

ACCEPTABLE USE OF TECHNOLOGY

Use of the Albemarle County Public School Division's ("Division") 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 School Board ("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 tools, printers, multimedia devices, servers, personal computers and the internet (including web-based tools and resources), ~~along with and~~ 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. Any communication or material using Division technology, including electronic mail or other files deleted from a user's account, may be monitored or read by ~~school~~ Division officials without prior notice.

Division employees may not use Division technology services for sending, receiving, viewing, or downloading illegal material via the Internet. Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited and will be subject to disciplinary action, including criminal prosecution, if appropriate.

The Division operates a technology protection tool that monitors or blocks internet access to the following, in compliance with the Children's Internet Protection Act (CIPA) as codified by 47 U.S.C 254(h) and (l):

- (a) child pornography as defined in Va. Code § 18.2-374.1:1 and/or 18 U.S.C. § 2256;
- (b) obscenity as defined in Va. Code § 18.2-372 and/or 18 U.S.C. § 1460; and
- (c) material that the 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 for technology regarding the appropriate uses, ethics, and protocols. Procedures shall include:

- (1) provisions establishing that the technology protection tool is enforced during any use of the Division's computers by students;
- (2) provisions establishing that the online activities of students will be monitored;
- (3) provisions designed to educate students about appropriate online behavior, including but not limited to, interacting with other individuals via websites, social media platforms, other online forums, and cyberbullying awareness and response;
- (4) provisions designed to prevent unauthorized and unlawful online access by minors;
- (5) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding students; and
- (6) education regarding digital citizenship and web safety for students that is

integrated into the Division's instructional program.

Each parent/guardian of each student shall be given the opportunity to acknowledge the Acceptable Use Agreement, IIBE-E. The failure of any student, teacher, or administrator to follow the terms of this policy or accompanying regulation may result in disciplinary action.

The Board and Division shall not be 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 Board and Division shall not be responsible for any unauthorized charges or fees resulting from access to the computer system, [including telephone, data, or long-distance charges](#).

Adopted: August 26, 1996

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

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: JFC, Student Conduct
JFC-R, Standards of Student Conduct
JO, Student Records

ACCEPTABLE USE REGULATION

Expectations for Using School Technology

- The Division expects students to exercise personal responsibility when using technology.
- The Division expects students to exhibit ethical uses of technology.
- The Division expects students to use technology for learning and to avoid computer activities that interfere with learning for themselves or others.

Personally Owned Devices

- Personal technology devices can be used effectively to support learning and are permitted at school as approved by school administration and the classroom teacher.
- Personal technology devices are only permitted to use the ACPS-PUBLIC wireless network for security purposes. Special exceptions may be made for documented medical reasons.
- Possession or use of personal electronic devices must not in any way disrupt the educational process in the Division, endanger the health or safety of the student or any other person in the Division, invade the rights of others at school, or involve illegal or prohibited conduct.
- All use of personal electronic devices during the school day shall be for appropriate educational purposes only and shall be consistent with the educational objectives of the Division. Students using personal electronic devices must follow the same rules that apply to the use of Division-provided technology. The Division may contact law enforcement if the Division has reasonable suspicion that the device has been used for an illegal purpose or for a purpose that causes harm to others.
- The Division's technology staff will not maintain or service personal technology devices.

Monitoring the Use of Technology

The Division does not routinely monitor an individual's usage of the ~~school~~ Division's technology. The normal operation and maintenance of the ~~school~~ Division's technical infrastructure and services requires that; 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.

The Division 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.

The Division provides students with access to online educational services and websites through contracts with educational companies and vendors. When applicable, students will be provided with a username and password to access educational content on these websites.

Liability

The Board and Division make no warranties ~~for~~with respect to the computer or technology systems it provides. The Board and Division 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 Board and Division deny any responsibility for the accuracy or quality of external information obtained through the computer or technology systems. The user agrees to indemnify the Board and Division for any losses, costs, or damages incurred by the Board or Division relating to or arising out of any violation of these procedures.

ACCEPTABLE USE ACKNOWLEDGEMENT

Student Acknowledgement of Policy IIBE

I understand and agree to abide by the Albemarle County Public School Division Acceptable Use Policy and Regulations. I understand that the 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 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 Acknowledgement 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

Acceptable Use as a Digital Citizen and in Accordance with Student Conduct Policy JFC:

- I will be respectful and polite in all of my behavior and communications when using Albemarle County Public School Division (“Division”) technology. I will check with a teacher, administrator, or parent if I am unsure about the safety and appropriateness of digital files, websites, or software tools that I am using to support my learning.
 - I will keep my network username and password private by not sharing it with others and I will not pretend to be another person when using Division technology.
- Gaming, music, and online communication are permitted when, in the judgment of the school administration and teacher, they are used to support learning and a positive educational environment.
 - I will only store files on Division tools or systems that support my learning.
 - I will use my Division email account for safe and school appropriate communication.
 - I will not damage Division technology or use it in ways that would cause other devices, systems, and networks from being operable and safe.
 - I will only use the operating system provided to me for learning.
- I will use Division technology for educational purposes that appropriately support my learning.
- I will use Division technology to create and share work that is original to me or use appropriate attribution when sharing the work of another. I understand that plagiarism and copyright infringement are prohibited.