



Charlottesville City Schools Acceptable Technology Use Agreement

Charlottesville City Schools (CCS) recognizes that technology enhances learning opportunities. CCS provides technology resources for educational purposes only. Use of CCS technology resources, including the CCS network and access to the Internet, is a privilege, not a right. Inappropriate use may result in immediate termination or suspension of access and other privileges relating to the use of CCS technology resources. Inappropriate use may also result in disciplinary action (up to and including suspension or expulsion for students, or formal reprimand, suspension or dismissal for staff) as well as potential civil or criminal liability and prosecution. CCS reserves the right to monitor the use of CCS technology resources, including electronic mail communications and access to the Internet, in order to provide an acceptable level of service to all authorized users and to enforce the terms of this policy. CCS may capture student images, likeness, and/or voice on digital media in accordance with Community Relations guidelines and Opt-Out procedures. Students and staff should understand when communicating electronically that their screen name, posted photographs, and language represents them online and must meet acceptable standards. Users of CCS technology resources should be aware that data that resides on CCS technology resources or passes through the CCS network is not private and is subject to review without prior notice. CCS is not responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. CCS cannot ensure that electronic transmissions are secure and private and cannot guarantee the accuracy or quality of any information obtained using CCS technology resources.

This agreement supports School Board personnel and instruction policies. Please review policy and regulation GAB/IIBEA online by visiting the Charlottesville City Schools web site (www.ccs.k12.va.us) and navigating to the Policy Manual tab.

Students and families should review Policy Manual Section I - Instruction, links IIBEA and IIBEA-R. Employees and contractors should review Policy Manual Section G - Personnel, links GAB and GAB-R.

Prohibited Acts:

- Students are prohibited from playing games during the instructional day unless otherwise directed to by a teacher or administrator. Computers are to be used for instructional purposes only.
- Students are not allowed to connect a portable computer to ethernet jacks in the school unless instructed by teacher or administrator.
- Students shall not save, transfer, or load non-school related materials and files on a school file server or storage system provided by CCS. Students are expected to maintain their instructional files and media in a responsible manner, which includes backing up data and files at regular intervals. USB and other external storage media (e.g. micro-SD, etc.) can only be used for file storage and shall not be used to launch software.

The school division will:

- Provide access to technology resources for students, staff, and other authorized users who have agreed to abide by the terms of this policy.

- Provide instruction on proper use of technology resources and internet safety for all authorized users.
- Implement and monitor Internet Safety instruction and curriculum within the division's instructional program to meet all federal and state mandates. All students and staff will receive instruction in Internet Safety including the following topics: personal safety, cyber bullying, cyber security, intellectual property, copyright, and networking etiquette. Policy and implementing procedures will be reviewed every 2 years and revisions will be made as needed.
- Supervise and monitor student use of the Internet and make an effort to ensure that students access sites with only age- and topic-appropriate materials. Specifically, Elementary (K–4) staff will make an effort to bookmark sites or use portals to direct students to pre-selected Internet sites and online activity will be monitored. Upper Elementary (5–6) staff will model skills needed to search for information within an area of study, filter information for credibility and worth, and recognize inappropriate information sources or sites. Teachers will explore Internet sites before directing students to those sites. Middle School (7–8) staff will supervise student-initiated information search activities and provide support as students begin to assume responsibility for becoming independent users of the Internet. High School (9–12) staff will advise students as they participate in independent Internet use.
- Employ technology protection measures to comply with federal and state mandates to filter or block materials deemed to be harmful to juveniles. However, no known process can control or censor all harmful or inappropriate material that may be available to users of CCS technology resources.
- Provide access to technology resources that allow authorized users to create and post web pages on the CCS network and the Internet. All such web content must follow CCS Web Policy and Regulations EGAAAA-R. All employees and students shall follow the requirements and responsibilities for the development and use websites and materials described in Policy EGAAAA: Management of School Division Website.
- Provide access to electronic mail for all staff members. Students may be issued individual electronic mail accounts as part of specific instructional programs and initiatives; students should only access electronic mail through a teacher supervised class account. Students may not access personal electronic mail or real-time messaging accounts using CCS technology resources unless the student is doing so for an educational purpose and has received explicit permission from a CCS staff member.
- Monitor remotely CCS-issued student computer devices within the CCS network to determine appropriate use during the instructional day.
- Leverage technology and/or services to aid in locating and recovering technology that has been reported lost or stolen.

Authorized users will:

- Use CCS technology resources in compliance with all local, state, and federal laws including, but not limited to, laws that govern copyright and intellectual property. Downloading, uploading, or importing music, images and videos are allowed on district-owned technology during or outside of school hours, so long as it does not violate copyright law or contain words or images that are pornographic, obscene, graphically, violent or vulgar. Users shall not attempt to locate or make use of files that are unacceptable in a school setting.
- Adhere to guidelines each time the Internet is used at home and school on CCS provided hardware. Use that disrupts or interferes with the safety or welfare of the school community is prohibited, even if such uses take place off of school property. CCS reserves the right to monitor the use of CCS

technology resources, including electronic mail communications and access to the Internet, in order to provide an acceptable level of service to all authorized users and to enforce the terms of this policy.

- Use CCS technology resources responsibly and with respect for others. Users must leave computers, keyboards, mice, monitors, printers, and other peripherals unaltered and in good working condition. Users shall not deface the computer or peripherals in any way. This includes but is not limited to marking, painting, drawing, or placing stickers on any surface of the computer or peripherals. Users will be held financially responsible for lost, stolen and/or damaged technology. Assignment of fees will be based on the approved fee schedule.
- Use CCS technology resources for educational purposes only. Users issued CCS hardware are required to bring a fully charged computer device to school daily as well as electronic media and files required for class. Personal headphones may be used during class with CCS-issued hardware, with teacher permission, as long as the use does not interfere with the instructional program.
- Use CCS technology resources responsibly and with respect for others. Users may not use CCS technology resources to offend, harass, cyber bully, intimidate others, or use inflammatory language and shall use appropriate language in all communications. Provisions in the student code of conduct will apply to all student interactions with and use of CCS technology resources. Student and staff shall not use fictitious name with the intent of concealing ones identify in school-sanctioned discussion boards or emails and shall follow proper grammatical rules, including no internet slang to disguise or otherwise mask inappropriate communication.
- Use CCS technology resources for educational purposes only. Users may not use these resources for financial gain, commercial purposes, or political activities outside of this district purpose. Users may not create, distribute, or forward chain letters or hoaxes; nor may users create, distribute, or forward unsolicited bulk electronic communications that are unrelated to the division's educational mission.
- Use only assigned accounts and passwords (where applicable). Users must take appropriate precautions to safeguard account or password information and prevent the use of assigned accounts and passwords by others. Users are not to misrepresent or assume the identity of other users. Students are required to report any security problem or breach to a teacher or administrator immediately. Students and staff will never reveal identifying information, files, or communication to unknown entities through email or posts to the internet.
- Maintain the confidentiality and security of protected information. Users may not provide access to confidential information to others who are not authorized to have such information. Users shall be expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Employees shall not use electronic mail for confidential matters or privileged communications, such as student records, unless appropriate security precautions are taken. A confidentiality statement must be attached to all personally identifiable emails.
- Use student images, likenesses, or voice recordings in digital format in accordance with guidelines.
- Maintain the security and functionality of all CCS technology resources. Users shall not attempt to bypass security measures or gain access to unauthorized resources or attempt to conceal the identity of one's computer or user information on the CCS network. Users are prohibited from creating or using unauthorized networks including but not limited to voice, data, IP, peer-to-peer, ad hoc, or proxy networks. Users may not knowingly create or spread malicious code.

- Access, modify, or delete other user's data only after receiving appropriate permission. Upon request by a CCS employee or school staff, students should make messages or files, sent or received, available for inspection.
- Use CCS technology resources in a way that does not disrupt resource usage by others or monopolize resources. This includes refraining from the consumption of excessive amounts of network bandwidth, data storage space, and printer supplies. It is the responsibility of each staff and student to ensure that personal files, media, and programs do not consume instructional computer storage space.
- Use only software that has been legally obtained, licensed, and authorized for use on CCS computers. Users may not download from the Internet, tamper with, copy, install, or use any software that compromises the security or functionality of the CCS network or connected networks.
- Access the Internet when connected to the CCS network by utilizing a personally-owned computer or other device only after receiving permission from the Technology Director or designee. Users will not connect any personal technologies such as laptops and work stations, wireless access points and routers, printers, etc. to district owned and maintained local, wide, or metro area network. Connections of personal devices such as iPods, smart phones, and printers are permitted but not supported by CCS technical staff. Home internet use is the responsibility of the student, both in cost and configuration.
- Return upon withdrawal from a CCS school or employee termination all issued property prior to leaving the district or as part of the computer collection programs including but not limited to all peripherals, charger & power cords, stylus, carrying case, mice, and keyboard. Failure to return the CCS-issued computer and peripherals in accordance with the stated condition may result in prosecution for all applicable crimes to include, but not limited to grand larceny. Users will be held financially responsible for lost, stolen and/or damaged technology. Assignment of fees will be based on the approved fee schedule.

All violations of this agreement or problems with any CCS technology resource shall be reported to a teacher, administrator, or other appropriate source. CCS reserves the right to amend this agreement at any time and to enforce such amendments after giving notice of such amendments.

Violations of these items may result in disciplinary action and may also result in criminal charges if the violation is also a violation of Federal, State, or local law or ordinance. Examples of such dual violations are computer hacking or trespassing, harassment, threat, or cyber bullying via a CCS computer, and computer fraud (See title 18.2 of the Code of Virginia). Ignorance of these regulations will not excuse the infraction. Where Virginia law is violated, legal actions may be taken.

Revised: August 30, 2011

Signature Form for Parents/Guardians

Parents,

Please keep a copy of the Charlottesville City Schools Acceptable Technology Use Agreement for your reference and return a signed declaration of understanding and adherence to your child's school.

DECLARATION OF UNDERSTANDING AND ADHERENCE

I, the parent or guardian of _____ (student's name), the minor student who has signed, along with me, this acceptable use policy, understand that my son or daughter must adhere to the terms of the Charlottesville City Schools Acceptable Technology Use Agreement. I understand that access to CCS technology resources is for educational purposes only. I accept responsibility to set and convey policies, regulations and standards for appropriate and acceptable use to my son or daughter when he or she is using CCS technology resources. Furthermore, my signature indicates my permission to allow my son or daughter to have access to the Internet under the conditions set forth. This agreement will be signed at enrollment as new students enter elementary or any grade level and will be re-signed when entering grades 5, 7 and 9; and/or when revisions to the agreement are made.

Date

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

Student Name (Please Print)

Student Signature

Signature Form for Emancipated or Adult Students

Student,

Please keep a copy of the Charlottesville City Schools Acceptable Technology Use Agreement for your reference and return a signed declaration of understanding and adherence to your teacher.

DECLARATION OF UNDERSTANDING AND ADHERENCE

I understand that I must adhere to the terms of the Charlottesville City Schools Acceptable Technology Use Agreement. I understand that access to CCS technology resources is for educational purposes only. I accept responsibility to follow policies, regulations and standards for appropriate and acceptable use when I am using CCS technology resources. This agreement for students will be signed at enrollment as a new student entering elementary or any grade level and will be re-signed when entering grades 5, 7 and 9; and/or when revisions to the agreement are made.

Date

Student Name (Please Print)

Student Signature

Signature Form for CCS Staff

Please keep a copy of the Charlottesville City Schools Acceptable Technology Use Agreement for your reference and return a signed declaration of understanding and adherence to your principal or immediate supervisor.

DECLARATION OF UNDERSTANDING AND ADHERENCE

I understand that I must adhere to the terms of the Charlottesville City Schools Acceptable Technology Use Agreement. I understand that access to CCS technology resources is designed for educational purposes. I accept responsibility to follow policies, regulations and standards for appropriate and acceptable use when I am using CCS technology resources. This agreement for staff, contractors and service providers will be signed at hiring and will remain in effect for the duration of your employment and/or service to CCS or when revisions to the agreement are made.

_____	_____	_____
Date	Name (Please Print)	Signature

	School, Department, or Program	