

Charlottesville City Schools Acceptable Use Policy for Technology (AUP)

Technology in the Charlottesville City Schools offers enhanced learning opportunities. Technology resources include, but are not limited to, computers, printers, software, online catalogs and databases, network file servers, data files, a division-wide e-mail system, access to Virginia's PEN, and access to the Internet. Internet and computer network and non-network access is available to authorized students, teachers and other staff. The school division provides technology resources for education purposes only. Some worldwide resources available on the Internet, however, are not of educational value in a school setting. A Technology Acceptable Use Policy serves to protect the interests of the school division and its technology resources users. The school system reserves the right to amend this policy at any time and to enforce such amended policy after giving notice of such amendments.

Authorized Users

Students and employees of Charlottesville City Schools who complete and sign the technology resource use agreement are *authorized users* or *users* of the school division's technology resources.

Students and Parents

Students and their parents or legal guardians shall receive and sign an acknowledgment of this Policy and return it to the appropriate individual school. The school shall maintain an accurate record of those who have returned the signed acknowledgment and shall respond accordingly.

Technology Privilege

Use of the Charlottesville City Schools Internet and technology infrastructure (computers, network file servers, and network wiring) is a privilege, not a right. Inappropriate use will result in an immediate termination of access and other privileges relating to use. Inappropriate use may also result in disciplinary action (up to and including suspension or expulsion for students or formal reprimand or dismissal for staff) as well as potential civil or criminal liability and prosecution. Administration, faculty, or staff may request that the network administrator deny, revoke or suspend specific user access in the event of violation of this policy.

Violations

Use of technology resources or transmission of any material in violation of any federal or state law is strictly prohibited. Also prohibited are the use or transmission of material protected by federal or state intellectual property laws; copyrighted material; licensed material; threatening, harassing, obscene material and/or pornographic material. In addition, users are prohibited from accessing or attempting to access, using or attempting to use, the Internet or other computer network or non-network facilities for any other unauthorized purposes. This includes but is not limited to commercial activities, introduction of viruses, and manipulation or corruption of systems, files and other related resources. Any illegal activities will be reported to the appropriate agencies.

Liability

The Charlottesville City Schools cannot guarantee the availability of technology resources. The school division will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. The division cannot ensure that all electronic transmissions are secure and private and cannot guarantee the accuracy or quality of information

obtained. The school division will employ technology protection measures to comply with Federal and State requirements to filter or block material defined to be objectionable. However, no known process can control or censor all illegal, defamatory, or potentially offensive materials that may be available to the user on systems accessible through technology resources in the Charlottesville City Schools.

School Division Responsibilities

Technology Access and Use

The school division will provide access to technology resources. Users should be aware that use of these resources may be monitored in order to provide an acceptable level of service to all users. Users should also be aware that data that resides on, or passes through, the school division's technology infrastructure (computers, network file servers, and network wiring) is subject to review. In order to maintain system integrity and to ensure users are using the system responsibly, network administrators may review files and communications without prior notice or permission of the user. Users should not expect that files stored on district resources will always be private.

Proper Use

School division staff will provide instruction on proper use of technology resources, including areas of proper care of equipment, management of resources (time and materials), search strategies, user safety, copyright laws, and computer etiquette. Staff shall report any incident of harassment or any other unauthorized or inappropriate use of school division technology resources to the building or department administrator who will report the incident to the Network Administrator.

Internet Guidelines

The school division will provide access to the Internet based on the following guidelines:

1. In elementary schools (K-4), teachers will actively supervise student use of the Internet. Access is password driven. Teachers will make every effort to ensure that students are directed to sites with only age- and topic-appropriate material. Best teaching practice recommends teachers bookmark or use portals to direct usage.
2. In upper elementary school (5-6), teachers will supervise and model appropriate use of the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will, also, experience guided practice leading towards gaining skills to become an independent, responsible user of the Internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of inappropriate information sources or access. Teachers will explore an Internet site before directing students to that site. Teachers will make every effort to ensure that students are directed only to sites with age- and topic-appropriate material and resources.
3. In middle school (7-8), teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise student initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the Internet. Teachers

will make every effort to ensure that students explore only sites with age- and topic-appropriate material and resources.

4. In high school (9-12), students will participate in independent Internet use with teachers assuming less of a monitoring role and more of an advisory role.

Electronic Mail

The school division will provide access to electronic mail for all staff members. Students will not be issued individual e-mail accounts; students may only access electronic mail through a teacher supervised *class account*. The teacher will maintain security of the *class account* password and will directly supervise individual student use of the account. Students who have electronic mail accounts from sources outside the school division may not access those accounts using the school division's resources.

Electronic Media

Throughout the school year, students may have their image, likeness and/or voice captured on digital video, photos, slides, audio and other electronic media. The Charlottesville City Schools reserve the right to use this media to promote continuation and improvement of the division and its educational programs through the Internet, mass media, displays, brochures, presentations and other forms of distribution.

Web Pages

The school division will provide resources to host class/activity Web pages. Such pages must contain only educationally relevant material and must adhere to all applicable school division guidelines, policies, and regulations. Students may only post information to Web pages under the direct supervision of a staff member. Because they will be creating Web pages that depict school activities and projects, students will at times include pictures of themselves or other students within a document. In these instances, picture captions or references will identify the activity or class and will not identify students individually by name. Such pictures will illustrate the activity and will not present portraits of the individual students. If a Web document text does include the name of a student, only the first or *called* name of the student will be used. At no time will a student's full name, address, or other identifying information be used except for students age 16 who may have full name approved for publishing.

Electronic Data

All data reports extracted or generated from the CCS data warehouse or any other CCS data source must be submitted to and approved by Central Administration before being released to the public or any other organization outside of the Charlottesville City Schools.

User Responsibilities

Technology Use

Users will only use technology for school-related purposes in a responsible, ethical, and legal manner. Provisions in the student code of conduct will apply to all student interaction with and use of technology resources. Users should not access, modify, or destroy other user's data without appropriate authorization. Users should not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, or intentionally offend, harass, or intimidate others. Staff members may not

abuse their access to technology resources. Abuse may consist of excessive or unacceptable use. A use is unacceptable if it conflicts with the school division's or individual school/department's purpose, goal, or mission or with a staff member's authorized job duties or responsibilities.

Internet Access

Users will only access the Internet under appropriate supervision. Users will view sites that directly relate to a school-related assignment, activity, or responsibility. Users should not use school technology resources to create, distribute, download, or view obscene, threatening, illegal, or inappropriate content. Users should immediately inform a staff member if they encounter material that is obscene, illegal, inappropriate, offensive, or otherwise makes them feel uncomfortable. Users should not use technology resources to engage in any commercial activity including the purchase of goods and services; staff members may use technology resources to purchase school supplies and resources provided they follow established school division purchasing guidelines.

Electronic Mail

For personal safety reasons when communicating electronically, students shall only use their first or *called* name. Full names, home phone numbers, addresses, or other personal identifying information shall not be revealed without written parental and teacher permission. Users should use electronic mail responsibly. Users should not create, distribute or forward chain letters, offensive or harassing messages, or messages that contain false information. Users must obtain the owner's written permission prior to distributing copyrighted material. The electronic mail system and all of its constituent software, hardware, and data files (the "System") is owned and controlled by the school system and is its property. In order to protect the interests of the school system, its employees and students, the school system reserves the right to access and disclose, without prior notice or permission from the user, the contents of any account on its System. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Systems Administrator. In no event should any user ever download any file attached to any Internet-based message unless the user is certain of that message's authenticity and the nature of the files so transmitted.

Network Use

Users will use resources responsibly. Users will not give out passwords. Users should not disrupt network usage by others, monopolize technology resources, print excessively, nor use excessive amounts of shared data storage space. Users may not use the network for financial gain, commercial or political activity or illegal acts such as hacking. Users may not access the network through wireless systems without permission from Network Administrator.

**Charlottesville City Schools
Elementary School Technology Resource Use Agreement**

I will follow all school rules while I am on the computer. I will not damage the computers. I will not change other people's work without their permission.

I will only go on the Internet with my teacher's help. I will only visit sites that s/he tells me are appropriate. I will give out my name only if my teacher says it is O.K. If I find something that makes me feel uncomfortable, I will tell my teacher right away.

I will only send and receive e-mail with the help of my teacher.

I will share the computers.

I will not print more than I need.

I will let my teacher know if someone is not following the computer rules.

Student's Signature: _____

Date: _____

I have read the Charlottesville City Schools' *Technology Acceptable Use Policy*.

I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in that policy.

(circle) YES NO

I give permission for my child's image or likeness to be used.

(circle) YES NO

Parent/Guardian Signature: _____

Date: _____

Please print your student's name: _____
Last First Middle

School: _____ Grade: _____

**Charlottesville City Schools
Upper Elementary School Technology Resource Use Agreement**

I will be responsible for following all school rules, treating computer equipment with respect, making changes only to my work unless I have permission to change someone else's work, and treating other computer users with respect.

I will only use the Internet with my teacher's permission. I will use the Internet only for school purposes and will visit sites that s/he has approved. I will not plagiarize from the Internet. If I find something that offends me or makes me feel uncomfortable, I will tell my teacher right away. I will give out my first or *called* name only if my teacher gives me permission.

I will have my teacher help me send and receive e-mail.

I will be responsible with my time on the computer and will print only what I need.

I will let my teacher know if someone is making me feel uncomfortable or is not using the computers responsibly.

Student's Signature: _____

Date: _____

I have read the Charlottesville City Schools' *Technology Acceptable Use Policy*.

I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in that policy.

(circle) YES NO

I give permission for my child's image or likeness to be used.

(circle) YES NO

Parent/Guardian Signature: _____

Date: _____

Please print your student's name: _____
Last First Middle

Grade: _____

**Charlottesville City Schools
Middle School Technology Resource Use Agreement**

I will be responsible for following all school rules, using the computer only for legal activities, treating computer equipment with respect, using only my password, using only approved software, and treating other computer users with respect. I will only access and modify my work; I will access and/or modify someone else's work only if I have permission to do so.

I will only use the Internet with my teacher's permission and guidance. I will use the Internet only for school purposes. I will not plagiarize from the Internet. If I find something that is obscene, illegal, or offensive, I will inform my teacher right away. While online, I will only give out my first or *called* name; I will give out other personal information only with permission of my teacher.

I will only use a class account to send and receive school-related e-mail.

I will keep my password(s) secret, be responsible with my time on the computer, and print only what I need to complete class assignments.

I will report any harassment or inappropriate use of computer resources to my teacher.

Student's Signature: _____

Date: _____

I have read the Charlottesville City Schools' *Technology Acceptable Use Policy*.

I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in that policy.

(circle) YES NO

I give permission for my child's image or likeness to be used.

(circle) YES NO

Parent/Guardian Signature: _____

Date: _____

Please print your student's name: _____
Last First Middle

Grade: _____

**Charlottesville City Schools
High School Technology Resource Use Agreement**

I will use technology resources in a responsible, ethical, and legal manner. I will use technology resources only for school-related purposes.

I will not access, modify, or destroy other user's data without proper authorization. I will not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, or intentionally offend, harass, or intimidate others.

I will access the Internet only under appropriate supervision. I will only view sites that directly pertain to a school-related assignment. I will not use school technology resources to create, distribute, download, or view obscene, illegal, or inappropriate content. I will not plagiarize from the Internet. I will immediately inform a staff member if I encounter material that is obscene, illegal, inappropriate, offensive, or otherwise makes me feel uncomfortable.

I will not use technology resources to engage in any commercial activity including the purchase of goods and services. I will not give out personal information (full name, address, telephone number).

I will use electronic mail responsibly and only through an authorized class account. I will not create, distribute or forward chain letters, offensive messages, harassing messages, or messages that contain false information. I will distribute copyrighted material only if I have the owner's written permission.

I will use technology resources responsibly. I will not give out my passwords. I will not disrupt network usage by others. I will not monopolize technology resources, use printing excessively, or use excessive amounts of shared data storage space.

I will immediately notify a staff member or school administrator if I am the subject of harassment while using technology resources or if I witness inappropriate use of technology resources.

I have read, understand and agree to abide by the AUP.

Student's Signature: _____

Date: _____

I have read the Charlottesville City Schools' *Technology Acceptable Use Policy*.

I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in that policy.

(circle) YES NO

I give permission for my child's image or likeness to be used.

(circle) YES NO

I give permission for my child's full name to be used (must be 16 years of age).

(circle) YES NO

Parent/Guardian Signature: _____

Date: _____

Please print your student's name:

_____ Grade _____
Last First Middle

**Charlottesville City Schools
Staff Technology Resource Use Agreement**

I have read and I understand the Charlottesville City Schools *Technology Acceptable Use Policy*. I will make every effort to hold students accountable to the policy and to report serious violations to my building administrator. I understand and agree to abide by the AUP. I also understand that my inappropriate use of technology resources can result in disciplinary action.

Signature: _____

Date: _____

Please print your name: _____
Last First Middle

Location: _____