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RESPONSIBLE COMPUTER SYSTEM USE

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 Alexandria City School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication.

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, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, interactive whiteboards/panels, audio-visual equipment, multimedia devices, workstations, network access, streaming services, cloud services, 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, (2) for legitimate Division business, or (3) incidental personal use as defined in this policy. 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.

In accordance with Virginia Code 22.1-70.2, ACPS teaches students to use best practices in internet safety.

USE AGREEMENTS

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 Use Agreement for either staff or students.

The ACPS 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 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 Use Agreement.

- A. 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;

- 44 2. provisions, including the selection and operation of a technology protection measure
45 for the Division’s computers with internet access to filter or block internet access
46 through such computers, that seek to prevent access to:
 - 47 a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C.
48 § 2256;
 - 49 b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - 50 c. material that the school division deems to be harmful to juveniles as defined in Va.
51 Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. §
52 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- 53 3. provisions establishing that the technology protection measure is enforced during any
54 use of the division’s computers;
- 55 4. provisions establishing that all usage of the computer system may be monitored;
- 56 5. provisions designed to educate students and employees about appropriate online
57 behavior. This instruction includes topics such as cyberbullying, data privacy, digital
58 communications and overall tenants of good digital citizenship;
- 59 6. provisions designed to prevent unauthorized online access by minors, including
60 “hacking” and other unlawful online activities;
- 61 7. provisions requiring every user to protect the security of information necessary to
62 access the computer system, such as usernames and passwords, and prohibiting the
63 sharing of passwords;
- 64 8. provisions that acknowledge an employee and student requirement to uphold the
65 policy;
- 66 9. provisions prohibiting the unauthorized disclosure, use, and dissemination of
67 photographs and/or personal information of or regarding minors;
- 68 10. a component of internet safety for students that is integrated in the Division’s
69 instructional program;
- 70 11. a prohibition of taking ACPS device to or accessing the division’s computer systems
71 from countries with Level 3 or Level 4 travel advisories as published but the US
72 Department of State; and
- 73 12. a requirement to consult with the ACPS Department of Technology prior to taking an
74 ACPS device or accessing the division’s computer systems from countries with Level
75 1 or Level 2 travel advisories as published but the US Department of State.

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77 **USAGE GUIDELINES**

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79 Use of the ACPS computer system must:

- 80 • Fully support ACPS’ goals for integrating technology into teaching and learning,
81 communications and productivity;
- 82 • Be used for legitimate school business, unless otherwise permitted in this policy;
- 83 • Not jeopardize the safety and security of students, staff, facilities, and operations;
- 84 • Not cause degradation of services;
- 85 • Not involve the use of unauthorized devices, including personal devices.

86 Access to the computer system should not be abused in the amount of time used, type of use, or
87 content.

88
89 Individuals are responsible and accountable for material located on or accessed by their ACPS-
90 issued equipment. Any individual who uses the ACPS computer system has no expectation of
91 privacy regarding that use. ACPS expressly reserves the right to monitor all computer use activity.
92 Any communication or material used on the computer system, including without limitation,
93 electronic mail or other files, created, sent, or deleted from an ACPS computer user’s account, may
94 be monitored and/or read by school officials.

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96 **PERSONAL USE**

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

- 100 • incidental personal use of equipment, electronic accounts and Internet access is
101 restricted to ACPS staff and students and does not include family members or others
102 not affiliated with the Division;
- 103 • incidental use must not result in direct costs to ACPS or cause legal action against or
104 cause embarrassment to ACPS;
- 105 • incidental use must not interfere with the normal performance of an employee’s work
106 duties; and
- 107 • incidental use of ACPS technology resources (including personal pictures, music,
108 email messages, voice messages, and documents) should be nominal.

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110 **USER RESPONSIBILITIES**

111 Use of the school division’s computer system must be consistent with the educational or
112 instructional mission or administrative function of the division as well as the varied instructional
113 needs, learning styles, abilities, and developmental levels of students.

114 The ACPS computer system is not a public forum.

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

118 Users will not cyberbully another person or group of people when using an ACPS device or system
119 either on or off school grounds. Cyberbullying includes, but is not limited to, the following misuses
120 of technology: harassing, teasing, intimidating, threatening or terrorizing another staff member or
121 student(s) by the way of any technological tool, such as sending or posting inappropriate or
122 derogatory messaging, digital images or website posting.

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

125 No employee or agent of ACPS or person or entity contracting with ACPS may download or use
126 any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd.
127 or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by ACPS,
128 including mobile phones, desktop computers, laptop computers, tablets, or other devices capable
129 of connecting to the Internet.

130 The failure of any user to follow the terms of this policy or the Use Agreement may result in loss
131 of computer system privileges, disciplinary action, and/or appropriate legal action. Users of the
132 system agree to indemnify the School Board for any losses, costs, or damage relating to or
133 arising out of any violation of this policy or the Use Agreement.

134 The School Board is not responsible for any information that may be lost, damaged or unavailable
135 when using the computer system or for any information retrieved via the internet. Furthermore,
136 the School Board is not responsible for any unauthorized charges or fees resulting from access to
137 the computer system.

138 ACPS is not responsible for storing, protecting, supporting and/or restoring personal files.

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

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141 Adopted: October 4, 2001

142 Amended: July 1, 2005

143 Amended: May 18, 2006

144 Amended: September 20, 2007

145 Amended: April 12, 2012

146 Amended: January 22, 2015

147 Amended: December 16, 2021

148 Amended: June 15, 2023

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150 Legal Refs: 18 U.S.C. § 1460, 2256.

151 47 U.S.C. §254.

152 Code of Virginia, 1950, as amended, §§ 2.2-5514.1, 18.2-372, 18.2-374.1:1,

153 18.2-390,

154 22.1-70.2, 22.1-78.

155

156 Cross Refs.: EGAA Reproduction and Use of Copyrighted Materials

157 GBA/JHFA Prohibition Against Harassment and Retaliation

158	GCPD	Professional Staff Discipline
159	GCQB	Staff Research and Publishing
160	JFC	Student Conduct