

1 **RESPONSIBLE COMPUTER SYSTEM USE**

2
3 The Alexandria City Public Schools (ACPS) and its employees are committed to using technology
4 consistently, responsibly, and effectively for teaching and learning, communications, and
5 productivity. The Alexandria City School Board provides a computer system, including the
6 internet, to promote educational excellence by facilitating resource sharing, innovation and
7 communication.

8
9 The ACPS “**computer system**” includes, but is not limited to, hardware, software, data,
10 communication lines and devices, terminals, display devices, printers, CD, DVD and other media
11 devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets,
12 laptops, telephones, cameras, projectors, interactive whiteboards/panels, audio-visual equipment,
13 multimedia devices, workstations, network access, streaming services, cloud services, the internet
14 and other electronic services and internal or external networks. This includes any device that may
15 be connected to or used to connect to the school division’s network or electronically stored
16 Division material.

17
18 All use of the Division’s computer system must be (1) in support of education and/or research, (2)
19 for legitimate Division business, or (3) incidental personal use as defined in this policy. Use of the
20 computer system is a privilege, not a right. Inappropriate use may result in cancellation of those
21 privileges, disciplinary action, and/or legal action. Any communication or material generated using
22 the computer system, including electronic mail, social media posts, instant or text messages,
23 tweets, and other files, including communications and materials deleted from a user’s account,
24 may be monitored, read, and/or archived by Division staff.

25
26 In accordance with Virginia Code 22.1-70.2, ACPS teaches students to use best practices in
27 internet safety.

28
29 **USE AGREEMENTS**

30
31 This policy applies to all users of the Division’s computer system. By using or accessing the
32 computer system, the user agrees to abide by this policy and the applicable ACPS Use Agreement
33 for either staff or students.

34
35 The ACPS Use Agreements for staff and students contain the appropriate uses, ethics and protocols
36 for use of the computer system. The Superintendent or designee reviews and updates, as necessary,
37 the Use Agreements at least every two years. It is the user’s responsibility to know and follow this
38 policy and the applicable staff or student Use Agreement.

39 A. Use Agreements include:

- 40
41 1. a prohibition against use of the Division’s computer equipment and communications
42 services for sending, receiving, viewing or downloading illegal material via the
43 internet;

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

70
71 **USAGE GUIDELINES**

72
73 Use of the ACPS computer system must:

- 74 ● Fully support ACPS’ goals for integrating technology into teaching and learning,
75 communications and productivity;
- 76 ● Be used for legitimate school business, unless otherwise permitted in this policy;
- 77 ● Not jeopardize the safety and security of students, staff, facilities, and operations;
- 78 ● Not cause degradation of services;

- Not involve the use of unauthorized devices, including personal devices.

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

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

PERSONAL USE

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

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

USER RESPONSIBILITIES

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 ACPS computer system is not a public forum.

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

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

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

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

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

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

128

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

130

131 Adopted: October 4, 2001

132 Amended: July 1, 2005

133 Amended: May 18, 2006

134 Amended: September 20, 2007

135 Amended: April 12, 2012

136 Amended: January 22, 2015

137 Amended: December 16, 2021

138

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

140 47 U.S.C. §254.

141 Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390,
142 22.1-70.2, 22.1-78.

143

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

145 GBA/JHFA Prohibition Against Harassment and Retaliation

146 GCPD Professional Staff Discipline

147 GCQB Staff Research and Publishing

148 JFC Student Conduct

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;~~
101 ~~a~~ component of internet safety for students that is integrated in the Division’s
102 instructional program.

103 10.

104 **IV. USAGE GUIDELINES**

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

106
107
108
109 ● Fully support ACPS’ goals for integrating technology into teaching and learning,
110 communications and productivity;

111 —

112 ● ~~Acknowledge an employee and student requirement to uphold the policy;~~

113 ●

114 ● Be used for legitimate school business, unless otherwise permitted in this policy;

115 ●

116 ● Not jeopardize the safety and security of students, staff, facilities, and operations;

- 117 ●
- 118 ● Not cause degradation of services; ~~and~~
- 119 ●
- 120 ● Not involve the use of unauthorized devices, including personal devices.
- 121 ●

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

125
126 Individuals are responsible and accountable for material located on or accessed by their ACPS-
127 issued equipment. ~~Any individual who uses the ACPS computer system has no expectation of~~
128 ~~privacy regarding that use.~~ ACPS expressly reserves the right to monitor all computer use activity.
129 Any communication or material used on the computer system, including without limitation,
130 electronic mail or other files, created, sent, or deleted from an ACPS computer user's account, may
131 be monitored and/or read by school officials.

132 PERSONAL USE

133
134 ACPS permits incidental personal use of technology resources consistent with this policy. This
135 means:

- 136
- 137
- 138 ● ~~Incidental personal use of equipment, electronic accounts and, Internet access,~~
139 ~~printers, and copiers~~ is restricted to ACPS staff and students and does not include
140 family members or others not affiliated with the Division;
- 141 ● ~~Incidental use must not result in direct costs to ACPS or cause legal action against or~~
142 ~~cause embarrassment to ACPS;~~
- 143 ● ~~Incidental use must not interfere with the normal performance of an employee's~~
144 ~~work duties; and~~
- 145 ● ~~Incidental use of ACPS technology resources (including personal pictures, music,~~
146 ~~email messages, voice messages, and documents) should be nominal.~~

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

148 USER RESPONSIBILITIES

149
150 Use of the school division's computer system must be consistent with the educational or
151 instructional mission or administrative function of the division as well as the varied instructional
152 needs, learning styles, abilities, and developmental levels of students.

153
154 The ACPS computer system is not a public forum.

Commented [M55]: Use of printers and copiers create direct expenses for ACPS.

155

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

159

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

165

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

168

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

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

Commented [6]: Per the VSBA model policy.

173

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

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

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

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202 GCPD Professional Staff Discipline
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204 JFC Student Conduct

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DRAFT