

New Kent County Schools
Acceptable Use Policy

Purpose

New Kent County Public Schools provides students, employees and guests (users) with access to the school division's electronic communications systems and network, which includes Internet access, whether wired or wireless, or by any other means.

Computers, network, Internet, electronic communications and information systems (collectively IT systems) provide vast, diverse and unique resources. The wide array of information technology available to New Kent users introduces new risks and opportunities. The responsibility for appropriate behavior rests with all individuals who use New Kent IT resources and computing facilities. New Kent County Schools will provide access to the school division's IT systems in order to access information, to facilitate learning, to conduct research, and to support its mission and educational objectives. Levels of access are provided depending on assignment, responsibility and need to know.

Internet use and access is a privilege. New Kent County Schools' IT systems will be used primarily for education-related purposes and performance of school division job duties. *Incidental personal use* of school computers is permitted for employees so long as such use does not interfere with the employee's job duties and/or performance, with system operations, or with other system users. Personal use shall comply with this policy and all other applicable New Kent County Schools' policies, procedures and rules contained in this policy. Any communication or material used on the computer system, including electronic mail, may be monitored or read by school officials. All computer use will also comply with local, state and federal laws; and shall not damage the New Kent County Schools' IT systems. Students may only use the IT systems for educational purposes. Users may not use their personal computers to access the New Kent County Schools' Intranet, Internet or any other IT systems unless approved by the Technology Coordinator or designee.

New Kent County Schools shall protect its IT system against internal and external risks and threats. Users play an important role in protecting the school division's assets and in lessening the risks that can destroy these assets. Consequently, employees and students are required to fully comply with this policy, and to immediately report any violations or suspicious activities to the Technology Coordinator. Inappropriate use will result in disciplinary action by school officials and/or the revocation of those privileges.

Authority

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 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 by minors;
- (4) provisions establishing that the online activities of minors will be monitored;
- (5) provisions designed to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online; and provisions prohibiting the unauthorized disclosure, use and dissemination of personal information regarding minors.

New Kent County Schools will cooperate to the extent legally required with the local, state, and federal officials in any investigation concerning or related to the misuse of IT systems. System administrators have the right to access by interception, and to store for archival purposes, any user accounts or communications for any reason in order to uphold this policy and to maintain the system. All e-mails and instant messages sent through the New Kent County Schools network are subject to logging and archiving. Users have no privacy expectation in the contents of their files or any of their use of the school division's IT systems. New Kent County Schools reserves the right to monitor, track, log and access IT systems use and to monitor and allocate fileserver space.

New Kent County Schools reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. The school division uses technology protection measures that block or filter inappropriate material on the Internet. *Inappropriate material* includes, but is not limited to, visual, graphic, text and any other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors. *Inappropriate material* also includes hateful,

illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, or discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability) material. *Inappropriate material* also includes material that is violent, bullying, terroristic, or advocates the destruction of property. Measures designed to restrict student access to material harmful to minors may be disabled to enable staff members to do research or for other lawful purposes.

New Kent County Schools has the right, but not the duty, to monitor, track, log, access and report all aspects of its computer information technology and related systems of all users and of any employee&s, student&s or guest&s personal computers, network devices, Internet traffic, electronic communication systems and media brought on school division property or at school division events, or connected to the New Kent County Schools network. This includes devices containing New Kent County Schools& programs or student data (including images, files and other information). This monitoring is intended to help ensure compliance with this and other school division policies, to protect its resources, and to comply with the law.

Responsibility

The Internet is a global network connecting thousands of computers around the world. Due to its nature, inappropriate materials can be accessed through the network and electronic communications systems. *Inappropriate materials* include, but are not limited to, those which may be defamatory, discriminatory, inaccurate, obscene, sexually explicit, violent, threatening, offensive and illegal. Because of the nature of technology that allows the Internet to operate, New Kent County Schools cannot completely block access to these resources. Knowingly accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in actions as explained further in this policy.

Delegation of Responsibility

The Technology Coordinator or designee will serve as the coordinator to oversee the school division&s IT systems and will work with other regional and state organizations, as necessary. The Technology Coordinator or designee will approve user activities, provide leadership for proper training for all users in the use of the IT systems and the requirements of this policy, establish a system to ensure adequate supervision of the IT systems, and maintain executed user agreements.

The Technology Coordinator or designee will establish a process for creating and supervising individual and class accounts and establishing the school division&s virus protection process. Unless otherwise denied for cause, student access to the IT systems resources shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All users have

the responsibility to respect the rights of all other users within New Kent County Schools. All users shall also abide by the division's rules and regulations as well as all local, state or federal laws.

School District Limitation of Liability

New Kent County Schools makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District's IT systems will be error-free or without defect. New Kent County Schools does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the school division, nor is the division responsible for the accuracy or quality of the information obtained through or stored on the IT systems. New Kent County Schools shall not be responsible for any damage users may suffer, including but not limited to, information lost, damaged, delayed, misdelivered or unavailable when using the IT systems. The school division will not be responsible for stolen, damaged or lost personal devices of students, employees, contractors or guests.

Unacceptable Uses and Prohibitions

Use of New Kent County Schools' IT system for illegal, inappropriate, unacceptable or unethical purposes is prohibited. The school division reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the IT systems. These prohibitions are in effect any time New Kent resources are accessed whether on school division property, when using mobile commuting equipment, directly from home or indirectly from another ISP.

1. Personal Safety

- a. Students shall not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone, school address, work address, etc.
- b. Students shall not agree to meet with anyone met on-line, unless with parental approval and, preferably, parental presence at the meeting.
- c. Students shall promptly disclose to a teacher or school administrator any message that the student feels is inappropriate or that makes the student uncomfortable.

2. Illegal Activities

- a. Students shall not attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or accessing another person's files.
- b. Students shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

- c. Students shall not use the system to engage in any illegal act, such as arranging for a drug sale, purchasing alcohol, threatening another person etc.

3. System Security

- a. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from using their account. Under no conditions should students reveal their password to another person.
- b. Students shall notify a teacher or administrator of any possible security problems with the system.
- c. Students shall follow computer virus protection procedures when downloading software.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Students shall not use obscene, profane, lewd, inflammatory, threatening, or disrespectful language.
- c. Students shall not engage in personal attacks, including prejudicial or discriminator attacks.
- d. Students shall not harass another person. Harassment is persistently acting in a manner that annoys another person.
- e. Students shall not knowingly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. Students shall not repost a message that was sent privately to them without permission from the person who originally sent the message.
- b. Students shall not post private information about another person.

6. Respecting Resource Limits

- a. Students shall not download large files unless authorized to do so.
- b. Students shall not access personal e-mail accounts from other Internet providers unless given express permission to do so.

7. Plagiarism and Copyright Infringement

- a. Students shall not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.

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 - b. Students shall respect the rights of copyright owners. If a student is unsure whether a work is copyrighted or whether you may reproduce a certain work, that student shall ask a teacher before using the work.
8. Inappropriate Access to Material
 - a. Students shall not use the system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
 - b. Students shall follow their parent's instructions regarding any further material inappropriate for their access.

Violation of the above rules may result in a loss of access, as well as other disciplinary or legal action.

Safety and Privacy

Internet safety education will be an integral part of daily instructional content across the curriculum. To the extent legally required, users of New Kent County Schools' IT systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications shall immediately report them to the Technology Coordinator or designee.

- Users will not post personal contact information about themselves or other people on the IT systems.
- Users may not steal another's identity in any way, may not use spyware, parasiteware, or use school division or personal property in any way to invade one's privacy.
- Users may not disclose, use or disseminate confidential or personal information about students or employees. Examples include, but are not limited to, using a cell phone with camera and Internet access to take photographs of any subject relevant to the school division; saving, storing and sending the photographic images with or without text or disclosing them by any means, including but not limited to, print and electronic matter; revealing student grades, home addresses, telephone numbers or health information unless legitimately authorized to do so.

General rules for behavior, ethics, and communications apply when using the school division's IT systems and information. Users shall be aware that violations of this or other policies, or for unlawful use of the IT systems, may result in loss of IT access and disciplinary action, as stated in Division policy.

New Kent County Schools will provide resources on the division website that include links to Internet safety sites, appropriate Internet usage tips, preventative measures and supervision.

Adopted: July 2, 2007

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 and 22.1-78.

NEW KENT COUNTY SCHOOLS

Acceptable Use Policy Acknowledgement and Consent Form

I understand and agree to abide by New Kent County Schools' Acceptable Computer System Use Policy and Regulation. I understand that New Kent County Schools may access and monitor my use of the computer system, 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 computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature _____ Date _____

Student Name _____
(Please print)

I have read this Agreement and Policy and Regulation IIBEA/GAB. I understand that access to the computer system is intended for educational purposes and the New Kent County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for New Kent County Schools to restrict access to all inappropriate material and I will not hold the school division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my child.

I grant permission for my child to use the computer system and for the School Division to issue an account for my child.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____
(Please Print)

NEW KENT COUNTY SCHOOLS

**Employee Acceptable Use Policy
Acknowledgement and Consent Form**

I understand and agree to abide by New Kent County SchoolsøAcceptable Computer System Use Policy and Regulation. I understand that the school division may access and monitor my use of the computer system, 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 computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Employee Signature _____ Date _____

Employee Name _____
(Please print)