

## ACCEPTABLE/ RESPONSIBLE USE POLICY

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 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 School Division's ("Division") 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; and
- (6) a component on Internet safety for students that is integrated in the ~~d~~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~~~~School~~~~board~~Board will review, amend if necessary, and approve this policy every two years.

Adopted: August 8, 2013  
Amended: September 10, 2015

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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.

Cross Refs.: GBC Standards of Conduct  
GBL Personnel Records  
GCPD Professional Staff Members: Contract Status and Discipline  
GDPD Support Staff Members: Contract Status and Discipline  
IIBE Acceptable/Responsible Use of Technology  
JFC Student Conduct  
JFC-R Standards of Student Conduct  
JO Student Records

## 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~~ Division expects staff to exercise personal responsibility when using technology.
- The ~~school division~~ Division expects staff to exhibit ethical uses of technology.
- The ~~school d~~ 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.
- The Division's technology staff will not maintain or service Ppersonal technology devices will not be maintained or serviced by the Division's technology staff.

### 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, Standards of Conduct, 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 purpose, goal, or mission of the ~~School~~ Division's or individual school or department's purpose, goal, or mission or with an employee's authorized job duties or responsibilities.

~~Occasional and incidental personal use of Division information technology resources is permitted, provided such use is otherwise consistent with Board policy, is limited in amount and duration, and does not impede the ability of the employee or other individual to meet the Board's objectives. 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. The Board may revoke or limit this privilege at any time.~~

b.

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](http://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~~ 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.
- ~~3.~~
- ~~5.4.~~ 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.
- ~~6.5.~~ 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~~Division's 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~~ 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 ~~Technology Information~~-Officer.

2. Staff shall not use ~~school division~~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 Learning Engineering, Access, and Design (“LEAD”) ~~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.1.~~ 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.
- ~~E.2.~~ 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.
- ~~E.3.~~ 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.).
- ~~F.4.~~ 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 ~~Technology 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.
- ~~G.5.~~ Users should not share passwords with others except for specific instructional



reasons approved by ~~a teacher~~ the supervisor. 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).

### **Access to Employee Social Media Accounts**

The ~~Albemarle County School~~ Board does not require current or prospective employees to disclose the username and password to the employee's personal social media accounts or to add an employee, supervisor or administrator to the list of contacts associated with the employee's personal social media account.

If the ~~School~~ Board or a ~~School~~ Board employee inadvertently receives an employee's username and password to, or other login information associated with, the employee's personal social media account through the use of an electronic device provided to the employee by the ~~School~~ Board or a program that monitors the ~~School~~ Board's network, the Board will not be liable for having the information, but will not use the information to gain access to the employee's social media account.

This policy does not prohibit the ~~School~~ Board and its agents from viewing information about a current or prospective employee that is publicly available.

This policy does not prohibit the ~~School~~ Board from requesting an employee to disclose the employee's username and password for the purpose of accessing a personal social media account if the employee's social media account activity is reasonably believed at the initiation and in determination of the scope of the investigation to be relevant to a formal investigation or related proceeding by the ~~School~~ Board of allegations of an employee's violation of federal, state or local laws or regulations or of the ~~School~~ Board's written policies. If the ~~School~~ Board exercises its rights under this paragraph, the employee's username and password will only be used for the purpose of the formal investigation or related proceeding.

### **Electronic Timekeeping Systems**

The Board may permit the use of electronic terminals and web-based applications for the tracking of compensable work time and leave balances for employees. Not all employees may use all electronic means of tracking time.

The Board may allow, but not require, the use of employee personal devices for such purpose. Personal devices are permitted to use ACPS-PUBLIC wireless network or elect to use their own personal data plan. If an employee so chooses to use personal equipment for the logging, viewing, and/or submission of time/leave records, he/she must acknowledge and agree to the following:

1. The Division will not provide technical support or maintenance for personal devices.

2. The employee must immediately report to a supervisor any issue reporting time through a personal device and make alternative arrangements to submit time worked.
3. The Division will not purchase or reimburse employees for use of personal equipment to track work time/leave or pay for the cost of repair for damage incurred.
4. The employee accepts the software user agreement by installing the application on a personal device, which may include enabling geo-location services.

Adopted: August 8, 2013  
Amended: September 10, 2015

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Legal Ref: Code of Virginia, 1950, as amended, § 40.1-28.7:5