

- 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.

76
77 **USAGE GUIDELINES**

78
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.

95 96 **PERSONAL USE**

97
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.

109 110 **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

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

141

142 Adopted: October 4, 2001

143 Amended: July 1, 2005

144 Amended: May 18, 2006

145 Amended: September 20, 2007

146 Amended: April 12, 2012

147 Amended: January 22, 2015

148 Amended: December 16, 2021

149

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

DRAFT

1 RESPONSIBLE COMPUTER SYSTEM USE

2
3 I. GENERALLY

4
5 The Alexandria City Public Schools (ACPS) and its employees are committed to using technology
6 consistently, responsibly, and effectively for teaching and learning, communications, and
7 productivity. The Alexandria City School Board provides a computer system, including the
8 internet, to promote educational excellence by facilitating resource sharing, innovation and
9 communication.

10
11 The ACPS “computer system” includes, but is not limited to, hardware, software, data,
12 communication lines and devices, terminals, display devices, printers, CD, DVD and other media
13 devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets,
14 laptops, telephones, cameras, projectors, interactive whiteboards/panels, audio-visual equipment,
15 multimedia devices, workstations, network access, streaming services, cloud services, the internet
16 and other electronic services and internal or external networks. This includes any device that may
17 be connected to or used to connect to the school division’s network or electronically stored
18 Division material.

Commented [MS1]: Moved up to improve readability

19
20 All use of the Division’s computer system must be (1) in support of education and/or research, ~~or~~
21 (2) for legitimate ~~school~~ Division business, or (3) incidental personal use as defined in this policy.
22 Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation
23 of those privileges, disciplinary action, and/or legal action. Any communication or material
24 generated using the computer system, including electronic mail, social media posts, instant or text
25 messages, tweets, and other files, including communications and materials deleted from a user’s
26 account, may be monitored, read, and/or archived by Division staff.

Commented [2]: In the current version this prohibits even incidental use of technology for personal purposes. That’s inconsistent with with the statement about “incidental personal use” under the usage guidelines section. Added a 3rd item to create internal consistency.

27
28 H. DEFINITION

29
30 ~~The ACPS “computer system” includes, but is not limited to, hardware, software, data,~~
31 ~~communication lines and devices, terminals, display devices, printers, CD, DVD and other media~~
32 ~~devices, tape or flash drives, storage devices, servers and personal computers, tablets, laptops,~~
33 ~~telephones, cameras, projectors, multimedia devices, workstations, streaming services, the~~
34 ~~internet and other electronic services and internal or external networks. This includes any device~~
35 ~~that may be connected to or used to connect to the school division’s network or electronically~~
36 ~~stored Division material.~~

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

39
40
41 III. DEVICE USE AGREEMENTS

Commented [3]: It’s more than device - its technology use

42
43 ~~ACPS is not responsible for storing, protecting, supporting and/or restoring personal files.~~
44 ~~In accordance with Virginia Code 22.1-70.2, ACPS teaches students to use best practices~~
45 ~~in internet safety.~~

Commented [MS4]: Content relocated to improve readability

47 This policy applies to all users of the Division's computer system. By using or accessing the
48 computer system, the user agrees to abide by this policy and the applicable ACPS ~~Device-Use~~
49 Agreement for either staff or students.

50
51 The ACPS ~~Device-Use~~ Agreements for staff and students contain the appropriate uses, ethics and
52 protocols for use of the computer system. The Superintendent or designee reviews and updates, as
53 necessary, the ~~Device-Use~~ Agreements at least every two years. It is the user's responsibility to
54 know and follow this policy and the applicable staff or student ~~Device-Use~~ Agreement.

55
56
57 ~~A.~~ ~~Device-Use~~ Agreements include:

58 ~~A.~~

59 ~~1.~~ ~~Aa~~ prohibition against use of the Division's computer equipment and communications
60 services for sending, receiving, viewing or downloading illegal material via the
61 internet;

62 ~~1.~~

63 ~~2.~~ ~~p~~Provisions, including the selection and operation of a technology protection measure
64 for the ~~D~~ivision's computers ~~with having~~ internet access to filter or block internet
65 access through such computers, that seek to prevent access to:

66 ~~2.~~

67 a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C.
68 § 2256;

69 b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and

70 ~~e.~~ material that the school division deems to be harmful to juveniles as defined in Va.
71 Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. §
72 254(h)(7)(G), and material that is otherwise inappropriate for minors;

73 ~~c.~~

74 ~~3.~~ ~~p~~Provisions establishing that the technology protection measure is enforced during any
75 use of the division's computers;

76 ~~3.~~

77 ~~—~~

78 ~~4.~~ ~~p~~Provisions establishing that all usage of the computer system may be monitored;

79 ~~4.~~

80 ~~—~~

81 ~~5.~~ ~~p~~Provisions designed to educate students and employees about appropriate online behavior.
82 This instruction includes topics such as cyberbullying, data privacy, digital communications

83 ~~and overall tenants of good digital citizenship; digital communications with others through~~
84 ~~email, social media or other channels, including interacting with students and other~~
85 ~~individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness~~
86 ~~and response;~~

87 5.

88 ~~6.~~ Provisions designed to prevent unauthorized online access by minors, including
89 “hacking” and other unlawful online activities;

90 6.

91 ~~7.~~ Provisions requiring every user to protect the security of information necessary to
92 access the computer system, such as usernames and passwords, and prohibiting the
93 sharing of passwords;

94 7.

95 ~~8. provisions that acknowledge an employee and student requirement to uphold the~~
96 ~~policy;~~

97 ~~8.~~ Provisions prohibiting the unauthorized disclosure, use, and dissemination of
98 photographs and/or personal information of or regarding minors; ~~and~~

99 9.

100 ~~9. Acknowledge an employee and student requirement to uphold the policy; a~~
101 ~~component of internet safety for students that is integrated in the Division’s~~
102 ~~instructional program;~~

103 10.

104 11. a prohibition of taking ACPS device to or accessing the division’s computer systems
105 from countries with Level 3 or Level 4 travel advisories as published but the US
106 Department of State; and

107 12. a requirement to consult with the ACPS Department of Technology prior to taking an
108 ACPS device or accessing the division’s computer systems from countries with Level
109 1 or Level 2 travel advisories as published but the US Department of State.

Commented [M55]: Added to protect ACPS devices and systems

110 **IV. USAGE GUIDELINES**

111 ~~Use~~ All use of the ACPS computer system must:

- 112 ~~• Fully support ACPS’ goals for integrating technology into teaching and learning,~~
113 ~~communications and productivity;~~

114 ~~—~~

- 115 ~~• Acknowledge an employee and student requirement to uphold the policy;~~

- 119 ●
- 120 ● Be used for legitimate school business, unless otherwise permitted in this policy;
- 121 ●
- 122 ● Not jeopardize the safety and security of students, staff, facilities, and operations;
- 123 ●
- 124 ● Not cause degradation of services; ~~and~~
- 125 ●
- 126 ● Not involve the use of unauthorized devices, including personal devices.
- 127 ●

128 Access to the computer system should not be abused in the amount of time used, type of use, or
129 content. ~~Any individual who uses the ACPS computer system has no expectation of privacy~~
130 ~~regarding that use.~~

131
132 Individuals are responsible and accountable for material located on or accessed by their ACPS-
133 issued equipment. Any individual who uses the ACPS computer system has no expectation of
134 privacy regarding that use. ACPS expressly reserves the right to monitor all computer use activity.
135 Any communication or material used on the computer system, including without limitation,
136 electronic mail or other files, created, sent, or deleted from an ACPS computer user's account, may
137 be monitored and/or read by school officials.

138 PERSONAL USE

139
140 ACPS permits incidental personal use of technology resources consistent with this policy. This
141 means:

- 142
- 143
- 144 ● ~~i~~ncidental personal use of equipment, electronic accounts ~~and~~, Internet access,
145 printers, and copiers is restricted to ACPS staff and students and does not include
146 family members or others not affiliated with the Division;
- 147 ● ~~i~~ncidental use must not result in direct costs to ACPS or cause legal action against or
148 cause embarrassment to ACPS;
- 149 ● ~~i~~ncidental use must not interfere with the normal performance of an employee's
150 work duties; and
- 151 ●● ~~i~~ncidental use of ACPS technology resources (including personal pictures, music,
152 email messages, voice messages, and documents) should be nominal.

153 ● ~~Incidental use must not cause degradation of the ACPS network.~~

154 USER RESPONSIBILITIES

Commented [MS6]: Use of printers and copiers create direct expenses for ACPS.

156 Use of the school division's computer system must be consistent with the educational or
157 instructional mission or administrative function of the division as well as the varied instructional
158 needs, learning styles, abilities, and developmental levels of students.

159

160 The ACPS computer system is not a public forum.

161

162 Users of the ACPS computer system have no expectation of privacy for use of the school division's
163 resources or electronic devices including non-ACPS owned devices while connected to ACPS
164 networks or computer resources.

165

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

171

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

174

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

180 The failure of any user to follow the terms of this policy or the ~~Device~~-Use Agreement may
181 result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

182 Users of the system agree to indemnify the School Board for any losses, costs, or damage
183 relating to or arising out of any violation of this policy or the ~~Device~~-Use Agreement.

184

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

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

190

Commented [M57]: Per the enactment of Va. Code § 2.2-5514.1 by SB 1459.

Commented [8]: Per the VSBA model policy.

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

- Adopted: October 4, 2001
- Amended: July 1, 2005
- Amended: May 18, 2006
- Amended: September 20, 2007
- Amended: April 12, 2012
- Amended: January 22, 2015
- Amended: December 16, 2021

Legal Refs: 18 U.S.C. § 1460, 2256.
47 U.S.C. §254.

Code of Virginia, 1950, as amended, §§ [2.2-5514.1](#), 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, 22.1-78.

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|--------------|----------|--|
| Cross Refs.: | EGAA | Reproduction and Use of Copyrighted Materials |
| | GBA/JHFA | Prohibition Against Harassment and Retaliation |
| | GCPD | Professional Staff Discipline |
| | GCQB | Staff Research and Publishing |
| | JFC | Student Conduct |