Book	Policy Manual
Section	Section I - INSTRUCTIONAL PROGRAM
Title	Technology Use
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Technology Use

The School Board provides a Roanoke City Public Schools (RCPS) computer system, including the internet, to promote 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, cabling, and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, desk phones, cell phones, cameras, projectors, multimedia devices, workstations, the internet, Artificial Intelligence (AI) systems, 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, 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.

These regulations apply to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this regulation which serves as the Technology Use Guidelines established by the superintendent.

The Superintendent is responsible for establishing Technology Use Guidelines containing the appropriate uses, ethics, and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines. Users are responsible for being knowledgeable about online safety issues and are required to participate in division-endorsed online safety courses. It is the responsibility of all users to report any misuse of RCPS computer systems or security problems with RCPS computer systems.

All use of AI-generated outputs must involve human review and approval and be aligned with existing RCPS policies and procedures, and state and federal laws.

The Technology Use Guidelines are:

1. a prohibition against use by division employees and students 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:
    - child pornography as set out in Virginia Code §18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
    - obscenity as defined by Virginia Code §18.2-372 or 18U.S.C. § 1460; and
    - material that the school division deems to be harmful to juveniles as defined in Virginia 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 technology protection measures are enforced during use of the division's computers;
4. provisions establishing that all usage of the computer system will be monitored;
5. provisions designed to educate students about appropriate online behavior, including interacting with students and other individuals on social networking websites, 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 employees;

9. a prohibition against use of the division's computer equipment and communications services for posting or using electronic mail to distribute personally identifiable information or other confidential information unless measures are taken to ensure confidentiality. RCPS may review all email sent, received, and deleted by any user;
10. a prohibition against interfering with the daily operation of RCPS computer systems, including knowingly placing computer malware on or within any computer;
11. a prohibition against entering students' and employees' personally identifiable information (PII) or other confidential data into AI systems;
12. a prohibition against using computer systems to perpetuate biases or create inequities in access, content, or opportunities;
13. a prohibition against engaging in any commercial or fundraising purpose, furthering any political or religious purpose, or offering goods or services for personal use;
14. a prohibition against installing or downloading software or services (to include free downloads from websites) or hardware (to include cabling) without approval by the Department of Technology or the Software Approval Committee.
15. outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other potentially offensive media. Parents are responsible for monitoring their students' uses of the school division systems and of the Internet from home or non-school locations.
16. a component of internet safety for students that is integrated in the division's instructional program; and
17. Bring your own Device (BYOD) is prohibited except in cases where the device is being used for authentication and for communication in an emergency. There should be no expectation that these devices will work or be supported for use on RCPS networks, nor should they be used to view, transmit, or store Division Data. The Division has made devices available to staff and students. If you need a device, please see your supervisor. Exceptions may only be approved by the Technology Department.

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 division's computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division-owned devices while connected to division networks or computer resources. Only RCPS-supported networks should be used within the division.

Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify administration and/or the Technology Department immediately. All users shall keep their passwords confidential and shall follow the Standard Operating Procedures outlined by the Technology Department. In compliance with Va. Code § 2.2-03, § 2.2-2009, § 2.2-5514 we will comply with the reporting requirements.

Roanoke City Public School Division solely and exclusively owns and retains all rights, title, and interests, whether express or implied, in and to any and all division data. Employees and contractors have no and acquire no right, title, or interest, whether express or implied, in and to division data. School division employees should be aware that any data on the school division's computer systems may be subject to review, disclosure, or discovery under federal and state statutes, Family Educational Rights and Privacy Act of 1974 (FERPA), § 2.1-342 Code of Virginia (Inspection of Official Records) and School Division Policy JFG and KBE.

Prior to the creation or utilization of any web applications, websites, or webpages withing the RCPS network, individuals or departments must submit a formal request to the Technology and/or Marketing Department(s). Any web applications, websites, or webpages outside the RCPS network that will utilize RCPS student/staff data in any manner must be pre-approved by the Technology Department before use.

RCPS strictly prohibits the unauthorized use of student and staff data to be used for the creation, access, or usage of web applications, websites, or webpages by students, faculty, staff, and any other individuals associated with the Division.

Unauthorized student use of any type of electronic device is prohibited during instructional time unless it is being used for instructional purposes at the discretion of the student's teacher. Students are not permitted to use any communication device to record another student or school staff member without permission from the principal. The Division is not liable for devices brought to school or school activities. If a student possesses or uses such devices, other than as permitted by policy, disciplinary sanctions may be imposed. The device may be confiscated from the student by the school administration and returned only to the student's parent or authorized representative. Virginia Code § 221-279.6 authorizes a school board "to regulate the use or possession of beepers or other portable communication devices".

The failure of any user to follow the terms of this policy, or the Technology Use Guidelines may result in loss of computer system privileges, the employee may be required to provide monetary reimbursement to RCPS, disciplinary action, and/or appropriate legal action. Administration may request that the Department of Technology deny, revoke, or suspend specific user access in the event of a violation or known breach of division computer systems. Administration may request that the Technology Department deny, revoke, or suspend specific user access in the event of a violation or known breach of division computer systems.

Roanoke City Public Schools and the Virginia Department of Education make no warranties of any kind, either expressed or implied, for RCPS computers systems. Use of the school division's computer systems is at the user's own risk. The systems are provided on an "as is, as available" basis. RCPS and the Virginia Department of Education are not responsible for any damages

incurred, including but not limited to loss of data resulting from delays or interruption of service, damage to personal property used to access RCPS resources; for the accuracy, nature, or quality of information stored on RCPS resources or gathered through RCPS Intranet or the Internet; or for unauthorized financial obligations incurred through RCPS-provided access. All provisions of this agreement are subordinate to local, state, and federal statutes. 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 Superintendent is responsible for ensuring that the Executive Director of Technology reviews and makes recommendations, if necessary, to this Board Regulation every two years.

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, 22.1-78, 22.1-279.6 ,22.1-70.2, 221.1-78, and 22.1-289.01

Cross Ref.:

GAAE-BR Standards of Staff Conduct
IIBEA/GAB-Acceptable Computer System Use
JFC-Student Conduct
JFC-SR Student Conduct

Refs:

Roanoke City Public Schools' Division-wide Technology Plan