

# Acceptable Use Policy and Internet Safety Program

## Technology Acceptable Use Policies

### Local Technology Policies and Guidelines

#### Lunenburg County Schools

#### Acceptable Use of Technology

#### Overview

Technology in the Lunenburg County Schools offers enhanced learning opportunities. The network and computer equipment is owned by the school system and provides a limited educational purpose of allowing users to conduct research and communicate with others. The user is provided technology resources to include, but are not limited to, computers, printers, software, online catalogs, network file servers, data files, a division-wide e-mail system, hand-held devices, 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. Student and employee use should reflect the educational purpose of the network. By signing the Acceptable Use Policy (AUP), users agree to follow the guidelines stated within.

#### Authorized Users

Students and employees of Lunenburg County 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. Students or staff not returning a signed AUP agreement will not be allowed access to technology resources available in Lunenburg County Public Schools.

#### Technology Privilege

Use of the Lunenburg County Schools Internet and technology infrastructure (computers, network file servers, and network wiring) is a privilege, not a right. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that students and staff are using the system responsibly. Users should not expect that files stored on division servers will always be private. Users should be advised that activity on the network can be tracked. Within reason, freedom of speech and access to information will be honored. The network administrator can disable student or employee rights if violations warrant such action. Administration, faculty, or staff may request that the network systems administrator deny, revoke or suspend specific user access in the event of violation of this policy.

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. Disciplinary actions for employees may include a conference, warning, letter of reprimand, loss of privileges, suspension without pay, demotion, dismissal, and/or criminal prosecution. Disciplinary action for students may include, but is not limited to a telephone call to parents or guardians, loss of privileges, restitution, suspension, and /or expulsion, and /or criminal prosecution.

## **Violations**

Use of technology resources or transmission of any material in violation of any federal or state law is strictly prohibited. Also prohibited is the use or transmission of material protected by federal or state intellectual property laws; copyrighted material; licensed material; threatening, harassing or 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, or to "hack into" or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data. Illegal activities will be reported to the appropriate agencies.

## **Liability**

The Lunenburg County 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. Lunenburg County Public Schools will not assume responsibility for any virus damage resulting from use of the school system's network. Every possible measure is taken to assure safety, but viruses can penetrate any system. The school division does not ensure that all electronic transmissions are secure and private. The school division does not guarantee the accuracy or quality of information obtained. The school division cannot fully control or censor illegal, defamatory, or potentially offensive materials that may be available to the user on systems accessible through technology resources in the Lunenburg County Schools. Every effort will be made using filtering software and teacher supervision to control access to inappropriate sites and resources. In accordance with CIPA (Children's Internet Protection Act) Internet filtering software is in place to prevent access to:

- child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256
- obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
- material that the school deems to be harmful to juveniles, as defined in Va. Code § 18.2-390, material that is otherwise inappropriate for minors as defined in 47 U.S.C. § 254 (h) (7) (G), and material that is otherwise inappropriate for minors.

## ***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 Division Supervisor of Technology.

## **Electronic Mail**

The school division will provide access to electronic mail for all staff members.

Students will not be issued individual school e-mail accounts; students may only access electronic mail through outside individual accounts. The teacher will directly supervise individual student use of the account. Students who have electronic mail accounts from sources outside the school division will have limited supervised access to those accounts using the school division's resources.

## **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 complete 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. A *called* name is the name by which the student is called in class. It may be a diminutive version of a given name, a middle name, a set of initials, or a combination. At no time will a student's full name, address, or other focused identifying information be used.

## **Internet Safety**

In accordance with Va. Code §22.1-70.2, Lunenburg County Public Schools requires all students to receive Internet safety training. Through the implementation plan, Internet safety is both taught to and practiced by students, and integrated into the curriculum, K-12. Special emphasis is placed on safety, security, and ethics in the instructional program.

## ***User Responsibilities***

### **Technology Use**

Users will only use technology for school-related purposes. Users will use resources 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 or downloads 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 either 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, 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. "Hacking" of the internet or network belonging to Lunenburg County Public Schools shall be considered a violation of internet and/or computer protocol and ramifications for such actions will reflect appropriate disciplinary actions as deemed necessary.

## **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 messages, 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. Users shall not attempt to access instant messages, chat rooms, forums or message boards (except school approved), personal email, and personal web pages (including social networking sites).

## **Network Use**

Users will use resources responsibly. Users will not give out passwords. Users should not disrupt network usage by others, should not monopolize technology resources, should not print excessively, and should not use excessive amounts of shared data storage space.

Users should immediately notify a staff member or school administrator if they are the subject of harassment while using technology resources or if they witness inappropriate use of technology resources. Violation of the school system's network, to include "hacking," will constitute disciplinary action as described in the Student Code of Conduct, to include expulsion and referral to the appropriate agencies.

## **Cyber Bullying**

Users shall not engage in personal attacks, including prejudicial or discriminatory attacks. Users shall not harass another person. Harassment is described as persistently acting in a manner that intentionally annoys another person. Users shall not knowingly post false or defamatory information about a person or organization. Users shall report to responsible school personnel any electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN), observed while using school-owned technology.

## **Plagiarism and Copyright Infringement**

Users shall not plagiarize works found on the system. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. Materials used shall be properly documented (written, graphic, recorded). Check with the building librarian if you are unsure of the steps to cite sources. Users should request permission from the copyright holder if unsure whether a work is protected by copyright or if one has permission to reproduce a particular work. Unless otherwise indicated, all information on the system is considered to be copyright protected.

**Lunenburg County Schools  
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 or downloads 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 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, etc.)

I will use electronic mail responsibly and only through an authorized 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 understand that misuse of these privileges in any way will result in appropriate disciplinary action and possible suspension of the use of all technical equipment in the district.

Student Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

I have read the Lunenburg County Schools' *Technology Acceptable Use Policy*. I have discussed the policy with my child, and I give my child permission to use the technology resources according to the regulations set forth in that policy

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please print your student's name:

\_\_\_\_\_

Grade: \_\_\_\_\_ Last First Middle

**Lunenburg County Schools  
Staff Technology Resource Use Agreement**

I have read and I understand the Lunenburg County 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 that my inappropriate use of technology resources can result in disciplinary action up to and including formal reprimand and dismissal.

Staff Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Please print your name:

\_\_\_\_\_  
*Last*                      *First*                      *Middle*

Location: \_\_\_\_\_

**LUNENBURG COUNTY PUBLIC SCHOOLS**  
**Frances Wilson, Director of Student Services**  
**Phone 434-676-2467**  
**Fax 434-676-1000**  
**frances.wilson@k12lcps.org**

August 1, 2015

Dear Parent or Guardian:

Lunenburg County Schools would like to offer your student access to our electronic communications system, the Lunenburg County web site ([www.lun.k12.va.us](http://www.lun.k12.va.us)) and the schools' Wide Area Network. 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 division's responsibility in preparing students for the future and to provide them access to the tools they will be using as adults. The Internet is one of those tools. In fact, Virginia's new Standards of Learning require that students know how to conduct research and publish on the Internet. Students will be evaluated on these skills on standardized tests. Through the division' system, your student will have access to hundreds of databases, libraries, and computer services from all over the world. We accept the responsibility for teaching your student about his/her role as a "network citizen" and the code of ethics involved with this new "global community." In addition, as a response to legislation approved by the 2006 General Assembly, Lunenburg Schools will implement an internet safety component which will be integrated into the K-12 curriculum.

With this educational opportunity also comes responsibility for the student. It is important that you and your student read the enclosed division policy, administrative regulations, and agreement form and discuss these requirements together. Please note that the Internet is an association of diverse communications and information networks. It is possible that your student may come across material of adult content, some of which you might find objectionable. The division takes a no tolerance approach to accessing such material. Precautions will be taken to prevent unauthorized access, but it is not possible to prevent such access completely.

Attached to this letter are the following documents:

- The division's Acceptable Use Policy
- An agreement for your student to read and sign stating his/her agreement to follow division policies and regulation regarding the use of county hardware, the Internet, Web Page Design, and Code of Ethics. This agreement requires your signature and must be renewed each year and kept on file at the school.
- A form for you to use if you do not want any image of your child used in anything that may be published on the Internet.

Please review these materials carefully with your student before signing the required agreement form.

Sincerely,

Frances Wilson  
Director of Student Services

## Permission of Publication of Student Image

One very important component of a student's education today is the knowledge of how to publish and present data that has been collected on any given subject. Modern technologies give all students the ability to perform this task quickly and easily. Students in Lunenburg County Public Schools will have the opportunity to publish work that they have created internationally on the Internet.

Incorporated into a student or a teacher's work may be a drawn or photographed still, or video image of him/herself or others in the school. You as a parent or guardian of a student attending Lunenburg County Public Schools may have reason to request that no image of your child be published. We want to know if this is the case. Please sign the form below and return it to their classroom or homeroom teacher.

---

**As a parent of a student in Lunenburg County Schools, I am aware that my child will be given instruction on how to publish and present data that they learn in school.**

**Yes, I give permission for my child's image to be used for school related Internet publications.**

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**No, I do not give permission for my child's image to be used in school related Internet publications (including PTO programs, sports events, class projects and other school activities).**

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date