

## RESPONSIBLE STUDENT USE OF TECHNOLOGY

Use of the Albemarle County Public School Division's ("Division") technology shall support the educational mission and operations of the Division as well as the varied instructional needs and developmental levels of staff and students.

Each student, their parent/guardian and staff shall be encouraged to review the Responsible Use Policy. The failure of any student or employee to follow the terms of this policy or accompanying regulation may result in disciplinary action.

To promote educational excellence, the School Board ("Board") provides technologies by facilitating resource sharing, innovation and communication. The term technology includes computer hardware, peripheral devices, software, data, the internet (including web-based tools and resources) and internal and external networks.

All use of the Division's technology must be in support of education and/or research, or for legitimate school business. The Division reserves the right to monitor any activity, communication, file creation or storage that utilizes Division technology resources. An individual account or activity may be monitored without notice.

It shall be the responsibility of all ACPS staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy and the Children's Internet Protection Act.

The Division operates a technology system that monitors and blocks internet access to the following in compliance with the Children's Internet Protection Act (CIPA):

- a) child pornography as defined in Va. Code
- b) obscenity as defined in Va. Code
- c) material the Division deems harmful or inappropriate to minors as defined in Va. Code
- d) student usage that indicates possible health and/or safety concerns

Student personally owned laptops may not be used during school hours unless approved by the school principal. Students may possess a cell phone, smartphone, tablet, or other communication device on school property, including school buses. However, these devices must remain off and out of sight during the school day. The Division's technology staff will not maintain or service personal technology devices.

In support of the educational mission and operations of the Division the following actions will be subject to disciplinary action, including criminal prosecution, if appropriate:

- sending, receiving, viewing, or downloading illegal material
- intentional destruction of, intrusion into, or interference with any part of technology systems by any means

The Division Superintendent/Designee shall establish administrative regulations for technology regarding the appropriate uses, ethics, and protocols and will review the administrative regulations as necessary. Regulations shall include:

- a) Instruction regarding digital citizenship and web safety for students that is required

- as part of the Division's mandated curriculum.
- b) The risks of transmitting personal information on the internet and the importance of privacy protection.
  - c) The enforcement of copyright laws on written materials, photographs, music, and videos posted or shared online.
  - d) Educating, supervising, and monitoring appropriate usage of the online computer network and access to the internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.
  - e) Providing internet safety and digital citizenship resources to their school community including online courses, in person programs, resource hubs, and digital guides.

The Board and Division shall not be responsible for any information that may be lost, damaged or unavailable when using ACPS technology systems or for any information retrieved. Additionally, the Board and Division shall not be responsible for any damages to a person from use of the computer or technology systems, including loss of data, non-delivery or missed delivery of information, or service interruptions. Furthermore, the Board and Division shall not be responsible for any unauthorized charges or fees resulting from access to the technology systems, 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; August 8, 2019; January 13, 2022  
 Equity Review: August 8, 2019

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

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

Cross Refs: JFC, *Student Conduct*  
 JO, *Student Records*  
 GDA, *Responsible Staff Use of Technology*  
 JFCP, *Personal Device-Free Education* [TO BE LISTED IF APPROVED]

**RESPONSIBLE STUDENT USE OF TECHNOLOGY-ADMINISTRATIVE PROCEDURES****Elementary School Students:**

ACPS provides technology to support your learning. While having technology is an important part of your education, it is a privilege. So that you don't lose this privilege, we provide the following regulations to guide your responsible use:

**How should I use technology?**

- I will use my technology when a teacher asks me during class, or during my own study time.
- I will put my technology away when a teacher says it is time for a device break.
- I will ask for permission before downloading any new apps or software.
- I will only try to access images or files that are appropriate for school.
- I will not attempt to bypass the ACPS internet filter by using a VPN or any other method.
- I will take excellent care of any school technology.

**What should I do with technology?**

- I will use my device to learn about topics that I would feel comfortable sharing with an adult.
- I will check information to verify that it is true.
- I will give credit to the creators of content that is not mine.
- I will use Artificial Intelligence (AI) tools as directed by my teacher, and will note when I have used it.

**How should I interact with other people?**

- I will be a good digital citizen, including being honest and kind online.
- I will ask a teacher or trusted adult before I communicate with someone online I don't already know.
- I will not share my personal information, or others' personal information (like home address, birthdate, or password) online.
- I will give feedback and comments in ways that make others feel supported.
- I will use appropriate language and won't make others feel uncomfortable or bad because of the things I say online.

**What happens when something goes wrong?**

- If I do something that is not in line with these regulations, I will talk to a teacher or trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell a trusted adult if anything happens on the computer or online that does not seem right or makes me feel uncomfortable.

I understand that using any school technology is a privilege I must keep. If I don't follow these regulations, I understand that my privileges may be removed for a time and that I may face other consequences.

**Secondary School Students:** Using your device is a privilege, and any privilege comes with responsibility. Here are the expectations:

### **Digital citizenship**

I am responsible for modeling positive digital citizenship by acting this way:

- I will treat people with dignity and kindness when using technology and when I am online.
- I will be honest and ethical in all digital communications.
- I will be kind and avoid making threats or insulting, gossiping or teasing others with cruelty while I am online or using technology.
- I will only try to access digital images or files that are appropriate for school.
- I will not attempt to bypass the ACPS internet filter by using a VPN or any other method.
- I will give credit to authors or sources when using digital information or ideas that are not my own. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.
- I will use Artificial Intelligence (AI) tools as directed by my teacher, and will note when I have used it.
- I understand that things I post may be seen by others at school and at home, and that things that are posted on the internet can be seen by anyone in the world.
- I will not share personal information (either my own or another student's), including where I live, details about family or friends (including names), my age, birthday, home address or telephone number, or my password on the internet.
- I will provide feedback and comments online in ways that help others feel supported.
- I will use respectful and appropriate language online without swearing, name-calling or causing others to feel uncomfortable due to their gender, race, or any other special capacities.
- I will fact-check information found online or generated by AI before I share it digitally.
- I will not impersonate others online or try to trick people into thinking something I created was made by someone else.

### **Learning and curiosity**

I understand that school technology and networks are primarily provided to help support my learning and curiosity.

- I will use technology to learn about topics I would feel comfortable sharing with an adult.
- I will use technology to complete school activities or assignments.
- I will use my device to check information to verify that it is accurate.

I understand that using any school technology is a privilege I must keep. If I don't follow these regulations, I understand that my privileges may be removed for a time and that I may face other consequences.