

2021 2026



**Frederick County
Public Schools**

Educational Technology Plan

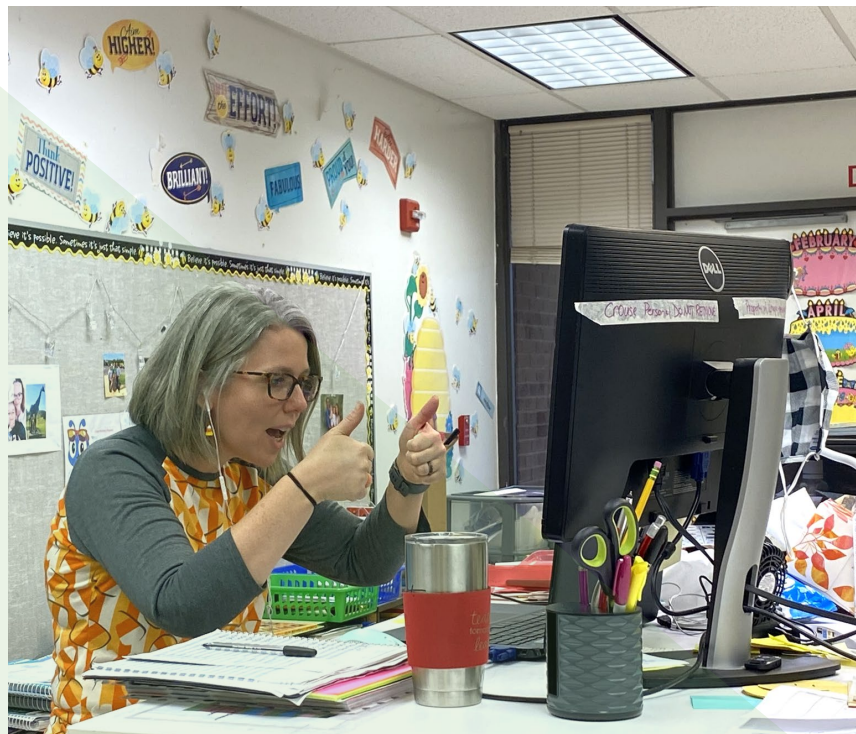


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School Board Members

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Frederick County Public Schools Administration

Dr. David Sovine	Superintendent of Schools
Dr. James Angelo	Assistant Superintendent for Instruction
Mr. Vernon Bock	Assistant Superintendent for Administration

NOTICE OF NON-DISCRIMINATION: Frederick County Public Schools shall not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity, age, political affiliation, disability, military status, marital status, pregnancy, childbirth or related medical conditions, or any other characteristic protected by law in the education program and activities, or employment and provides equal access to the Boy Scouts and other designated youth groups.

Title IX Coordinator - Adult Matters
Jennifer Rydholm
Executive Director of Human Resources
1415 Amherst Street Winchester, VA 22601
(540) 662-3888

Title IX Coordinator – Student Matters
Section 504 Coordinator
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1415 Amherst Street Winchester, VA 22601
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For further information on notice of non-discrimination, see list of OCR enforcement offices for the addresses and phone numbers of the offices that serve your area, or call 1-800-421-3481.

Educational Technology Roadmap Team

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Ken Melnikoff, Assistant Director of Technical Services

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Dr. Jodi Zeis, Supervisor of Instructional Technology Coaches

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Dr. Jim Angelo, Assistant Superintendent for Instruction

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Janet Pack, Assistant Principal - Dowell J. Howard Center

Chad Fisher, High School Instructional Technology Coach

Bret Clovis, Assistant Principal, Admiral Richard E. Byrd Middle School

Dana Dembeck, Elementary Instructional Technology Coach

Scott Lewis, High School Instructional Technology Coach

Brian Wilkins, Parent

Curriculum, Instruction, & Assessment

Curriculum, instruction, and assessment practices will leverage the full range of technology and digital resources to ensure students are immersed in rich, authentic, and relevant learning experiences that create capable, competent, and future-ready learners.

Goal 1:

Develop a framework, integration, and evaluation plan for the [FCPS Portrait of a Graduate](#) competencies and deeper digital learning experiences aligned to the [FCPS Strategic Plan](#) Goals.

Strategies:

A Parallel Curriculum Approach

Develop and implement a parallel curriculum. For example, if critical thinking is a targeted skill, units on critical thinking skills (e.g., predicting, making decisions, and analyzing arguments) can be embedded in the curriculum at selected grade levels. Include selected strategies as required elements of the written, taught, and assessed curriculum.

Weave It In

Embed the new vision for integration of digital learning and curriculum into the division's strategic plan. Illustrate the research based best practices expected to occur in the classroom

Goal 2:

Leverage available technology and digital resources to empower all learners to personalize learning.

Strategies:

Define Personalized Learning from the District Perspective

Develop an organizational definition of Personalized Learning and share that with faculty, staff, parents and community.

Identify Gaps in Student and Teacher Skills Necessary for Personalized Learning

Determine what skills both students and educators need to participate successfully in personalized learning. Examine student skills related to self-direction and learning strategies; and educator skills related to pedagogy and individualization of content.

Alignment to Inspire 2025: A Promise for Progress

Goal 1: Student Success

Objective 1: FCPS will create a Learning Framework that articulates our Portrait of a Graduate from Pre-K through 12th grade by the fall of 2020.

Goal 1: Student Success

Objective 2: FCPS will design and establish a PreK-12 system to assess the Portrait of a Graduate competencies by the fall of 2022.

Goal 1: Student Success

Objective 3: By 2022, FCPS will implement instruction that integrates the vital components of the FCPS Learning Framework in curriculum for meaningful, purposeful educational experiences.

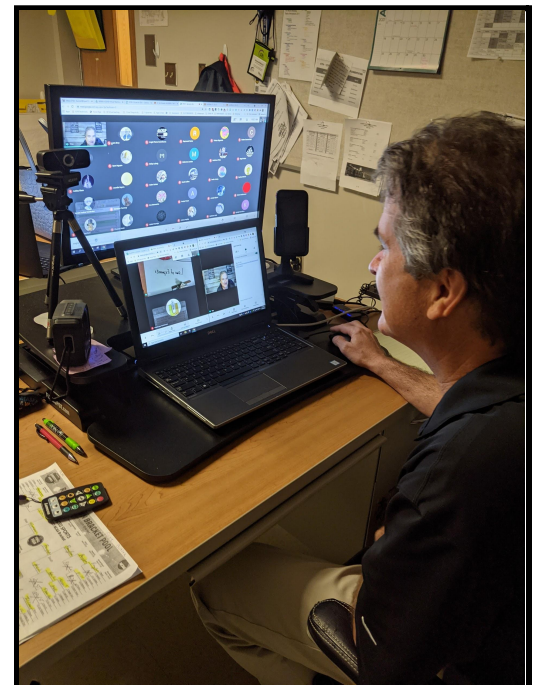
Goal 2: Culture

Objective 2: FCPS will nurture a culture of continuous professional learning to refine and expand professional practice and support student growth and development by 2022.

Goal 2: Culture

Objective 3: FCPS will promote an engaged learning community characterized by trust and belonging, which values diverse perspectives and encourages individual voice and choice by 2020.

*“If we teach today as we taught
yesterday, we rob our
children of tomorrow.”
– John Dewey*



Use of Space & Time

FCPS is committed to an atmosphere where teachers are allowed flexible instructional time with a focus on student centered, personalized learning in a “learn anytime, anywhere” environment.

Goal 1:

Provide tools aligned to the tasks so learners can select pace, place, and path for learning.

Strategies:

Create a district model for flexible, anytime anywhere learning while gaining a commitment from stakeholders for transitioning to a new learning model for students and staff.

Provide leadership and resources to support educators as they make the necessary pedagogical shifts to embrace personalized anytime anywhere learning for students.

Alignment to Inspire 2025: A Promise for Progress

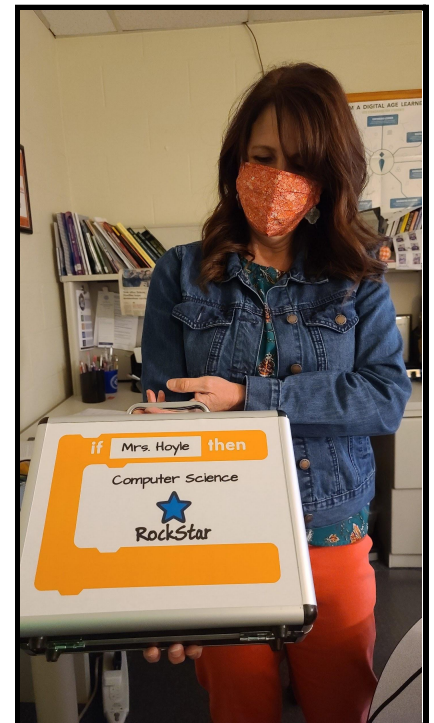
Goal 1: Student Success

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Goal 2: Culture

Objective 2: FCPS will nurture a culture of continuous professional learning to refine and expand professional practice and support student growth and development by 2022.

Objective 3: FCPS will promote an engaged learning community characterized by trust and belonging, which values diverse perspectives and encourages individual voice and choice by 2020.



Robust Infrastructure

Technology networks, hardware and support are currently in place to support robust learning environments and provide support to teachers to enhance and transform learning experiences.

Goal 1:

Provide the technical infrastructure necessary to support an effective, flexible, and safe learning environment for all students.

Strategies:

Putting Acceptable Use and Policies into Practice

Frequently solicit input from stakeholders, while keeping aligned to the district's goals for learning and access. Share policy documents regularly and remind users often of their role and responsibility.

Establish the practices necessary to fully implement the intent of acceptable use and policies that translate into a digital citizenship program, where every student and staff member learn to:

1) stay safe and secure online, 2) learn, model, and practice good citizenship 3) promote respectful and responsible use

Engage All Stakeholders in Cyber Security

Engage students, staff, and parents/guardians in learning about, why, and how to take ownership for cyber security. While cyber security is often thought of as the domain of the Information Technology team, in reality, it requires effort on the part of all users to stay safe and secure.

Help is On the Way

Conduct a needs assessment addressing the following areas:

- 1) Technical support services
- 2) Help Desk and Ticketing System
- 3) Integrated technology professional development

“Tech gives the quietest student a voice.”

– Jerry Blumengarten

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Goal 2:

Provide the human infrastructure necessary to create and implement a support system that provides technical expertise, resources, and coaching to prepare teachers and students to effectively utilize technology.

Strategies:

Support Structures

Empower leadership to support on-site instructional coaching. All staff should be aware of and have immediate access to FAQs, tutorials, and troubleshooting resources. A helpdesk should be in place for in-depth issues. IT staff should understand their role in supporting learning, not just servicing computers, and have a plan in place for prioritizing issues based on instructional needs. Allow students to share their expertise. Create structures that enable educators and students to access available digital resources and explore emerging technologies.

Remain Future Ready

Frequently evaluate needs, effectiveness, and expandability. Revisit industry standards periodically and examine that which is feasible for a district. Due to the rate of change and emerging technologies, the district must regularly assess and adjust plans accordingly.

Alignment to Inspire 2025: A Promise for Progress

Goal 1: Student Success

Objective 2: FCPS will design and establish a PreK-12 system to assess the Portrait of a Graduate competencies by the fall of 2022.

Goal 1: Student Success

Objective 3: By 2022, FCPS will implement instruction that integrates the vital components of the FCPS Learning Framework in curriculum for meaningful, purposeful educational experiences.



Data & Privacy

The district should provide a safe and secure environment for students to access instructional resources and ensure data security.

Goal 1:

Use technology to support and make decisions that rely upon data to evaluate and improve teaching and learning.

Strategies:

Plan to Take Action

Develop a long-term strategic data plan, which includes long-term goals and shorter-term actions, with assigned responsibilities supported through allocated budgets.

Launch a communication plan that includes guidelines to ensure that the policies and guidelines are implemented as intended.

A Data Culture and the Definition of Data Literacy

Build data literacy among administrators, educators, staff, and students. Define data literacy in terms of what individuals must know, understand, and be able to do with data.

Goal 2:

Ensure the confidentiality, integrity, and availability of information that is gathered and utilized to plan and improve learning.

Strategies:

A Roadmap to Data Transparency, Security, and Privacy

Review data policies and procedures, clearly document the roles and responsibilities of individuals related to data, data systems, data security, data privacy, data storage, data stewardship, and for the responsible and effective uses of data in the school district.

Who Has Access to Which Data?

Set goals for data use in the district that reflect the vision for data usage. Develop policies and procedures that establish the job classifications that will determine access to each data set; document the type of access each classification will have; and specify the reasons that level of access has been assigned.

Community Partnerships

We strive for school and community partnerships to provide support, communication and resources to meet staff, family, and student needs that go beyond what is typically available through school.

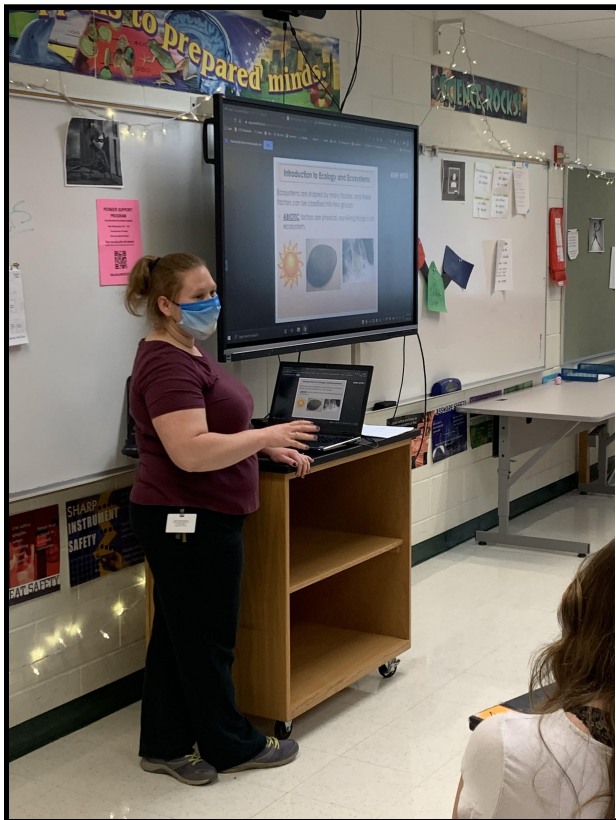
Goal 1:

Evaluate and maintain district resources for communications utilizing existing tools for the website, communications portal, newsletter and social media.

Strategies:

Get Feedback on Current Practice

Develop a process to survey the users of the district's communication portals to determine if the information is appropriate and timely. Utilize the feedback provided to make changes to current policies and procedures.



“Technology will never replace great teachers, but in the hands of great teachers, it’s transformational.”
– George Couros

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Goal 2:

Promote access to online resources for parents and students to view grades, attendance and student specific information.

Strategies:

Plan Ahead, then Plan Again

Educators must be thoroughly oriented and trained prior to providing parental access to any online system. Standards should be established for posting of information, including content and regularity of posting.

Parental access should be provided to as many digital programs as possible to provide as much information as possible on student progress.

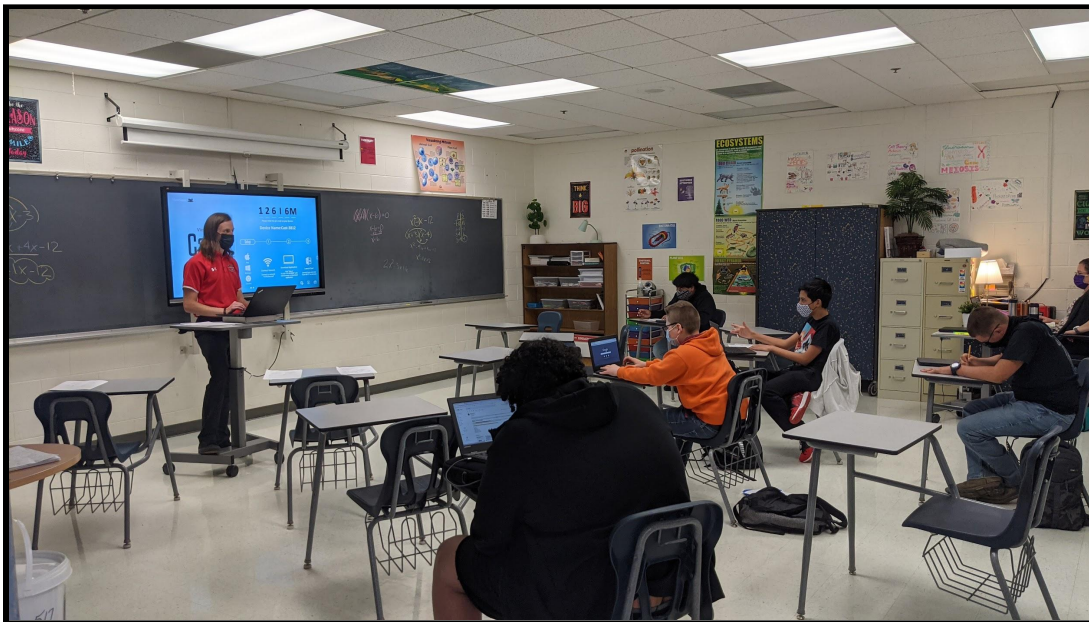
Engaging the Community

Conduct outreach into the community to establish a clear plan for providing Internet access for parents in central locations where community members congregate, as well as training for parents who may need assistance. Wherever possible, provide Internet access to parents who do not have it.

Alignment to Inspire 2025: A Promise for Progress

GOAL 3: Strategic Partnerships

Objective 3: FCPS will connect with all families by strengthening two-way communications, relationships, and family engagement.



Personalized Professional Learning

FCPS community embraces a culture of continuous improvement where members share a collective responsibility for engaging in high-quality, ongoing, job-embedded professional learning, through a variety of formats, resulting in student success and broader skill sets in the digital age.

Goal 1:

Build capacity of all staff members to personalize professional learning through a comprehensive process.

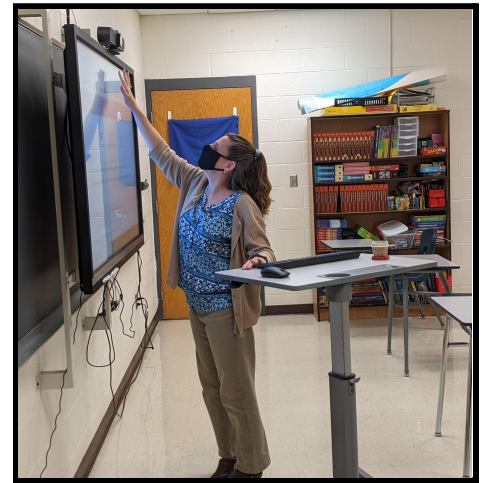
Strategies:

Research Innovative Approaches

Identify the research base for personalized, professional learning that is job embedded and outcomes-based. Use traditional research methods and social media to conduct a search to identify meaningful, new approaches to professional learning.

Collaborate to Set and Attain Goals

Revise the teacher evaluation processes to have teachers set goals and identify the professional development they will require to attain those goals. Aggregate these needs across schools and the district to inform planning for professional learning. Formulate a professional learning plan using the Professional Learning Logic Model. The Logic Model uses student achievement data to guide desired outcomes, and allow “voice and choice” to set goals. Leaders and teachers will be responsible for their own professional learning. Design the professional learning in ways that enable all district and school administrators/ leaders and teachers to become more self-directed and collaborative in accomplishing professional growth targets at three levels: district, school, and individual.



Alignment to Inspire 2025: A Promise for Progress

Goal 2: Culture

Objective 2: FCPS will nurture a culture of continuous professional learning to refine and expand professional practice and support student growth and development by 2022.

Budget & Resources

The district should provide a technology budget that provides students and staff the necessary technology resources that meet the needs of instruction.

Goal 1:

Implement strategies and tools for measuring Return On Investment (ROI) in digital learning; focusing on educational technologies, digital resources, instructional practices and student learning.

Strategies:

Be Prepared to Explain Return on Investment

Have content experts design multiple ways to present evidence of student learning that illustrates the relationship between student learning objectives and technology-enabled learning.

Activating Policy

Evaluate specific digital learning expenditure or programmatic requests through multiple lenses during budget development.

Goal 2:

Provide funding to sustain resources needed to support a technology-rich learning environment and for implementation of the District Strategic plan.

Strategies:

Is It In The Plan?

All expenditures should be vetted according to policies, implementation strategies, accountability metrics and timelines. Leaders and staff should be able to clearly establish how expenditures are determined and approved.

Making It Student-Centered

Have students demonstrate examples of technology-enabled learning and Future Ready skills made possible through the district's investment in digital learning as part of budget communication meetings. Use data from review metrics such as Total Cost of Ownership and Return on Investment to illustrate budgetary decisions that made the student learning possible.

Acceptable Use Regulations

323R - Acceptable Computer System Use

All use of Frederick County Public Schools' 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, 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, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

This regulation provides general guidelines and an example of prohibited uses for illustrative purposes, but does not attempt to state all required or prohibited activities by users. Students who have questions regarding whether a particular activity or use is acceptable should seek further guidance from their principal or principal's designee.

Failure to comply with Policy 323P, Instruction- Acceptable Computer System Use, school board regulations and/or other established procedures or rules governing computer use, electronic mail, social media, and networking may result in disciplinary action. Illegal use of the school division's computers may also result in referral to law enforcement authorities.

A. Access to School Computers, Networks and Internet Services

1. Access to the FCPS network is permitted to the extent that available resources allow.
2. Students have access to the FCPS computer system through an individual or classroom account managed by school personnel. As appropriate, Frederick County Public Schools will make decisions on whether specific uses of its computer system are consistent with this regulation. Frederick County Public Schools is the final authority for the issuance and cancellation of user accounts for the FCPS computer system.

B. Acceptable Use

1. Any user's traffic that traverses another network may be subject to that network's acceptable use policy.

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2. All student use of the FCPS computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Incidental personal use of the FCPS computer system is permitted as long as such use is in compliance with Regulation 219R, Administration- Portable Communication Devices and all other applicable policies, procedures and rules of Frederick County Public Schools. "Incidental personal use" is defined as use by an individual student for occasional personal communications.
3. FCPS computer system resources will not be used as the sole instructional research source, but rather will be considered with all research tools available.
4. Given the fluid nature of many FCPS computer system resources, students and staff must evaluate the validity and appropriateness of a particular resource for a given assignment or application.

C. Prohibited Use

All users are prohibited from knowingly using the FCPS computer system in such a way that does not support the instructional program or administrative operations of FCPS. General examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Users are responsible for all activities in or from their account. 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.
2. Any use of the FCPS computer system for personal gain such as operating a business, soliciting money, or product advertising is prohibited. Political lobbying also is prohibited.
3. Any use that is illegal or in violation of school board policies and regulations, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc. is prohibited.
4. Any student access or attempt to access the following is prohibited during the instructional day unless it is school approved or teacher-supervised filtered Internet communication: instant messages, chat rooms, forums, e mail, message boards, or hosted web pages.
5. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive are prohibited.
6. Any inappropriate communications with students, school staff, or adults is prohibited.
7. Use of the FCPS computer system to impersonate other individuals in electronic communication, such as forging electronic mail, is prohibited.

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8. Any attempt to circumvent security safeguards, guess passwords, or in any way gain unauthorized access to the FCPS computer system is prohibited.
9. Wastefully using resources, such as file space is prohibited.
10. Vandalizing the FCPS computer system, including destroying data by creating or spreading viruses or by other means is prohibited.
11. Downloading or loading software or applications without permission from the system administrator is prohibited.
12. Students are to report unacceptable use of the FCPS computer system to a teacher or administrator at their school. Employees are to report unacceptable use of the FCPS computer system to their immediate supervisor or a representative of the information technology department.
13. Any malicious use or disruption of the FCPS computer system or breach of security features is prohibited.
14. Any misuse or damage to the FCPS computer system is prohibited.
15. Any communications that is in violation of generally accepted rules of computer system etiquette and/or professional conduct is prohibited.
16. Any intentional attempt to access unauthorized sites is prohibited.
17. Using the FCPS computer system after such access has been denied or revoked is prohibited.
18. Any attempt to delete, erase or otherwise conceal any information stored on the FCPS computer system is prohibited.

D. No Expectation of Privacy

The school division retains control, custody and supervision of the FCPS computer system. The school division reserves the right to monitor all computer and Internet activity by employees and other system users. Users have no expectation of privacy in their use of the FCPS computer system. In addition, individuals using the FCPS computer system to access electronic mail, social media, and other networks shall have no expectation of privacy for those accounts.

E. Internet Access-Proxy Server

Internet access is provided via the FCPS computer system. Standard use of the World Wide Web utilizes a proxy server based filter that screens for non-curriculum related pages as

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required by the Children's Internet Protection Act (CIPA). Due to the nature of such filtering technology, the filter may at times filter pages that are appropriate for staff and student research. If appropriate, modifications may be made to provide access to these pages.

Modified accounts may be requested in writing through the school principal or administrative department head. Students and staff should be aware that all web access is logged by the server and that these logs may be reviewed by the system administrators periodically.

F. Confidentiality of Information

Students are expected to use appropriate judgment and caution in communications to ensure that personally identifiable information remains confidential.

G. Staff Responsibilities to Students

Teachers, staff members, substitutes, and volunteers who utilize the FCPS computer system for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members, substitutes, and volunteers are expected to be familiar with the school division's policies, regulations and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal.

Internet safety instruction is the responsibility of all instructional personnel. Internet safety will be integrated into the instructional curriculum for kindergarten through grade 12. Appropriate resources that comply with School Board policy and are aligned to the FCPS Internet Safety Program will be used as it applies to the content area.

H. Compensation for Unauthorized Losses, Costs and/or Damages

Students shall be responsible for any losses, costs or damages incurred by the school division related to violations of Regulation 323R, Instruction- Acceptable Computer System Use. The school division assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computer system such as copyright violations.

I. Liability

Frederick County Public Schools makes no warranties for the computer system it provides. The school division 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 school division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify Frederick County Public Schools for any losses, costs, or damages incurred by the school division relating to or arising out of any violation of these procedures.

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J. Electronic Mail

Frederick County Public Schools electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

K. Consequences for Violations

Misuse of the FCPS computer system or a violation this regulations may result in the account or the user's access privilege being denied, revoked, or suspended. Misuse may also subject the user to disciplinary action in accordance with Regulation 402R, Students- Code of Student Conduct, as well as potential civil or criminal liability and prosecution.

Legal Reference(s):

18 U.S.C. Section(s) 1460, 2256.

47 U.S.C. Section(s) 254.

Code of Virginia, Section(s) 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Reference(s):

[Regulation 219R, Administration- Portable Communication Devices](#)

[Regulation 402R-A, Students- Code of Student Conduct](#)

[Policy 602P, Community Relations- News Media](#)

[Regulation 602R, Community Relations- Community Communications](#)

Adopted: May 7, 1996

Amended: December 4, 1997

Amended: May 23, 2000

Amended: May 16, 2002

Amended: July 28, 2003

Amended: February 21, 2006

Amended: August 13, 2008

Amended: December 17, 2014

Amended: September 12, 2018

Amended: June 19, 2019

567R-A - Acceptable Computer System Use

All use of Frederick County Public Schools' 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, 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, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

This regulation provides general guidelines and an example of prohibited uses for illustrative purposes, but does not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Director of Information Technology.

Failure to comply with Policy 567P, Personnel- Acceptable Computer System Use, school board regulations and/or other established procedures or rules governing computer use, electronic mail, social media, and networking may result in disciplinary action, up to and including termination. Illegal use of the school division's computers may also result in referral to law enforcement authorities.

1. Access to School Computers, Networks and Internet Services

1. Access to the FCPS computer system is permitted to the extent that available resources allow.
2. The level of access that employees have to the FCPS computer system is based upon specific employee job requirements and needs.
3. Employee access to the FCPS computer system is provided for administrative, educational, communication, and research purposes consistent with the school division's educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to the use of the the FCPS computer system.
4. As appropriate, FCPS will make decisions on whether specific uses of its network, online instructional resources and services are consistent with this regulation. FCPS shall remain the final authority on use of the network and the issuance and cancellation of user accounts.

2. Acceptable Use

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1. Any user's traffic that traverses another network may be subject to that network's acceptable use policy.
2. Photographs, artwork, writing, or other original works of staff work responsibility may be included in official FCPS Internet documents.
3. All employee use of the FCPS computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Incidental personal use of the FCPS computer system is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules of Frederick County Public Schools. All such communication is subject to the requirements of the Freedom of Information Act.
4. Given the fluid nature of many FCPS computer system resources, staff must evaluate the validity and appropriateness of a particular resource for an application.

3. Prohibited Use

All users are prohibited from knowingly using the FCPS computer system in such a way that does not support the instructional program or administrative operations of FCPS. General examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Users are responsible for all activities in or from their account. 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.
2. Any use of the FCPS computer system for personal gain such as operating a business, soliciting money, or product advertising is prohibited. Political lobbying also is prohibited.
3. Any use that is illegal or in violation of school board policies and regulations, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc. is prohibited.
4. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive are prohibited.
5. Any inappropriate communications with students or minors is prohibited.
6. Use of the FCPS computer system to impersonate other individuals in electronic communication, such as forging electronic mail, is prohibited.

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7. Any attempt to circumvent security safeguards, guess passwords, or in any way gain unauthorized access to the FCPS computer system is prohibited.
8. Wastefully using resources, such as file space is prohibited.
9. Vandalizing the FCPS computer system, including destroying data by creating or spreading viruses or by other means is prohibited.
10. Downloading or loading software or applications without permission from the system administrator is prohibited.
11. Employees are to report unacceptable use of the FCPS computer system to their immediate supervisor or a representative of the information technology department.
12. Any malicious use or disruption of the FCPS computer system or breach of security features is prohibited.
13. Any misuse or damage to the FCPS computer system is prohibited.
14. Any communications that are in violation of generally accepted rules of computer system etiquette and /or professional conduct are prohibited.
15. Any intentional attempt to access unauthorized sites is prohibited.
16. Using FCPS computer system after such access has been denied or revoked is prohibited.
17. Any attempt to delete, erase or otherwise conceal any information stored on the FCPS computer system is prohibited.

4. No Expectation of Privacy

The school division retains control, custody and supervision of the FCPS computer system. The school division reserves the right to monitor all computer and Internet activity by employees and other system users. Users have no expectation of privacy in their use of the FCPS computer system. In addition, individuals using the FCPS computer system to access electronic mail, social media, and other networks shall have no expectation of privacy for those accounts.

5. Internet Access-Proxy Service

Internet access is provided via the FCPS computer system. Standard use of the World Wide Web utilizes a proxy server based filter that screens for non-curriculum related pages as required by the Children's Internet Protection Act (CIPA). Due to the nature of such filtering technology, the filter may at times filter pages that are appropriate for staff and student research. If appropriate, modifications may be made to provide access to these pages.

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Modified accounts may be requested in writing through the school principal or administrative department head. Staff should be aware that all web access is logged by the server and that these logs may be reviewed by the system administrators periodically.

6. Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications. Employees shall not post personal information other than directory information as defined in Regulation 416R-A, Students- Student Scholastic Records.

7. Staff Responsibilities to Students

Teachers, staff members, substitutes, and volunteers who utilize the FCPS computer system for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members, substitutes, and volunteers are expected to be familiar with the school division's policies, regulations and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal.

Internet safety instruction is the responsibility of all instructional personnel. Internet safety will be integrated into the instructional curriculum for kindergarten through grade 12. Appropriate resources that comply with School Board policy and are aligned to the FCPS Internet Safety Program will be used as it applies to the content area.

8. Compensation for Unauthorized Losses, Costs and/or Damages

The employee shall be responsible for any losses, costs or damages incurred by the school division related to violations of Policy 567P, Personnel- Acceptable Computer System Use; Regulation 567R-A, Personnel- Acceptable Computer System Use; Regulation 567R-B, Personnel- Electronic Mail, Social Media and Networking; and Regulation 567R-C, Personnel- Instructional Use of Social Networking Sites by Employees; and Regulation 567R-D, Personnel- Maintaining Appropriate and Professional Relationships with Students. The school division assumes no responsibility for any unauthorized charges made by employees, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computer system such as copyright violations.

9. Liability

Frederick County Public Schools makes no warranties for the computer system it provides. The school division 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 school division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify Frederick County Public Schools for any losses, costs, or damages incurred by the school division

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relating to or arising out of any violation of these procedures.

10. Electronic Mail

Frederick County Public Schools electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

Legal Reference(s):

18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

Code of Virginia, Section(s) 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Reference(s):

[Policy 567P. Personnel- Acceptable Computer System Use](#)

[Regulation 567R-B. Personnel- Electronic Mail, Social Media and Networking](#)

[Regulation 567R-C. Personnel- Instructional Use of Social Networking Sites by Employees](#)

Adopted: May 7, 1996

Amended: May 23, 2000

Amended: July 28, 2003

Amended: February 21, 2006

Amended: August 13, 2008

Amended: August 3, 2010

Amended: August 14, 2012

Amended: December 17, 2014

Amended: June 28, 2016

Amended: October 3, 2016

Amended: July 2, 2018

Amended: September 12, 2018

Amended: June 19, 2019

567R-B - Electronic Mail, Social Media and Networking

Frederick County Public Schools requires that all communications between and among employees, school volunteers and students be appropriate and in accordance with state law and/or school board policy. All electronic or any other communications by employees with students at any time shall be professional, consistent with the standards and curriculum of the school division, and limited to information that is school-related and necessary for both student and parent.

The school division is aware that unacceptable published content and/or inappropriate communication between parties may adversely affect the reputations and careers of students and educators. Frederick County Public School employees are expected to be role models and must recognize that once electronic communications and information are posted or published online, a digital imprint is created and is nearly impossible to retract. Therefore, it is the intent of Frederick County Public Schools to make all employees and students aware of the expectations and procedures of the school system in regard to the proper use of all telecommunication devices and computers when communicating with others.

It is strongly recommended that Frederick County Public Schools employees not use Frederick County Public Schools' accounts when establishing email and/or social networking accounts for personal use. In all use of personal social networking sites, employees should:

- Maintain appropriate professional boundaries and authority as a classroom teacher, administrator, or supervisor;
- Practice online reputation management by considering the personal, professional and social impact of what you post;
- Establish appropriate privacy settings to limit access to personal information contained on your social networking site;
- Establish social networking relationships with caution and consider limiting access to personal social networking sites to those who post inappropriate content;
- Refrain from inappropriate electronic communications with students;
- Recognize that students may not exercise good judgment and may use social media inappropriately;
- Avoid the appearance of impropriety;
- Refrain from posting negative information about students, fellow employees or the school division;
- Refrain from uploading inappropriate content;
- Exercise caution when posting links to other Internet or social networking sites and consider ad-free sites for hosting videos to eliminate inadvertent access to inappropriate advertisements and content.

This regulation is not intended to limit the proper use of technology as an effective teaching tool. Employees are expected to use technology and web-based resources to support learning and enhance instruction. The use of technology resources for instructional purposes may require online collaboration between students and/or the teacher. All web-based resources and communication tools must be used in a safe and responsible manner.

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Employees are required to comply with state code and all policies and regulations, directives and guidance, procedures, and practices of the school division regarding any communications with students, parents, and staff.

Any Frederick County Public School employee who has a reason to suspect that inappropriate communication is occurring between an employee and student, school volunteer and student, or among employees and/or volunteers shall report the matter immediately to their principal/immediate supervisor or the Assistant Superintendent for Administration.

Legal Reference(s):

Children's Internet Protection Act (Federal Communications Commission Regulations)

Code of Virginia, Section(s) 22.1-307

Guidelines for the Prevention of Sexual Conduct and Abuse in Virginia Public Schools, Virginia Department of Education, March 24, 2011

Cross Reference(s):

[Policy 506P, Personnel- Prohibition Against Harassment and Retaliation](#)

[Policy 567P, Personnel- Acceptable Computer System Use](#)

[Regulation 567R-A, Personnel- Acceptable Computer System Use](#)

[Regulation 567R-C, Personnel- Instructional Use of Social Networking Sites by Employees](#)

Memoranda to School Administrators dated September 5 and September 17, 2008: E-mail Communication

Adopted: August 3, 2010

Amended: June 21, 2011

Amended: August 14, 2012

567R-C - Instructional Use of Social Networking Sites by Employees

1. Generally

Frederick County Public Schools (FCPS) recognizes the value of student, teacher, parent, and community interaction on social networking sites that are designed for specific educational purposes and directly tied to Frederick County Public Schools' curriculum and instructional program. Collaboration, resource and information sharing, online tutoring, etc. all can be facilitated by the appropriate use of technology, online tools, social networking sites, and other online networking tools. FCPS may limit access to non-curriculum related Web pages as required by the Children's Internet Protection Act of 2000.

Employees of FCPS may communicate through electronic media with current FCPS students for educational purposes. All online communication must be appropriate and in accordance with state law and/or school board policy. All electronic or any other communications by employees with students at any time shall be professional, consistent with the standards and curriculum of the school division, and limited to information that is school-related and necessary for both student and parent.

For the protection and safety of both employees and students, employees should consider limiting Internet contact and communication with students to available school division-approved, work-related social networking resources made available through the FCPS network.

2. Establishment of Social Networking Sites for Instructional Purposes

An employee may establish one or more social networking sites to be used for instructional purposes and communication with the approval of the building principal. Any such site shall have a clear statement of purpose and outcomes for the use of the networking tool, and a code of conduct for all site participants. The employee establishing the site shall: apply appropriate security settings, allow only approved participants access, be responsible for the site's content, diligently monitor the site for inappropriate content, and post only information related to the site's purpose that is appropriate for viewing by students, parents and the community at large. Employees are expected to read and understand all terms of service and privacy policies associated with the social networking sites they intend to use.

3. Employee Use of Personal Social Networking Sites

Employees shall make student Internet safety, including the protection of students' personal information, a priority. Therefore, FCPS does not recommend that any employee establish an online social networking relationship with a currently enrolled FCPS student on his/her personal social networking site(s).

4. Consequences of Inappropriate Use of Social Networking

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Employee use of social networking found to be in violation of one or more FCPS policies, regulations or procedures and/or in violation of any applicable state or federal law may result in the employee's FCPS account and/or access to the FCPS network being denied, revoked, or suspended. Misuse may also subject the user to oral or written reprimand or other disciplinary action recommended by the Superintendent or his/her designee up to and including employment termination. In addition, misuse may be referred to law enforcement for further review.

Legal Reference(s):

Children's Internet Protection Act (Federal Communications Commission Regulations)

Code of Virginia, 1950, as amended, Section(s) 22.1-70.2, 18.2-372, 18.2-374.1:1, 18.2-390

Guidelines for the Prevention of Sexual Conduct and Abuse in Virginia Public Schools, Virginia Department of Education, March 24, 2011

Cross Reference(s):

[Policy 567P. Personnel- Acceptable Computer System Use](#)

[Regulation 567R-A. Personnel- Acceptable Computer System Use](#)

[Regulation 567R-B. Personnel- Electronic Mail, Social Media and Networking](#)

Adopted: August 14, 2012

Amended: October 15, 2014

567R-D - Maintaining Appropriate and Professional Relationships with Students

General

Staff members are expected to maintain courteous and appropriate professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of appropriate and professional physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for working in Frederick County Public Schools and staff members should strive to avoid even the appearance of impropriety.

Although this policy applies to the relationships between staff members and FCPS students, staff members who inappropriately interact with any child may be disciplined or terminated when Frederick County Public Schools determines such action is necessary to protect students.

1. Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Making sexual, flirtatious, or romantic advances toward a student; dating a student; discussing or planning a future romantic or sexual relationship with a student; or engaging in a sexual relationship with a student.
3. Exposing a student to pornography.
4. Contacting a student via social media for any harassing, discriminatory or illicit purpose.
5. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other products or services prohibited to minors.

2. Conduct that Could Provide Appearances of Impropriety

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where appropriate and professional physical and emotional boundaries are violated include, but are not limited to:

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1. Being alone with a student in a room with a closed or locked door or with the lights off.
2. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
3. Being present when students are fully or partially nude.
4. Discussing the staff member's personal problems with or in the presence of students.
5. Conducting ongoing, private, conversations with individual students that are unrelated to school activities or the well-being of the student.
6. Inviting a student or students for social contact off school grounds without the permission or knowledge of the parents of the students involved.
7. Sponsoring parties or other events for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members or parents/guardians.
8. Inviting a student or students to the staff member's home without the knowledge and permission of the parents of the students involved.
9. Visiting the homes of students without the knowledge and consent of parents.
10. Singling out a particular student or groups of students for personal attention and friendship beyond the bounds of an appropriate educator/mentor-student relationship.
11. Sending students on personal errands.
12. Allowing a student to drive the staff member's vehicle or transporting students in personal vehicles without the knowledge and consent of parents and supervisors.
13. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
14. Giving or receiving inappropriate gifts to or from individual students.
15. Causing any student to miss instructional time or opportunities for non-educational purposes.

3. Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication.

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As with other forms of communication, staff members must maintain appropriate and professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by FCPS or the staff member uses his/her own personal electronic communication devices, accounts, web pages or other forms of electronic communication.

FCPS policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be appropriate and professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. Staff use of any electronic communication is subject to FCPS policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with FCPS are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
2. FCPS discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be FCPS students.

4. Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain appropriate and professional boundaries with students. FCPS does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from appropriate and professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set out in the "Conduct that Could Provide Appearances of Impropriety" section of this regulation, but under no circumstance will these outside relations disrupt the educational environment. In addition, every measure shall be taken to avoid any appearance of impropriety and under no circumstance shall any outside relations be used to justify deviating from the "Absolute

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Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he/she has maintained an appropriate and professional relationship with the student. To avoid confusion, Frederick County Public Schools encourages staff members to consult with their building administrators/department heads prior to engaging in behaviors or activities that might violate appropriate and professional boundaries as defined in this regulation.

5. Consequences

Employees who violate this policy will be disciplined, up to and including termination of employment. FCPS will report violations of this policy to the appropriate contractor, agency or university if the staff member is not an FCPS employee. If a School Board member violates this policy, the violation will be reported to the School Board chairman. In addition, FCPS will report certain violations to law enforcement and Child Protective Services, as required by law.

6. Reporting

Any person, including a student, who has a concern about or is uncomfortable with a relationship or activities between a staff member and a student should bring their concern immediately to the attention of a building administrator, counselor or department head. If discrimination or harassment is suspected, the process in Policy 506P, Personnel- Prohibition Against Harassment and Retaliation will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to their building administrator/department head or the Executive Director of Human Resources. All staff members who know or have reasonable cause to suspect child abuse or harassment shall immediately report the suspected violation in accordance with Policy 508P, Personnel- Child Abuse and Neglect Reporting and the Code of Virginia, § 63.2-1509. Staff members may be disciplined for failing to make such reports.

A staff member who reports in good faith a violation of this regulation will not be subjected to discrimination or retaliation. If such discrimination or retaliation occurs, the staff member shall report to the Executive Director of Human Resources.

If contacted, the Executive Director of Human Resources will disclose an employee's formal discipline imposed for violations of this regulation to school divisions seeking references; likewise, a volunteer's dismissal from volunteer services for violation of this policy will be disclosed as appropriate.

7. Training

Frederick County Public Schools provides training for staff on the prevention of misconduct and abuse and disseminates information about relevant FCPS policies to staff, students and parents.

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Legal Reference(s):

Code of Virginia, as amended, Section(s) 63.2-1509

Cross Reference(s):

[Policy 218P, Administration- Human Rights](#)

[Policy 506P, Personnel- Prohibition Against Harassment and Retaliation](#)

[Policy 508P, Personnel- Child Abuse and Neglect Reporting](#)

[Policy 567P, Personnel- Acceptable Computer System Use](#)

[Regulation 567R-A, Personnel- Acceptable Computer System Use](#)

[Regulation 567R-B, Personnel- Electronic Mail, Social Media and Networking](#)

[Regulation 567R-C, Personnel- Instructional Use of Social Networking Sites by Employees](#)

Adopted: August 11, 2015