

KING GEORGE COUNTY SCHOOLS ACCEPTABLE TECHNOLOGY USE POLICY

All use of the King George 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 hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, portable memory/hard drives, hand held devices, the Internet and any other internal or external network, including email.

Technology allows free communication between people from all around the world. For this reason the King George County School Division makes an effort to restrict and monitor access to material that may be inappropriate or harmful to the students who attend school in the division. Access to division technology and technology resources is contingent upon each user's ability and willingness to adhere to the guidelines set forth in this policy. Users who do not or will not adhere to this policy will lose the privilege to use the technology resources provided by King George County School Division.

Section I Acceptable Use

All access to the division's computer system shall be directly related to classroom instruction and shall be consistent with the educational objectives of the division.

King George County School Division strives to engage students through the safe and effective use of technology. In order to seamlessly integrate technology in teaching and learning, it is important that students develop the skills through integrated activities in all content areas K-12, rather than through one specific course. Teachers shall use strategies designed to help prepare our 21st century learners to meet the challenge of living in an information society.

Section II Unacceptable Use

- Student users are not permitted to access personal email accounts, blogs, wikis, social networking sites or other forms of online communication without permission from the classroom teacher.
- Sharing passwords for any technology resource is prohibited.
- Use of the school division's email is strictly prohibited for any purpose not directly related to classroom instruction.
- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law is prohibited.

- Sending, receiving, viewing, or downloading illegal material via the computer system is prohibited.
- Unauthorized downloading and or installing of software not approved and purchased by the school division is prohibited.
- Violating of any copyright laws is prohibited, this includes plagiarism.
- Using the computer system for private, financial, or commercial gain, including advertising is prohibited.
- Wastefully using resources, such as file space is prohibited.
- Gaining unauthorized access to resources or entities is prohibited.
- Unauthorized posting of material created by another without his or her consent is prohibited.
- Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal, sexual or other inappropriate material is prohibited.
- Using the computer system while access privileges are suspended or revoked is prohibited.
- Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means is prohibited. Any damaged equipment will be replaced by the user who was responsible for the damage.
- Saving, deleting or modifying data in a location other than the user's own assigned network drive or shared storage drives without authorization is prohibited.
- Using any form of instant messaging via client or web browser with the exception of the system that is provided by the division is prohibited.

Section III

Internet Safety and Netiquette

Internet Safety

The 2006 legislation requires divisions to integrate the new Internet safety component within the curriculum. School divisions need to design the program specifically to each grade level. Students will learn about Internet safety from kindergarten through high school graduation, acquiring new skills each year while being reminded of previous lessons. All instructors, not just library media specialists, Instructional Technology Liaisons, or computer-lab/CTE teachers, will teach Internet safety and take every opportunity to warn of potential dangers and model safe and appropriate Internet use during regular instruction.

Students should not share any personal information including, but not limited to: last names, home addresses or phone numbers, sports or personal affiliations, usernames or passwords.

Netiquette

Each user is expected to abide by generally accepted rules of etiquette including the following:

- Be polite.
- Users shall limit correspondence to only the parties immediately affected by the information contained within.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Users shall use appropriate language; the use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not post personal contact information about themselves or others.
- Users shall respect the computer system's resource limits.
- Users shall not post chain letters or download files that are not essential for educational advancement.
- Users shall not use the computer system to disrupt others.
- Users shall not read, modify or delete data owned by others.

Section IV

Legal Issues

The Commonwealth of Virginia passed a Computer Crimes Act in 1984. This act makes it illegal to intentionally access any computer system or network for the following purposes: obtaining property or services by false pretenses; embezzling or committing larceny; or converting the property of another.

It is also illegal to use a computer or computer network without authority and with the intent to: temporarily or permanently remove computer data, computer programs or computer software from a computer or computer network; cause a computer to malfunction regardless of how long the malfunction persists; alter or erase any computer data, computer programs or computer software; effect the creation or alteration of a financial instrument or of an electronic transfer of funds; cause physical injury to the property of another; or make or cause to be made an unauthorized copy, in any form, including, but not limited to, any printed or electronic form of computer data, computer programs or computer software residing in, communicated by or produced by a computer or computer network.

It is also illegal to use a computer or computer network to intentionally examine without authority any personal information relating to any other person.

Some other examples of offenses are removing another user's accounts, changing other user's passwords, using an unauthorized account, damaging any files, altering the system, or using the system to make money illegally. You cannot cause damage to any school or school division property. This includes the network system.

Anyone committing acts of this kind may face criminal/civil charges and disciplinary action by the school.

Federal Laws

Computer Fraud and Abuse Act of 1986

18 USC 1030

<http://cio.energy.gov/ComputerFraud-AbuseAct.pdf>

Child Online Privacy Protection Act of 1998

Title XIII

<http://www.ftc.gov/ogc/coppa1.htm>

The Digital Millennium Copyright Act of 1998

<http://www.copyright.gov/legislation/dmca.pdf>

The Children's Internet Protection Act (CIPA)

<http://www.fcc.gov/cgb/consumerfacts/cipa.html>

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules

<http://www.hhs.gov/ocr/privacy/>

Family Educational Rights and Privacy Act (FERPA)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Virginia Laws

Acceptable Internet Use Policies for Public and Private Schools § 22.1-70.2 Code of Virginia; amended by H.B. 1691.

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+22.1-70.2>

Computer fraud § 18.2-152.3

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-152.3>

Computer invasion of privacy § 18.2-152.5

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-152.5>

Computer trespass (hacking/cracking) § 18.2-152.4

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-152.4>

Enhanced penalties for using a computer in certain violations (advertising/producing obscene materials) § 18.2-376.1

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-376.1>

Harassment by computer (cyberbullying) § 18.2-152.7:1

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-152.7C1>

Identity theft § 18.2-186.3

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-186.3>

Fair Use Laws

The right is set forth in Section 107 of the United States Copyright Act, to use copyrighted materials for certain purposes, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 sets out four factors to be considered in determining whether or not a particular use is fair: (1) the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work. More information about the Fair Use can be found at <http://copyright.gov/>.

Copyright

The Copyright Law protects original works from being illegally reproduced. All employees, students and authorized users are subject to abide by the Copyright Law. Copyrighted materials on the Internet can be duplicated and used by students for scholarly purposes. Unless approved by the copyright holder, a teacher cannot use a student project and must abide by the "Fair Use" areas in the Copyright Act. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to use and to authorize others to use the following:

- Text
 - Up to 10% of a copyrighted work or 1,000 words, whichever is less
- Motion Media
 - Up to 10% of a copyrighted work or 3 minutes, whichever is less
- Illustrations
 - A photograph or illustration may be used in its entirety
 - No more than 5 images of an artist's or photographer's work
 - When using a collection, no more than 10% or no more than 15 images, whichever is less
- Music
 - Up to 10% of a copyrighted musical composition, but no more than 30 seconds
 - Up to 10% of a body of sound recording, but no more than 30 seconds
 - Any alterations cannot change the basic melody or the fundamental character of the work
- Internet
 - Internet resources often combine both copyrighted and public domain sites; therefore care should be used in downloading any sites for use in multimedia presentations.
 - Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site.
- Multimedia Presentations Citations
 - Internet resources often combine both copyrighted and public domain sites; therefore care should be used in downloading any sites for use in multimedia presentations.
 - Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site.

Creative Commons

Creative Commons licenses allow creators to communicate which rights they reserve, and which rights they waive for the benefit of recipients or other creators.

Plagiarism

The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." Credit should always be given to the person who created the resource.

Section V User Responsibilities

Users of the network within King George County School Division have the responsibility to respect and protect the rights of every other user. Account holders and users, including staff, students, and authorized users are expected to act in a responsible, ethical and legal manner and are expected to comply with King George County School Division Acceptable Computer Technology Use Policy. Users of KGCS technology will also abide by county, state and federal laws in regards to Internet and computer usage.

Users are defined as students, employees or authorized users in the King George County School Division.

- Students are defined as any learner who is currently enrolled or attends classes at one of the facilities in King George County School Division.
- Employees are defined as any person who is contracted to provide services to King George County School Division.
- Authorized users are defined as any person who is not a contracted employee with King George County School Division. These individuals can be parents, guardians, grandparents, volunteers, caregivers, short-term substitute teachers or any individual(s) explicitly granted access to King George County School Division technology.

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. Users may not use any logins except as assigned to them.

User Responsibilities

- Students will apply all knowledge and skills of Internet safety that have been taught to them by their teachers, parents, and other stakeholders.
- Users will only use the network for appropriate academic purposes.
- Users will protect password(s) and account number(s) and not allow other persons to use password(s) and/or account number(s) for any reason.
- Users will immediately notify a teacher, supervisor, or administrator of computer or network malfunctions or damage to equipment.

- Users will reimburse the school division for any damages or loss incurred as a result of inappropriate use (this includes damages that users do not immediately report).
- Users will not write on computers, unplug or change hardware components, remove keyboard keys, peripherals, and/or partake in other destructive acts.
- Users will be a courteous computer user by avoiding the use of language which is obscene, vulgar, abusive, or disrespectful.
- Users will NOT use technology to harass, bully or otherwise intimidate others, and will immediately report any cyberbullying, harassment, or intimidation.
- Users will NOT make deliberate attempts to disrupt the computer system and/or network system or destroy data by spreading computer viruses or by any other means.
- Users understand that they do not have the right to privacy while using King George County School Division's technology resources.
- King George County School Division has the right to monitor all use of the computer systems.
- Users will NOT attempt to gain unauthorized access to a computer system and/or network system or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files, even if only for the purpose of "browsing."

Staff Responsibilities

- Staff will maintain a Web presence that includes the following:
 - A means of online communication
 - Availability of grades and assignments/test/quiz due dates updated on a regular basis
 - Teacher schedule showing availability for contact and/or tutoring
 - Class expectations and grading policy
 - Other class documentation, handouts, etc.
 - Teacher Web sites should only include professional information.
- Staff will effectively integrate technology into the classroom curriculum to target 21st century skills.
- Staff will track the use and care of technology equipment by the students for whom they are responsible.
- Staff will monitor and ensure safe and responsible use of technology equipment, esp. the Internet.
- Staff will model appropriate use of technology in the classroom.

Section VI Consent and Waiver

King George County School Division believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately,

the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their student should follow. To that end, the school division supports and respects each family's right to decide whether or not to allow access to the King George County School Division computer technology and/or the Internet.

The student and his/her parent(s) or guardian(s) must understand that student access to King George County School Division computer technology is being developed to support the school division's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, King George County School Division makes no warranties with respect to our computer service, and it specifically assumes no responsibilities for:

- The content of any advice or information received by a student from a source outside the school division, or any costs or charges incurred as a result of seeking or accepting such advice;
- Any costs, liability or damages caused by the way the user chooses to use his/her network access;
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the school division;
- Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on division servers will be private or remain available on a permanent basis.

Disclaimer

The King George County School Division network is provided on an "as is, as available" basis. The school division does not make any warranties, expressed or implied, with respect to any services provided by the network and any information or software contained therein. The school division does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. 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 user agrees to indemnify the school board for any losses, costs or damages incurred by the King George County School Board relating to or arising out of any violation of these procedures.

Opinions, advice, services, and all other information expressed by network users, information providers, service providers, or other third party individuals in the network are those of the providers and not the school division.

King George County School Division will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school division's electronic communication network.

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

Any questions should be directed to the Supervisor of Technology at the King George County School Board Office (540-775-5833).

By signing the Acknowledgement of Receipt form (students) or my employee contract (staff), I agree to abide by the aforementioned restrictions. Parent(s) and/or guardian(s) agree that they have discussed the provisions contained in this policy by signing the Acknowledgement of Receipt form.

Further, I (we) have been advised that King George County School Division does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.