ACCEPTABLE USE OF TECHNOLOGY RESOURCES

The Franklin City School Board provides technology resources, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term technology resources includes, but is not limited to, hardware, software, data, communication lines and devices, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, laptops, netbooks, tablets, e-readers, still camera, video cameras, document cameras, cell phones, the Internet and other internal or external software and/or networks.

All use of the Division’s technology resources must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the technology resources is a privilege, not a right. Any communication or material used on the technology resources including electronic mail or other files deleted from a user’s account may be monitored or read 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 technology resources. 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:
   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 by minors;
4. Provisions establishing that the online activities of minors will be monitored;
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 online access by minors, including “hacking” and other unlawful activities by minors online;
7. Provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors;
8. A component on Internet safety for students that is integrated in the division’s instructional program.
Use of the School Division’s technology resources 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 technology resources are not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Use of Technology Resources Agreement, GAB-E1/IIBEA-E2, before using the Division’s technology resources. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of technology resources 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 technology resources 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 technology resources.

The school board will review, amend if necessary, and approve this policy every two years.
ACCEPTABLE USE OF TECHNOLOGY RESOURCES

All use of the Franklin City Public Schools Division’s technology resources shall be consistent with the School Board’s goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term technology resources includes, but is not limited to, hardware, software, data, communication lines and devices, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, laptops, netbooks, tablets, e-readers, still camera, video cameras, document cameras, cell phones, the Internet and other internal or external software and/or networks.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division’s technology resources shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

   Employees may not use technology resources to share personally identifiable student educational information, personally identifiable employee information, or any other Division confidential information with individuals not authorized to receive such information.

   Whether using technology resources on school premises/work site or at other locations, or while using portable communication devices, employees must use appropriate judgment and caution in communication concerning students and staff to ensure that personally identifiable information remains confidential.

2. **Privilege.** The use of the Division’s technology resources is a privilege, not a right.

3. **Unacceptable Use.** Each user is responsible for his or her actions while using the technology resources. Prohibited conduct includes, but is not limited to:
   - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
   - sending, receiving, viewing or downloading illegal material via the computer system.
   - unauthorized downloading of software.
   - using the computer system for private financial or commercial purposes.
   - wastefully using resources, such as file space.
   - gaining unauthorized access to resources or entities.
   - posting material created by another without his or her consent.
   - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
   - Using the technology resources for any form of cyber bullying.
   - using the technology resources while access privileges are suspended or revoked.
   - vandalizing the, technology resources including destroying data by creating or spreading viruses or by other means.
   - intimidating, harassing, or coercing others.
   - threatening illegal or immoral acts.
- using someone else’s login.
- Using technology resources for personal entertainment such as playing or downloading games, streaming or downloading movies or videos, streaming of downloading music, on-line-shopping or internet chats and email not directly related to educational content or school business.

4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:

- be polite.
- users shall not forge, intercept or interfere with electronic mail messages.
- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
- users shall respect the limits of the technology resources.
- users shall not post chain letters or download large files.
- users shall not use the technology resources to disrupt others.
- users shall not modify or delete data owned by others.

5. **Liability.** The School Board makes no warranties for the technology resources it provides. The School Board shall not be responsible for any damages to the user from use of the technology resources, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the technology resources. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

6. **Security.** Security of the technology resources is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures. At no time is it permissible to use an ID and password other than your own.

7. **Vandalism.** Intentional destruction of or interference with any component of the technology resources through creating or downloading computer viruses or by any other means, either electronic or physical, is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the technology resources, including telephone or long-distance charges.

9. **Electronic Mail.** The School Division’s electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students’ electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message’s authenticity and the nature of the file. Email is archived and users should understand that any information generated, stored, or sent through the Division technology resources is the same as written documentation and may be subject to requests under the Virginia Freedom of Information Act and disclosure pursuant to subpoenas, search warrants, court orders, and discovery requests.

10. **Enforcement.** Software will be installed on the division’s computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of technology resources privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

11. User files are not private. The School Division reserves the right to review the content of all computer accounts and files. Network administrators may review files and communication to keep the network working properly and to ensure that users are using the technology resources responsibly.
TO: Parent/Guardian

FROM: Franklin City Public Schools

SUBJECT: Acceptable Use of Technology Resources

The Franklin City School Board offers your student the use of electronic communications through the Franklin City School Division’s technology resources. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the internet and other electronic information systems/networks.

Part of the School Division’s responsibility in preparing students for the 21st century is to provide them access to the tools they will be using as adults. The internet will likely be one of these tools. Through the Division’s technology resources your student will have access to databases, libraries and computer services from all over the world. We accept the responsibility of teaching your student about his/her role as a “network” citizen and the code of ethics involved with this new community.

With this educational opportunity also comes responsibility on the part of your student. It is important that you and your student read the enclosed division policy, administrative regulation and agreement form and discuss these requirements. The Division takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material and a user may access inappropriate material.

In order for your student to take advantage of this educational opportunity, your authorization is needed. Attached to this letter are the Acceptable Use of Technology Resources Policy and Regulation (GAB/IIBEA) and the Acceptable Use of Technology Resources Agreement which both you and your student must sign before your child may use the technology resources. Please review these materials carefully with your student before signing the required agreement.

Sincerely,
ACCEPTABLE USE OF TECHNOLOGY RESOURCES AGREEMENT

Each employee must sign this Agreement as a condition for using the School Division’s technology resources. Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division’s technology resources. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy IIBEA/GAB and Regulation IIBEA-R/GAB-R, Acceptable Use of Technology Resources. If you have any questions about this policy or regulation, contact your supervisor or your student’s principal.

I understand and agree to abide by the School Division’s Acceptable Use of Technology Resources Policy and Regulation. I understand that the School Division may access and monitor my use of the technology resources, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my technology resources privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Signature ___________________________ Date __________________

I have read this Agreement and Policy IIBEA/GAB and Regulation IIBEA-R/GAB-R. I understand that access to the technology resources is intended for educational purposes and the Franklin City Public Schools Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired through use of the technology resources. I have discussed the terms of this agreement, policy and regulation with my student.

I grant permission for my student to use the technology resources in accordance with Franklin City Public Schools division’s policies and regulations and for the School Division to issue an account for my student.

Parent/Guardian Signature ___________________________ Date __________________

Parent/Guardian Name _____________________________ (Please Print)

FRANKLIN CITY PUBLIC SCHOOLS