

## ACCEPTABLE USE POLICY (AUP) & INTERNET SAFETY

The School Board provides a computer system to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, computer equipment; software; operating systems; storage media; network accounts providing access to network services, such as email; Web browsing and file systems; as well as telecommunication technologies such as telephones, personal computers, cellular phones, Personal Digital Assistants (PDAs), facsimile machines, and all other wired or wireless telecommunication devices. This policy shall apply to all current and emerging information and telecommunication devices and technologies.

All use of the Division's computer system 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 used or stored on the computer system, including electronic mail or other files deleted from a user's account may be archived, monitored and reviewed by school or law enforcement officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. The procedures shall include:

- (1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing uploading or downloading illegal material via the Division's computer systems.
- (2) provisions, including the selection and operation of technology protection measures for the division's computer systems to filter or block Internet access in order 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;
  - (c) offensive Internet content as set out in the Children's Internet Protection Act (CHIPA); and
  - (d) 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;
- (3) provisions establishing data and computer systems security procedures to include;
  - (a) password assignment, complexity, dissemination and storage;
  - (b) encrypted and password protected data transfers and storage of sensitive information between computer systems and client computer systems both local and remote; and
  - (c) limiting outside contractor and vendor access or remote access to computer systems to scheduled times that will be monitored by division personnel.
  - (d) breaches of Internet security and protection of student safety.
- (4) provisions establishing that the online activities of minors will be monitored and that technology protection measures are enforced during use of the Division's computer systems by minors;
- (5) 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;
- (6) provisions designed to prevent unauthorized access by minors, including "hacking" and other unlawful activities directed toward any computer system;

- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors;
- (8) an Internet safety program for students that is integrated into the division's instructional program as set forth in Va. Code § 22.1-70.2;
- (9) promote parental and family involvement as set out in the Family Involvement in Technology (FIT) Program Va. Code § 22.1-212.2:3

Use of the School Division's computer system 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 computer system shall not be used as a public forum or any other function that is not directly related to activities approved by School Board policy and regulations.

Internet safety is the responsibility of the school board, administrators (central office and building), teachers, teacher assistants, counselors, instructional technology resource teachers, library media specialists, building resource officers, technology coordinator, students and community stakeholders. (Including but not limited to parents, caregivers, public library staff, after-school and off-campus program instructors and local law enforcement officials.)

Each teacher, administrator, student, parent/guardian of each student as well as other users of the division's computer system shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher, administrator or other user 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 Division Technology Steering Committee and School Committees will evaluate and revise the AUP and associated regulations as well as the Instructional Internet Safety Program annually. The Division Superintendent shall submit to the Virginia Department of Education this policy and accompanying regulation biennially.

Adopted: July 18, 2006  
Adopted: August 19, 2008  
Adopted: July 21, 2009

---

---

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, 22.1-212.2:3 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