

RESPONSIBLE COMPUTER SYSTEM USE

I. GENERALLY

The Alexandria City Public Schools (ACPS) and its employees are committed to using technology consistently, responsibly, and effectively for teaching and learning, communications, and productivity. The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication.

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.

II. DEFINITION

The ACPS "**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 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.

III. DEVICE USE AGREEMENTS

ACPS is not responsible for storing, protecting, supporting and/or restoring personal files. In accordance with Virginia Code 22.1-70.2, ACPS teaches students to use best practices in internet safety.

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 and the applicable ACPS Device Use Agreement for either staff or students.

The ACPS Device Use Agreements for staff and students contain the appropriate uses, ethics and protocols for use of the computer system. The Superintendent or designee reviews and updates, as necessary, the Device Use Agreements at least every two years. It is the user's responsibility to know and follow this policy and the applicable staff or student Device Use Agreement.

A. Device Use Agreements 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.

IV. USAGE GUIDELINES

All use of the ACPS computer system must:

- Fully support ACPS' goals for integrating technology into teaching and learning, communications and productivity;
- Acknowledge an employee and student requirement to uphold the policy;
- Be used for legitimate school business;
- Not jeopardize the safety and security of students, staff, facilities, and operations;
- Not cause degradation of service; and
- Not involve the use of unauthorized devices, including personal devices.

Access to the computer system should not be abused in the amount of time used, type of use, or content. Any individual who uses the ACPS computer system has no expectation of privacy regarding that use.

Individuals are responsible and accountable for material located on or accessed by their ACPS-issued equipment. ACPS expressly reserves the right to monitor all computer use activity. Any communication or material used on the computer system, including without limitation, electronic mail or other files, created, sent, or deleted from an ACPS computer user's account, may be monitored and/or read by school officials.

ACPS permits incidental personal use of technology resources consistent with this policy. This means:

- Incidental personal use of electronic accounts, Internet access, printers, and copiers is restricted to ACPS staff and students and does not include family members or others not affiliated with the Division;
- Incidental use must not result in direct costs to ACPS or cause legal action against or cause embarrassment to ACPS;
- Incidental use must not interfere with the normal performance of an employee's work duties; and
- Incidental use of ACPS technology resources (including personal pictures, music, email messages, voice messages, and documents) should be nominal.

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

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

Software and/or services may not be installed or downloaded on the ACPS computer system without the prior approval of the Superintendent or designee.

The failure of any user to follow the terms of this policy or the Device Use Agreement 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 is not responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board reviews and amends, if necessary, this policy every two years.

Adopted: October 4, 2001
Amended: July 1, 2005
Amended: May 18, 2006
Amended: September 20, 2007
Amended: April 12, 2012
Amended: January 22, 2015
Amended: December 16, 2021

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, 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