 1999; April 22, 2004; May 24, 2007; May 27, 2010; August 8, 2013

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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.

## **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 expects students to exercise personal responsibility when using technology.
- The school division expects students to exhibit ethical uses of technology.
- The school division expects students 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 and can be used in instructional areas with permission from the teacher.
- 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 student 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 school division's technology. However, there is no guarantee of privacy granted to the user of these technologies. The normal operation and maintenance of the school division's technical infrastructure and services requires that usage and activity are 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 School Division technology resources. An individual student account or activity may be monitored without notice.

Albemarle County Public Schools may provide students with access to online educational services and websites through contracts with educational companies and vendors. Students 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 or technology systems it provides. The School Board shall not be responsible for any damages to the user from use of the computer or technology systems, 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 or technology systems. 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.

## Acceptable/Responsible Use Acceptance

### **Student Acceptance of Policy IIBE**

I understand and agree to abide by the School Division Acceptable/ Responsible Use Policy and Regulations. I understand that the School Division may access and monitor my use of the computer and technology systems, including my use of the internet, e-mail, and downloaded material without prior notice to me. I further understand that should I violate the Acceptable/Responsible Use Policy or Regulations, my Computer System Privileges may be revoked and disciplinary action and/or legal action taken against me.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Parent/Guardian Acceptance of Policy IIBE**

I have read this agreement and Policy IIBE and IIBE-R. I understand that that the computer and technology systems are to be used for educational purposes and the Albemarle County Public School Division has taken precautions to eliminate inappropriate material.

\_\_\_\_\_  
Parent's/Legal Guardian's Signature

\_\_\_\_\_  
Date

### **Photo and School work Permission**

I give my permission for my child's photograph to be used on the school division web pages. In order to ensure safety and privacy, Albemarle County Schools will typically not associate full names with student pictures on the web.

*Please Initial:*         *Yes*                       *No*

I give permission for my child's schoolwork to be posted on the school division web pages. In certain circumstances, when posting additional student information to the web may be appropriate (ex. sports, academic recognition, etc.), special permission will be requested.

*Please Initial:*         *Yes*                       *No*

## **Responsible Use - Administrative Procedures – Grades 3 through 12**

### **As a 21<sup>st</sup> Century Digital Citizen:**

I understand that in all of my online communication, I will be respectful and polite. This includes, but is not limited to, email, chat, instant messaging, texting, gaming, and social networking sites. If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher, administrator, parent, or the technology department before engaging in that activity.

Cyber Bullying is when the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person. I will not intentionally hurt or embarrass another person or group with my technology use as described above, and will notify a counselor, teacher, or technology department member immediately if I become aware of any behavior that may hurt or embarrass another person or group using technology. I understand this is considered Cyber Bullying.

### **As a Responsible User:**

- I will keep my network username and password for my own use and understand they should not be shared with any other students.
- I know not to impersonate or use a username and password that belongs to another student.
- I know my password is confidential and that I must exercise reasonable care to ensure that my password is protected.
- I will not play games, instant-message, or access music or videos at school, unless it is part of the curriculum or is authorized by a teacher.
- I will use the division network storage space only for school-related activities.
- I will not use my school division email account to send out mass unsolicited messages or to forward chain letters, joke collections, or other objectionable materials.
- I will not use school division technology for commercial activity or to seek monetary gain.
- I will not deliberately perform any act, including using my own electronic devices, that will negatively affect the operation of anyone's computers, printers, or networks.
- I will not use file-sharing or music downloading software using school division technology.
- I will make an effort to keep my school and personal technologies free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help from the technology department.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring, or network security circumvention.
- I will not install or boot to non-approved operating systems on school division computers.
- I will not search for (or download) any material that is offensive, lewd, or pornographic. If I mistakenly access inappropriate information, I will notify a teacher or staff person immediately.
- I will properly cite any resources that I use in my schoolwork.

- I will not plagiarize from any sources. (Plagiarism is taking someone else's writings, images, or ideas and presenting them as your own.)
- I will not copy, save, or redistribute copyrighted material (files, music, software, etc.).

**Responsible Use - Administrative Procedures – Grades K through 2**

**As a 21<sup>st</sup> Century Digital Citizen and a Responsible Technology User:**

I will not intentionally hurt or embarrass another person or group with my technology use as described above, and will notify a teacher or parent if others do it, because this is called Cyber Bullying.

I will keep my password secret from my classmates.

I will use technology with good intentions and will not use computers or other technology to hurt people or their work.

I will respect technologies in our school and will not break or hurt the computer.

I will practice good citizenship using technology. I will not look at, send, or print bad or mean messages or pictures.

I will only print after asking my teacher's permission.

I will respect the rights of others and not delete or go into another person's folders, work, or files without permission.

I will act responsibly and immediately tell an adult if my computer does something wrong or does inappropriate things.

I will give credit to the owner of items I copy, like a picture, website, music, video, words, or other work found on the Internet.

I agree to be a good technology user!