

RESPONSIBILITIES OF PARENTS/GUARDIANS:

- Participate actively in their child's education and communicate high expectations, praise, and encouragement.
- Read with their child and assist with homework assignments daily.
- Ensure that schoolwork is a top priority by monitoring attendance, television and computer time, as well as participating in out-of-school activities and homework.
- Take part in school-parent activities and request parent-teacher conferences when needed.
- Be responsive to requests for communication with school administrators and teachers.
- Ensure their child attends school each day.

Student Internet Acceptable Use Policy

Student Internet Acceptable Use Policy (AUP)

Reference: School Board Policy 6-3.15

Poquoson City Public Schools provides extensive technology for use by students for the express purpose of mastering curricular goals and objectives. This technology is to be used for conducting official school business only. All illegal and improper uses of computer systems, including but not limited to obscenity, harassment, solicitation, chain letters, harassing or threatening statements, gambling, sexual innuendo, pornography and violating copyright or intellectual rights, are prohibited.

1. Students shall not use the division's computer equipment and communications services for sending, receiving, viewing or downloading inappropriate and/or illegal material via the Internet and World Wide Web.
2. PCPS protects students against inappropriate material through the use of filters and other devices.
3. PCPS monitors the activity of all users on the network.
4. Minors shall not obtain unauthorized access, including malicious "hacking" and other unlawful activities while online.
5. Students shall not disclose, use, or disseminate personal identification information regarding themselves, other students or division employees while using division technology.
6. Internet safety instruction is provided to all students each year as a part of the overall instructional program of PCPS.

The failure of any student to follow the terms of this policy may result in the loss of computer network privileges, disciplinary action and/or appropriate legal action.

Poquoson City Public Schools recognizes that as the Internet and other technologies alter and enhance methods by which information is accessed, communicated and transferred by members of society, these changes affect instruction and student learning.

PCPS:

1. supports access to electronic information;
2. encourages the development of skills necessary to analyze and evaluate such resources;
3. requires that all material and resources be consistent with district guidelines supporting and enriching the curriculum while accounting for the varied instructional needs, learning styles, abilities, and developmental levels of students;
4. provides software to filter Web sites that contain material deemed inappropriate in an educational setting;
5. expects that staff will integrate use of electronic information throughout the curriculum;
6. expects that staff will provide guidance and instruction to students in the appropriate use of such resources;
7. recognizes that parents and guardians are ultimately responsible for setting and

conveying the standards students should follow when using media and information sources; and

8. provides Internet services to students and staff who demonstrate appropriate usage.

Instructional Use of the Internet

Students will follow a structured approach to gaining skills that will allow them to become independent, responsible users of the Internet. This approach addresses Internet use based on an age- and topic-appropriate standpoint.

1. In the primary school (K-2), faculty will actively supervise student use of the Internet. Students will access Internet resources that the teacher has previously explored and selected. Faculty will make every effort to ensure that students are directed to sites with only age- and topic-appropriate material and resources.

2. In the elementary school (3-5), faculty will actively supervise student use of the Internet. Students will not only be provided with teacher identified sites, but will also be taught how to search the Internet in order to explore, evaluate and select sites that provide pertinent information on given topics.

3. In middle school (grades 6-8), faculty will provide guided practice and model appropriate use of the Internet. Faculty will supervise student initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the Internet. Faculty will make every effort to ensure that students explore only sites with age- and topic-appropriate material and resources. Students who are participating in a Bring Your Own Device (BYOD) program may use their electronic device at appropriate times and locations in accordance with teacher instruction. Electronic devices may only be used under the direct supervision of a teacher participating in a BYOD program. All PCPS AUP policies are extended to students using their own devices when they are participating in the BYOD program

4. In high school (grades 9-12), students will participate in independent internet use with faculty assuming less of a monitoring role and more of an advisory role. Students who are participating in a Bring Your Own Device (BYOD) program may use their electronic devices at appropriate times and locations in accordance with teacher instruction. Electronic devices may only be used under the direct supervision of a teacher participating in a BYOD program. All PCPS AUP policies are extended

to students using their own devices when they are participating in the BYOD program.

EMAIL

Students in Poquoson City Public Schools are issued individual email accounts for use in their classes. Students should not consider email as private. Parents may request restricted access to electronic mail through their student's principal.

Publishing Internet Sites

In an effort to ensure that pages published on the World Wide Web by schools, departments, classes, and students are appropriate, relevant, timely, and do not violate individual rights and security, the following standards must be met:

1. Contents of Web pages will be in accordance with the following objectives:

- a. enriches and supports the curriculum;
- b. provides sources of information for pupils, staff and parents/guardians;
- c. adheres to copyright laws;
- d. meets appropriate editorial standards; and
- e. follows publication policies of PCPS.

2. It is highly recommended that no photographs of individual students be included; rather group shots from a distance are encouraged. Before individual portraits or students' last names are published, written permission must be obtained.

3. Links contained on the school's page(s) must be appropriate and relevant to the curriculum and purposes of the school.

4. Links from the school's page(s) shall not include:

- a. sites that are in conflict with the objectives of PCPS; and
- b. sites whose sole purpose is commercial advertisement.

5. Poquoson students will not use school resources to create or publish personal Web pages.

Responsible Use of PCPS Technology

The technology that PCPS provides is a valuable educational resource for students and staff. Technology use and access is a privilege. Students who have the privilege to use school resources are expected to abide by the following methods of interaction.

Poquoson City Public Schools does not condone the use of social networking sites for non-academic purposes. Any use of the likeness or reproduction of PCPS branding or logos must have prior approval by school officials.

1. Use the school facilities and equipment only for school-related educational activities.
2. Be polite and use appropriate language.
 - a. Do not engage in the use of profanity, obscenities, or sexually explicit material.
 - b. Do not use expressions of bigotry, racism, and/or hate.
3. Maintain individual anonymity and privacy.
 - a. Do not reveal personal addresses or phone numbers.
 - b. Do not display portraits of individuals without parental/guardian permission.
4. Use equipment and software appropriately.
 - a. Do not copy non-school approved software/programs or files onto school devices.
 - b. Do not attempt to modify/bypass device or internet security settings.
 - c. Do not engage in acts of vandalism (malicious attempts to harm or destroy).
 - d. Do not remote to external systems without school approval.
 - e. Do not use others' accounts.
 - f. Do not trespass in another's work, files or folders.
 - g. Do not share work with others, including copying class work/homework/tests, etc.
 - h. Do not leave files in shared spaces, local hard drives or on removable devices for other users to access unless it is for a school approved collaborative project.
 - i. Retain privacy of individual passwords.
5. Adhere to copyright laws and restrictions. Do not transmit material in violation of federal or state law or regulations. (Such material includes, but is not limited to, commercial software, copyrighted material, threatening or obscene material, or material protected by trade secret.)
6. Violation of any of these policies may result in revocation of technology uses privileges and/or result in suspension or other consequences as described in the Poquoson City Schools' Policy Manual and/or outlines in the PCPS Code of Student Conduct.
7. PCPS issues devices to students and staff members for school use. Students and staff members are responsible for the reasonable care of these devices and will be charged for repair upon damages resulting from negligent care from the student or staff member in which the device was issued.