

FRANKLIN COUNTY PUBLIC SCHOOLS

Acceptable Computer System Use Regulations (ACCEPTABLE USE POLICY)

This policy shall apply to all students, faculty, staff, and users of any of the Franklin County School Division's computer system.

Revised March 12, 2019

GENERALLY

These regulations shall apply to all students, faculty, staff, and users of any of the electronic network, hardware, and software provided by Franklin County Public Schools.

Vision

Franklin County Public Schools (FCPS) recognizes that access to technology in school gives the student a greater opportunity to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. FCPS is committed to helping students develop 21st century technology and communication skills. Technology is an integrated component in the lives and education of the students and staff.

Franklin County Public Schools, in collaboration with parents and community members, strive to support and educate students to take advantage of the Internet's benefits while reducing its risks.

Franklin County Public School's responsibility is to give access to technology, teach students how to use technology, and digital citizenship.

Digital Citizenship

Aspects of Digital Citizenship include ethical, responsible, and safe use of computer systems. As an educational system, Franklin County Public Schools will prepare our users to ethically, responsibly, and safely use technologies. We must ensure users understand how to use computer systems in an acceptable and safe manner.

Acceptable Computer Systems Use

All use of the Franklin County School Division's computer system shall be consistent with the school board's goal of promoting 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, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic

services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

Computer System Use-Terms and Conditions:

Acceptable Use

Access to the division's computer system 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.

Privilege

The use of the division's computer system is a privilege, not a right.

Unacceptable Use

Each user is responsible for his or her actions on the computer system. 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 computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- intimidating, harassing, bullying, or coercing others.
- threatening illegal or immoral acts.
- any attempt to circumvent the school's safety measures and filtering tools.
- the arranging of a meeting with an online acquaintance.
- any attempt to gain unauthorized access to network infrastructure.

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 computer system's resource limits.
- users shall not post chain letters or download large files.
- users shall not use the computer system to disrupt others.
- users shall not modify or delete data owned by others.
- users shall not attempt to gain access to other personal resources using unauthorized credentials.

Security

Computer system security 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 his/her passwords confidential and shall follow computer virus protection procedures. Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files, programs, or emails of unknown or untrusted origin.

If a user believes a device he/she is using might be infected with a virus, the user should alert his/her teacher, supervisor, or Technology Services staff and immediately power down the device and wait for further instruction.

Vandalism

Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

Charges

The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.

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 his/her 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. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under his/her account or password. 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.

Web Access

Franklin County Public Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with the Children's

Internet Protection Act regulations and school policies. Web browsing and all activity over the network or using district technologies may be monitored and web activity records may be retained indefinitely.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, disrespecting, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that all activities are monitored and retained.

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 computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

Downloads

Users should not download or attempt to download or run executables on the school network or onto school resources without express permission from the Technology Services staff. For the security of our network, download such files only from reputable sites, only for education purposes, and with consent of the Technology Services staff.

Users should not download secure or confidential information to personal devices.

Plagiarism

Users should not plagiarize (or use information as his/her own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should carefully safeguard the personal information of themselves and others while using Internet capable devices. Some Internet activities are not only dangerous but illegal. Parents, students, and employees should be aware of relevant laws.

If a user sees a message, comment, image, or anything else online that makes the user concerned for his/her personal safety, he/she shall bring it to the attention of a teacher, administrator, supervisor, and/or the Technology Services staff immediately.

Mobile Devices

Franklin County Public Schools may provide users with mobile devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution. Users should report any loss, damage, or malfunction to the Technology Services staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network will be monitored.

Personally-Owned Devices Regulations and Guidelines

Franklin County Public Schools establishes the following guidelines particular to the use of personally-owned devices in schools, in addition to all the general protocols covered in these regulations (GAB-R/IIBEA-R.Acceptable Computer System Use).

- Before bringing his/her own device, the student and his/her parent/guardian must read, sign, and complete the Franklin County Public Schools Personally-Owned Electronic Devices Permission Form.
- Personal devices must have up-to-date antivirus software installed and running.
- The student takes full responsibility for his/her device and will keep it on his/her person at all times. The school division is not responsible for lost, damaged, or stolen devices.
- Students must connect to the school's wireless network when using a device at his/her school. Students should not use personal MiFi devices. No personally owned devices may be connected to the network via a network cable.
- Only the student who owns the device will have access to it while it is on the school network.
- All activities involving personally-owned devices must be only at the direction of the classroom teacher/supervisor, and his/her use must not be disruptive to instruction.
- The scope of the usage of personal devices within an instructional setting will be determined by the classroom teacher/supervisor. Students/staff who go beyond that established scope (for example, taking photographs when the established scope is Internet usage only) are subject to disciplinary action.
- The administration or the classroom teacher has the right at any time to discontinue permission of use of personally-owned devices in the classroom.
- Franklin County Public Schools administration reserves the right to search or confiscate a privately-owned electronic device in accordance with the FCPS Acceptable Use Policy if the student is using the device without permission or if there is reasonable suspicion that the student has violated school board or school policies.
- Users who violate any component of the FCPS Acceptable Use Policy may lose the right to use any personal device or school device in the instructional setting and/or face disciplinary action.

****Any personal device brought to school will be subject to monitoring by the Technology Services staff****

Personally-Owned electronic devices permission form can be found under policy GAB-F3/GAB-F4 in school board policies.

Limitation of Liability

Franklin County Public Schools makes no warranties for the computer system it provides. Franklin County Public Schools shall not be responsible for any damages to the user from use of the computer

system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any violation of these procedures.

While Franklin County Public Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantee as to their effectiveness.

Franklin County Public Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network and will not be responsible for any personal devices.

The school division is not responsible for troubleshooting or support of any kind for personal devices. FCPS will not provide accessories to charge or to provide power to student/staff personal devices.

User Privileges

In order to facilitate learning and enhance educational information exchange, users have instructional permission to:

- use all authorized hardware and software for which they have received training.
- access the Internet and outside resources to retrieve information.
- access internal (Intranet) resources which they are authorized to access and use for educational purposes.

Violations of Acceptable Use Policy

Users violating any of these Rights and Responsibilities will face disciplinary action described below:

- suspension of computer system privileges.
- notification to parents/guardians, supervisors, and/or appropriate authorities.
- detention or suspension from school and school-related activities.
- legal action and/or prosecution under state, federal, or international law.

Adopted:

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.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs: GCPD Professional Staff Discipline
JFC Student Conduct

JFC-R

Standards of Student Conduct