ACCEPTABLE COMPUTER SYSTEM USE

The school board provides a computer system, including the internet, to promote 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 internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

(1) a prohibition against use 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 as 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;

(4) provisions establishing that all usage of the computer system may be monitored;

(5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;

(6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;

(7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;

(8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and

(9) a component of internet safety for students that is integrated in the division's instructional program.

Use of the school division's computer system 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 computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

The failure of any user to follow the terms, this policy or the Technology Use Guidelines may result in loss of computer system 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 computer system 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 computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Amended: September 10, 2013
Amended: July 23, 2019

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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.

Cross Refs.: EGAA   Reproduction and Use of Copyrighted Materials
             GBA/JHFA Prohibition Against Harassment and Retaliation
             GCPD   Professional Staff Discipline
             GCQB   Staff Research and Publishing
             JFC   Student Conduct
             JFC-R   Standards of Student Conduct

TECHNOLOGY US GUIDELINES

All use of the Wise 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:

1. **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.

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

3. **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.

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 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.

5. **Liability.** The school board makes no warranties for the computer system it provides. The school board 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 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.** 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 their passwords confidential and shall follow computer virus protection procedures.

7. **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.

8. **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.

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. 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 their 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.

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 computer system privileges and may also result in appropriate disciplinary action, as determined by school board policy, or legal action.**

Amended: July 23, 2019

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: GAB/IIBEA   Acceptable Computer System Use
GCPD   Professional Staff Discipline
JFC   Student Conduct
JFC-R   Standards of Student Conduct

Wise County Public Schools

PERSONALLY OWNED COMPUTING/NETWORK DEVICE
ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT
PERMISSION FORM

The purpose of this document is to inform parents, guardians and students of the rules governing the use of personally owned computing/network devices while on or near school property, in school vehicles and at school-sponsored activities, as well as the district's technology resources via remote access.

Please read the following information carefully before signing the attached permission form.

Introduction
Wise County Public Schools (WCPS) is pleased to offer students access to district computers, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology whether personal or district-provided. While using district or personal technology resources on or near school property, in school vehicles, and at school-sponsored events, as well as using the district's technology resources via remote access, each student must act in a manner consistent with school, district and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using WCPS Technology Resources
The information systems and Internet access available through WCPS are available to support learning, enhance instruction, and support school system business practices. WCPS information systems are operated for the mutual benefit of all users. The use of the WCPS network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other WCPS employees.

The WCPS network is connected to the Internet, a network of networks, which enables people to interact with millions of networks and computers. All access to the WCPS network shall be preapproved by the principal or program manager. The school or office may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems.

Other disciplinary action may be imposed as stated in the Wise County Public Schools Student Handbooks. WCPS implements Internet filtering on all WCPS sites in accordance with the federal Children's Internet Protection Act. Schools will continually educate students on personal safety practices and effective techniques for identifying and evaluating information and its sources.

Respect for Others
Users should respect the rights of others using the WCPS network by:
- o Using assigned workstations as directed by the teacher.
- o Being considerate when using scarce resources.
- o Always logging off workstations after finishing work.
- o Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- o Leaving equipment and room in good condition for the next user or class.

Ethical Conduct for Users
It is the responsibility of the user to:
- o Use only his or her account or password. It is a violation of WCPS Acceptable Use Policy (AUP) and Regulations to give access to an account to any other user.
- o Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- o Not read, modify, or remove files owned by other users.
- o Use the WCPS network and resources in a manner that is consistent with the mission of the school system. The use of WCPS network for personal use or private gain is prohibited.

WISE COUNTY PUBLIC SCHOOLS

o Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of WCPS network and resources to illicitly access, tamper with, or experiment with systems outside WCPS.
o Refrain from using offensive, obscene, or harassing language when using WCPS network systems.
o Abstain from accessing, changing, or deleting files belonging to others.
o All software on any personally owned computing device shall be properly licensed. The use of non-licensed software violates the AUP.

Respect for Property

The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with terms of a preauthorized license agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted. In addition:

o Do not modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment.
o Report equipment problems immediately to teacher or program manager.
o Leave workstations and peripherals in their designated places.

Internet Safety and Security

o Students using a personally owned device using a wireless connection are only permitted to connect to the WCPS Wi-Fi network.
o Appropriate virus-checking software must be installed, updated, and made active prior to any personally owned computing device being placed on the WCPS network.
o Operating system software must be the most current version and up-to-date with all relevant patches.
o No device placed on the WCPS network will have software that monitors, analyzes, or may cause disruption to the WCPS network.
o Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal or program manager.
o Users will not change or delete files belonging to others.
o Real-time messaging and online chat may only be used with the permission of the teacher or program manager.
o Students are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
o Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all material they seek.
o Users are responsible for reporting any inappropriate material they receive.
o Users are prohibited from accessing portion of the Internet that is inconsistent with the educational mission of WCPS.
o All student-produced web pages are subject to approval and ongoing review by responsible teachers and/or principals. All web pages should reflect the mission and character of the school.
o Users are prohibited from viewing, sending, and accessing illegal material.
o Students have the responsibility to cite and credit all Internet material used.
o Any device placed on the WCPS network is subject to discovery under the Freedom of Information Act (FOIA), and possible confiscation by school authorities. WCPS reserves the right to monitor and investigate activities on personally-owned computing equipment on the WCPS network.

Disciplinary Action

Any violation of this agreement will result in the loss of computer system privileges as well as the right to use one's personal technology resources while on or near school property, in school vehicles, and at school sponsored events. Additional disciplinary or legal action may result when applicable.

Wise County Public Schools

PERSONALLY OWNED COMPUTING/NETWORK DEVICE
ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT
PERMISSION FORM

I,_____   agree to let   _____
     Name of parent or guardian   **Name of student**

bring their personally owned computing device for instructional use in Wise County Public Schools (WCPS). I understand that the student named above will be permitted to use their personally owned device, subject to the conditions in this document.

I understand that if I agree to allow my student to use their own device that Wise County Public Schools is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that WCPS Staff will be unable to support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use or place devices where instructed to by their classroom teacher.

WCPS uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the WCPS network, but only when this equipment is used in school on the WCPS network. Access through cellular networks does not provide the same measures of filtering. Students should only use the WCPS network (not private cellular service) for internet access while on WCPS property.

I have verified my student is aware that all aspects of the Wise County Public School's ***Student Handbook, Acceptable Use Policy for Network Access*** apply to the use of the WCPS computer system as well as the use and care of their personal device while on WCPS property or while involved in any WCPS sponsored event/activity.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the WCPS curriculum. Uses of these devices for unrelated activities beyond or outside the WCPS educational program are prohibited.

_____   ___/___/___

Parent or Guardian's Signature   Date

Student Acceptance:

I agree to adhere to the AUP guidelines presented in the Student Handbook. I will utilize the device(s) for instructional purposes only while at any WCPS school or on the WCPS network.

_____   _____
Student Signature   Student ID#_   _____/___/__

                                                                                                                                      Date

Wise County Public Schools

PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION FORM

To be filled in by Parent/Guardian: You may fill out this form to register up to 3 devices. If you need assistance with collecting this information, please ask a member of your school technology support team.

	Device 1	Device 2	Device 3
Device Type (make and model)			
Serial Number			
Network/MAC Address for all network adaptors			

Adopted: