

## PERSONNEL

File: GAB/IIBEA

### ACCEPTABLE USE OF COMPUTER TECHNOLOGY POLICY

The School Board provides a 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, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

All use of Charlottesville City Schools' 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. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored read, and/or archived by school officials.

The Superintendent shall establish administrative regulations and procedures containing the appropriate uses, ethics and protocol for the computer system.

The regulations and procedures shall include:

- (1) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- (2) 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;
- (3) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
  - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
  - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
  - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (4) provisions establishing that the technology protection measure is enforced during any use of CCS computers;
- (5) provisions establishing that all usage of the computer system may be monitored;
- (6) provisions designed to prevent unauthorized online access, including "hacking" and other unlawful online activities;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (8) a component of Internet safety for students that is integrated in the division's instructional program.

Use of the CCS computer system shall be consistent with the educational or instructional mission or administrative function of the school division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The CCS computer system is not a public forum.

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Each teacher, staff, administrator, student and parent/guardian of each student shall sign the Acceptable Use of Computer Technology Form, GAB-E1/IIBEA-E1, before using the CCS computer system. The failure of any student, teacher, staff or administrator to follow the terms of this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

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

The School Board will review, amend if necessary, and approve this policy every two years.

Adopted: October 21, 1999  
Revised: July 19, 2007  
Reviewed: March 20, 2008  
Revised: June 17, 2010  
Revised: September 1, 2011  
Revised: June 25, 2013

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Legal References: 18 U.S.C. §§ 1460, 2256.  
47 U.S.C. § 254.  
Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross References.: GCPD Professional Staff Members: Contract Status and Discipline  
GDPD Support Staff Members: Contract Status and Discipline  
JFC Student Conduct  
JFC-R Standards of Student Conduct