

## **Page County Public Schools Computer Usage and Internet Acceptable Use Policy**

Technology is an integral part of Page County Public Schools daily educational instruction. Page County School Board, Division Superintendent, Division Administration, and School Administration are committed to enforcing the division's Acceptable Use Policy to the fullest. In making this commitment, the division sets forth an expectation of high quality technology usage to enhance teaching and student learning.

The guidelines established for the acceptable use of technology applies to all mobile devices brought into the school setting by students or faculty/staff. Unacceptable usage of technology provided by privately purchased mobile devices being utilized on school property is under the same guidelines and policies as school purchased devices. The usage of privately purchased student mobile devices during classroom instruction is at the discretion of the classroom teacher. Use of such devices and technology must be related to the content being taught and cannot be used as a distraction from classroom instruction. Students and faculty/staff are solely responsible for the care of mobile devices they choose to bring to school.

### **Technology Usage Terms and Conditions:**

#### **1. Acceptable Use:**

- School technologies are for the educational use of students and faculty. Student use of technologies is to be limited to activities that reinforce/enhance the essential skills as stated in the *Virginia Standards of Learning* and/or objectives of classroom instruction. Faculty use of technologies is for the purpose of conducting research to enhance instruction and/or to enhance the delivery of instructional materials.
- The primary use of the Internet is for research and inquiry that enhances student learning. The playing of games that do not support the learning of essential skills, visiting chat rooms, Internet conversations, downloading files, playing music, and streaming non-curriculum related videos are not allowed.
- Collaboration/communication tools such as blogs, student emails, wikis, forums, and other forms of social media can only be used if the following guidelines are adhered to:
  - use of such tools must be for a specific teacher-driven educational activity
  - the specific teacher-driven educational activity must have prior approval of the building administration
  - teachers must monitor the content of student communications (the security of the tool must be capable of providing a method of monitoring all communications)
  - at the conclusion of a project, it is the responsibility of the teacher to stop all access to the communication feature of the tool
  - the establishing of student accounts must be done in a manner that protects the identity of the student (student's names cannot be used as identifiers)

## 2. **Rights and Responsibilities:**

- The use of school supported/owned technologies is a privilege and not an automatic right.
- Faculty, staff and students are responsible for their individual usage of the Internet.
- Responsibilities/Expectations when using technologies:
  - Faculty/Staff members are expected to monitor students using technologies.
  - Faculty/Staff members are responsible for the monitoring of students utilizing the Internet to ensure the students' safety and the viewing of educational content.
  - Faculty/Staff and Students who are presented with inappropriate Internet content must stop the viewing of the content and report the URL of the content to the building administration and technology staff.
    - Disclaimer: With all filtering appliances and software resources working properly, occasionally (because of new web sites that have not had sufficient time to be rated) Internet users are able to access inappropriate material.
  - Faculty/Staff and Students are responsible for saving only educational content on network drives and in Google Drive storage.
  - Faculty/Staff and Students are responsible for reporting files related to or supporting illegal activities or conflicting with school policies.
  - Faculty/Staff members are expected to treat network files of other colleagues as private property.
  - Students are expected to treat network files of other students and faculty/staff as private property.
  - Faculty/Staff members are expected to safeguard any usernames or passwords which allow access to teacher specific tools such as, but not limited to network logins, filter overrides, email, and PowerSchool.
  - Students are expected to safeguard any usernames or passwords which allow access to Google Drive storage or network storage.
  - Faculty/Staff and Students are expected to comply with all school, local, state, and federal laws including those regarding the transmission of copyrighted, threatening, or obscene material.
  - Faculty/Staff and Students are expected to adhere to copyrights and give appropriate credit.
  - Faculty/Staff and Students are expected to report to the building administration the use of technologies by other faculty/staff and students for the purpose of intimidating, harassing, bullying, or coercing.
  - Faculty members are expected to provide solid, education-based justifications for requesting the unblocking of Internet content.

## 3. **Unacceptable Use:**

- Our school division utilizes an Internet content filtering system for the safety and security of faculty/staff, students, and equipment. Acts or attempted acts to bypass the security/filtering

system will not be tolerated. The use of proxy or proxy-like applications that allow unfiltered access to Internet materials by faculty/staff and students is in direct violation of state and division policies.

- Faculty/Staff and Students may not use the Internet for commercial activities, product promotion, political lobbying, or illegal activities.
- Faculty/Staff and Students may not utilize any technologies to intimidate, harass, bully, or coerce others.
- Faculty/Staff and Students may not subject any technologies to vandalism. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data, including but limited to: uploading, creating, or transmitting computer viruses, tampering with computer programs, and changing or deleting files other than your own.

**4. Email Service:**

- Email service (Gmail) is provided to all employees as a means for communication and notification of payroll deposits. Email service is provided to high schools students if deemed necessary and/or appropriate by the high school building principal. An anti-spam filter separates potentially harmful transactions from non-harmful emails according to protection set forth by Google. All email transactions are archived before being delivered to the recipient. Any employee's archived emails may be accessed if deemed necessary according to state and federal laws.

**5. Liability:**

- The school division shall not be responsible for any damages to the user from using technologies. This includes loss of data, non-delivery or missed delivery of information, or interruptions in service. The school division is not responsible for the accuracy or quality of information obtained through the use of various technologies.

**6. Web Publication:**

- Web pages offer another tool to increase communication between home and school. Faculty members are encouraged to create web pages for use of extending learning beyond the classroom.
- It is the responsibility of the person creating the web page to have the completed project viewed by the building administration and obtain permission for publishing.
- The following policy must be followed when creating a web site or pages:
  - all web pages must be created in a professional manner and cannot contain negative connotations
  - before publishing pictures or names of students, it is the responsibility of the person creating the web page to verify the existence of a signed permission form from the parent giving consent for the release of this information. Record of this consent can be obtained from the student's homeroom teacher or school office. If record of this

consent cannot be located, the building administration will be responsible for contacting the parent/guardian

- pictures of students may be used but no individual student name can be displayed with the picture or in the context of the web page. Only group picture identification can be used
- student names may be used as long as there are no associated pictures
- a web site can contain pictures or names of students but cannot contain both

**7. Violations Of Technology Terms and Conditions:**

- Violations by Student:
  - The violation of any portion of the Acceptable Use Policy by student(s) must be reported to the building administration. Violations could result in suspension/cancellation of user privileges and disciplinary action. If the student is found in violation of State or Federal laws, a referral will be made to the local authorities.
- Violations by Staff:
  - Any staff member found to be in violation of any portion of the Acceptable Use Policy, including the failure to properly supervise students using technologies, shall be notified of their violation by the building administration. Violations could result in suspension/cancellation of user privileges and disciplinary action. If any staff member is found in violation of State or Federal laws, a referral will be made to the local authorities.

**8. Notification of Acceptable Use Policy:**

- Page County Public Schools requires parents, students and staff to read, review and sign the Acceptable Use Policy at the beginning of each school year. Any person failing to sign the policy, therefore establishing non-commitment to abide by the policy, is denied use of any technologies and Internet access.

**I have read and understand my responsibilities as outlined in the Stakeholders Guide for the Use of Technology. I agreed to abide by all regulations outlined above. I understand that my failure to do so could result in loss of privileges and disciplinary actions.**

Parent's Name	Signature of Parent/Guardian	Date
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Student's Name	Signature of Student	Date
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**I have read, understand, and accept my responsibilities as outlined in the Stakeholders Guide for the Use of Technology.**

Name of School Personnel	School Personnel Signature	Date
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Technology is an integral part of Page County Public Schools daily instruction. I (Mrs. Donna Whitley-Smith) am committed to enforcing this Acceptable Internet Use Policy to the fullest in order to help guarantee the safety of all of our students and staff.

**Page County Public Schools**  
**Internet Safety Program**  
**August 2015**

**The AUP Internet safety program contains a descriptive statement(s) regarding the division's instructional philosophies and strategies to be supported by Internet access in schools.**

Page County Public Schools use a variety of educational technologies to enhance student learning. The use of Internet resources is viewed by this school division as an integral part of daily classroom instruction. We support this philosophy by providing access to the Internet in all instructional settings (classrooms, libraries, computer labs, etc...) in our division. The division encourages the integration of these valuable resources into the teaching and learning environment by providing training opportunities to teachers.

**The AUP Internet safety program specifies the roles and responsibilities for division personnel (including but not limited to administrators, teachers, counselors, instructional technology resource teachers, library media specialists, building resource officers, and information technology coordinators) and students with regard to the acceptable use of electronic based resources and Internet safety. An overview and outline of the program is available in electronic format for all to view.**

Page County Public Schools requires parents, students and staff to read, review and sign the Acceptable Use Policy at the beginning of each school year. Any person failing to sign the policy, therefore establishing non-commitment to abide by the policy, is denied use of any technologies and Internet access.

**Specific roles and responsibilities of administrators:** The roles of the administrators (central office and building) are to assist in the development and/or revision of the Acceptable Use Policy. Personnel serving in an administrator position are responsible for enforcing the Acceptable Use Policy and taking the necessary actions when violations of the policy occur.

**Specific roles and responsibilities of instructional personnel:** The role of instructional personnel is to monitor student use of electronic resources and Internet Safety on a daily basis. Personnel serving in these positions are responsible for abiding by, reinforcing, and reporting violations of the policy. Each school year all instructional personnel must implement a plan for integrating Internet Safety into their curriculum. This plan must include documentation of four occurrences in which Internet Safety was integrated into the classroom instruction.

**Specific roles and responsibilities of building resource officers:** The role of the building resource officer is to serve as a resource for the teaching and practices of Internet Safety. Personnel serving in this position shall assist the administration and instructional personnel by providing information

about current Internet activity that could have a negative impact on students. These individuals may be used to assist school administration in investigating and dealing with violations of the Acceptable Use Policy, vandalism to hardware, and actions by students or employees that have the potential to compromise the integrity of the networking system.

**Specific roles and responsibilities of information technology coordinators:** The role of the information technology coordinators is to be a resource to the administrator, instructional personnel, and students. Personnel serving in this position shall be responsible for making revision suggestions to the Acceptable Use Policy and Internet Safety Program. These coordinators shall provide training to instructional personnel in an effort to keep all personnel informed of changes in digital resources and Internet Safety. Coordinators shall assist instructional personnel in their efforts to enhance their daily instruction through the use of technology resources.

**The AUP Internet safety program specifies roles and responsibilities for community stakeholders with regard to the acceptable use of electronic-based resources and Internet safety.**

**Specific roles and responsibilities of community stakeholders:** The role of the community stakeholders is to be informed about the use and abuse of digital media. The stakeholders have the responsibilities to be aware of the inappropriate content and threats that digital media presents to the children of the community. In each household where there is access to digital media, stakeholders should obtain a level of knowledge that will enable them to protectively monitor the use of such resources by minors in their care. The school community is willing to assist in obtaining this knowledge by working with PTAs/PTOs, providing printed media, and maintaining an Internet Safety website that is accessible to the community stakeholders.

**The AUP Internet safety program specifies safety measures in place, including filtering and monitoring procedures. The plan identifies measures for future implementation.**

Page County Public Schools strives to address issues of concern that threaten the safety of people and equipment. The computer equipment and communication services are first protected by the WatchGuard firewall. This appliance protects the networking system from viruses, hackers, and potentially harmful files. Requests that are deemed acceptable by the firewall then pass through a filtering system known as Lightspeed. This appliance and software works to prohibit the users of computer equipment and communication services from sending, receiving, viewing, or downloading illegal/inappropriate material (pornography, obscenity, etc...) via the Internet.

- In order to maintain the highest level of safety from emerging inappropriate Internet content, our school division constantly monitors and makes adjustments in the structure of the filtering system. The appliances and software are updated on a scheduled basis to provide the computer user the most protection possible while allowing access to materials that can be used to enhance instruction. Even with multiple levels of security, applications that can be used to bypass the filtering system are found and used by individuals. Monitoring of Lightspeed by the technology director is conducted

frequently to search for use of such applications. When found much effort and attention is given to preventing its reoccurrence.

Access to Internet content that utilizes excessive bandwidth is limited to after school viewing and downloading in order to maintain the necessary bandwidth needed for instructional and productivity activities.

The Acceptable Use Policy is a living document. Changes are made to the policies in order to provide guidelines and acceptable use of emerging technologies.

**The AUP Internet safety program describes methods by which the division ensures data and network security. The division's policy should correlate with local Continuity of Operations Plan (COOP).**

Page County Public Schools strives to ensure data and network security by incorporating the following:

1. Access to sensitive data is controlled by password access. This access is limited to only the school personnel who are responsible for maintaining the data.
2. Passwords are changed immediately if there is any suspicion their integrity has been compromised.
3. Firewall is maintained to ensure that the network is not compromised by hackers and other with the intent to do harm.
4. Data that is saved to the servers in each building is backed-up on a regular basis to a USB drive. At any given time data can be restored up to five weeks.
5. Student Information System is backed-up to an off-site location and locally on the PowerSchool server on a nightly basis.

**The AUP Internet safety program describes technology-based applications and hardware prohibited for employee and student use. It identifies associated penalties.**

Students and division personnel must comply with all school, local, state, and federal laws including those regarding the transmission of copyrighted, threatening, or obscene material. Applications that serve to bypass the filtering system are strongly prohibited. In addition, the Internet may NOT be used for commercial activities, product promotion, political lobbying (unless a component of a teacher-driven project), or illegal activities. Any user violating these provisions, state or federal laws, classroom or school district rules, is subject to loss of Internet privileges and other student and faculty disciplinary actions, including criminal prosecution.

**The AUP Internet safety program describes procedures to address breaches of Internet and intranet security and safety. Legal actions resulting from breaches have been reviewed.**

**Violations Of Technology Terms and Conditions:**

- Violations by Student:
  - The violation of any portion of the Acceptable Use Policy by student(s) must be reported to the building administration. Violations could result in suspension/cancellation of user



privileges and disciplinary action. If the student is found in violation of State or Federal laws, a referral will be made to the local authorities.

- Violations by Staff:
  - Any staff member found to be in violation of any portion of the Acceptable Use Policy, including the failure to properly supervise students using technologies, shall be notified of their violation by the building administration. Violations could result in suspension/cancellation of user privileges and disciplinary action. If any staff member is found in violation of State or Federal laws, a referral will be made to the local authorities.

**The AUP Internet safety program describes ongoing professional development opportunities for each stakeholder group. It includes an overview of both the needs assessment and evaluation processes for professional development and community outreach programs.**

Page County Public Schools plans ongoing Internet Safety training opportunities for school personnel and the community. The professional development opportunities for school personnel will be changing as the use and misuse change but will be delivered through the following avenues:

- Personnel serving as Instructional Technology Resource Teachers will provide training or informational sessions as requested or deemed necessary on topics dealing with Internet Safety. Session topics will include but not limited to:
  - Specific ways to integrate Internet Safety into any instructional setting
  - Examining the Internet Safety resources and their potential usages
  - Internet Awareness – search engines, spyware, malware, viruses, pop-ups, domain extension, download files, advertisements, etc...
  - Web 2.0 tools and security practices while utilizing these tools
  - Cyber Bullying
  - Social Networking
- The school division will seek out and utilize outside resources from other state organizations and professionals that specialize in Internet Safety.

An evaluation and needs assessment of the Internet Safety Program shall be completed annually based on input and feedback from instructional personnel. The information obtained from this process will be used to make adjustments in the Internet Safety Program.

Page County Public Schools are committed to assisting the community stakeholders in obtaining knowledge about the use and abuse of the Internet and other digital media. The school community is willing to participate in a community outreach program to assist stakeholders in obtaining the knowledge necessary to be informed Internet users. It is the school division's desire to work with PTAs/PTOs to share knowledge and to serve as a resource to the community. The division will provide printed media, and maintain an Internet Safety website that is accessible to the community stakeholders.

At the end of the school session, an evaluation and needs assessment of the Internet Safety Program shall be requested of members of the participating PTAs/PTOs. This evaluation/assessment shall be delivered through paper-pencil or online. The information obtained from this survey will be used to make adjustments in the Internet Safety Program.

**The AUP Internet safety program describes community outreach activities that are consistent with the program's goals. It includes an overview of both the needs assessment and evaluation processes for community outreach programs.**

Page County Public Schools are committed to assisting the community stakeholders in obtaining knowledge about the use and abuse of the Internet and other digital media. The school community shall participate in a community outreach program to assist stakeholders in obtaining the knowledge necessary to be informed Internet users.

**The AUP Internet safety program describes the division's procedures for the evaluation and revision of the AUP, including the Internet safety program.**

Division teachers may be asked to complete an online survey regarding their perspective on the Internet Safety program, their proficiency with Internet Safety integration and what they would like to see changed about the program. These perspectives can then be utilized to revise the Internet Safety program to better meet the needs of both the teachers and the students. This procedure for evaluation and gathering information will take place annually. To address the needs of all stakeholders and the ever-changing advancement in technology, the Acceptable Use Policy and the Internet Safety Program will be reviewed by June 30 of each year.

**The AUP and Internet safety program have been implemented, enforced, evaluated, and adjusted when needed.**

The Acceptable Use Policy and Internet Safety Program have received Page County School Board approval.

The Acceptable Use Policy is reviewed annually and revised to address issues and concerns that directly impact the use of Internet resources to enhance the daily instructional setting.