

ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including access to the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

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 generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school 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 or downloading illegal material via the Internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek 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;
- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and;
- (8) a component of Internet safety for students that is integrated in the Division's instructional program.

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 is not a public forum.

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: November 1, 1996

REVISED: July 13, 1999
 October 9, 2001
 March 13, 2007
 July 14, 2009
 July 13, 2010
 July 9, 2013

LEGAL REFERENCES: 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, & 22.1-78.

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each student and his or her parent/guardian must read this agreement carefully before signing the acknowledgement of receipt page (form A) and before being permitted to use the School Division's computer system.

Read this Agreement carefully before signing the acknowledgement of receipt page (form A).

As a condition of access to Gloucester County Public Schools' computers, I agree to the following:

1. I will be responsible for the computer I am working on and will report any incidents of vandalism or theft to the teacher. These might include writing on the computer, unplugging or changing of hardware components, removing or loosening keyboard keys, removal of mouse balls or the mouse itself, and/or other destructive acts.
2. I will respect the privacy of information in other people's files, and will not copy, destroy, or use it.
3. I will not share my login or password with others, and I will not seek to obtain those of others. I will work only in my own file area and will not communicate anonymously or in another person's name.
4. I will not try to hack the system, nor load onto the computer any hacking programs, nor will I attempt any unauthorized access to the system. I will not attempt to delete, alter, or reposition any electronic documents unless authorized to do so. I will not test our network for security breaches because it is unauthorized and forbidden.
5. I will neither exploit any security gaps I detect nor will I pass the information to anyone else, but I will report them to the teacher immediately. I will not help others to break the rules.
6. I will not send offensive material to others, download it off the Internet, or knowingly access it.
7. I understand that I do not have a right of privacy in my Internet account. I also understand that Gloucester County Public Schools has the right to monitor my use of the computer system and the Internet and will remove obscene, abusive, harassing, or inappropriate communication without notice.
8. I understand that the completion of online forms that request personal information (such as name, address, etc.) on the Internet is strictly prohibited without the permission of a teacher or lab supervisor. I will not respond to any free offers or order items on the Internet.
9. I understand that I may not use programs or educational games on the computer unless instructed to do so by my teacher. I may not bring any student or commercially prepared software to school.
10. I will not print unnecessarily or waste resources. Teachers will have the right to impose limitations on storage, printing, and access time, and I will not attempt to circumvent these limitations. I will also follow proper shutdown procedures.
11. I will not attempt to install unauthorized software on the system or onto any computer, nor will I attempt to make a copy of copyrighted software. I will use only that software provided by the teachers.
12. I will not enter the operating system or control panels, unless it is part of my course material.
13. I am responsible for remembering my network login name and password, for keeping myself informed about computer use and classroom/computer lab rules, and for abiding by them. Being unable to logon to the

network is not an acceptable reason for failing to complete my assignments. Ignorance of the rules will be no excuse for disobeying computer use rules either verbal or written.

14. I realize that my computer work must meet the same standards as public written communication including those regulating vandalism, nuisance, harassment, and respect for intellectual privacy and property.
15. I will not incorporate information obtained from network resources into my documents without proper credit to the originator (e.g. bibliographic, citation, footnotes, etc.).
16. I will do my best to avoid infecting the school computers with viruses by using anti-virus software to check my diskettes at home or elsewhere, and if this is not available, by having my disks checked by someone in the computer department before using them on the school system.
17. Refreshments are not allowed in the computer areas. Computer labs are only available for students working on assignments. Friends must wait for me elsewhere. All other school and classroom rules also apply.

I understand that if I violate this agreement, I may immediately lose my access privileges to all Gloucester County Public Schools' computers. I can appeal such a decision through the school principal. The use of the school computers is a privilege, not a right!

Penalties for violation of this agreement may include a warning letter (which will be inserted into my permanent school records along with a letter sent to the principal and parent/guardian), the denial of network access, the denial of non-class usage of all computers, and if not in a computer class, total denial of access for the semester or the entire school year, if warranted. Violation of the terms of this consent form may result in disciplinary action as outlined in the Student Code of Conduct.

Before the school computers may be used, student and parents must sign and return the acknowledgement of receipt page (Form A). A signature means that both understand the rules and that the consequences of rule violation is accepted by both. If over 18 or not living at home, the student must have this agreement signed by the librarian in lieu of the parental signature.