

## **HIGHLAND COUNTY PUBLIC SCHOOLS**

### **ACCEPTABLE COMPUTER SYSTEM USE**

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 hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and other internal or external networks.

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. The Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system, including the prohibition of illegal material, prevention of access to material harmful to juveniles and measures to enforce this policy and regulation. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials.

Use of the School Division's computer system shall 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.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, 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 Superintendent shall submit to the Virginia Department of Education this policy and accompanying regulation biennially. [note: The initial report is due by 12/1/99]

Adopted:

Legal Refs: [Code of Virginia](#), 1950, as amended, 22.1-78 and 22.1-70.2.

## HIGHLAND COUNTY PUBLIC SCHOOLS

### ACCEPTABLE COMPUTER SYSTEM USE

All use of the Highland County School Division's 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 hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and any other internal or external network.

#### **Computer System Use-Terms and Conditions:**

**1. Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

**2. Privilege.** The use of the Division's computer system is a privilege, not a right.

**3. Unacceptable Use.** Each user is responsible for his or her actions on the computer system.

#### **Prohibited conduct includes:**

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
- Sending, receiving, viewing or downloading illegal material via the computer system.
- Unauthorized downloading of software.
- Downloading copyrighted material for unauthorized use.
- Using the computer system for private financial or commercial gain.
- Wastefully using resources, such as file space.
- Gaining unauthorized access to resources or entities.
- Posting material authorized or created by another without his or her consent.
- Using the computer system for commercial or private advertising.
- Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
- Using the computer system while access privileges are suspended or revoked.

- ❑ • Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.

**4. Network Etiquette and Internet Safety.** Each user is expected to abide by generally accepted rules of etiquette, including the following:

- ❑ • Be polite.
- ❑ • Users shall not forge, intercept or interfere with electronic mail messages.
- ❑ • Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- ❑ • Users shall not post personal contact information about themselves or others.
- ❑ • Users shall respect the computer system's resource limits.
- ❑ • Users shall not post chain letters or download large files.
- ❑ • Users shall not use the computer system to disrupt others.
- ❑ • Users shall not read, modify or delete data owned by others.

**5. Liability.** The School Board makes no warranties for the computer system it provides. The School Board 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 denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

**6. Security.** Computer system security is a high priority for the school division. 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.

**7. Vandalism.** Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

**8. Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

**9. Electronic Mail.** The School Division's 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 and may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. 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.

**10. Enforcement.** This procedure and the policy it supports shall be enforced by monitoring information on the School Division's computer system. To protect students, software may also be installed on the computer system that blocks obscene/illegal material as well as material that may be harmful to juveniles. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

Penalties may include but are not limited to short-term suspension of 10 days or less, with the balance of any days to be served carrying over to the succeeding school year, and/or loss of computer and Internet privileges to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and shall also be reported to the Sheriff if the potential exists for criminal charges to be filed.

**11. Internet Safety.** Internet Safety is integrated within the school's curriculum as enacted by the General Assembly of Virginia in accordance with 22.1 - 70.2 of the Code of Virginia.

**Adopted:**

Legal Refs: [Code of Virginia](#), 1950, as amended, 22.1-70.2 and 22.1-78.

# Highland County Public Schools

## Monterey, Virginia 23884

### **Dear Parent/Guardian:**

The Highland County School Board offers your student the use of electronic communications through the Highland County School Division's computer system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

Part of the School Division's responsibility in preparing students for the 21st century is to provide them access to the tools they will be using as adults. The Internet will likely be one of these tools. Through the Division's computer system your student will have access to databases, libraries and computer services from all over the world. We accept the responsibility of teaching your student about his/her role as a "network" citizen and the code of ethics involved with this new community.

With this educational opportunity also comes responsibility on the part of your student. It is important that you and your student read the enclosed division policy, administrative regulation and agreement form and discuss these requirements. The Division takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material and a user may access inappropriate material.

In order for your student to take advantage of this educational opportunity, your authorization is needed. Attached to this letter are the Acceptable Computer System Use Policy and Regulation (IIBEA) and the Acceptable Computer System Use Agreement which both you and your student must sign before your child may use the computer system. Please review these materials carefully with your student before signing the required agreement.

Superintendent

Highland County Public Schools

Highland County Public Schools

Acceptable Computer System Use

Grade K-2

A good computer user:

1. Uses the computer with good intentions and does not use a computer to hurt people or their work.
2. Respects the computer as the school's property. Does not break or hurt the computer.
3. Practices good computer citizenship. Does not look at, send or print bad or mean messages or pictures.
4. Respects the environment and does not waste paper by printing too much.
5. Respects the rights of others. Does not go into another person's folders, work, or files without permission.
6. Acts responsibly. Immediately tells an adult if his or her computer shows bad things.
7. Accepts responsibility and expects to be disciplined for misuse of the computer system.

**I agree to be a good computer user.**

\_\_\_\_\_

Student's Name School

\_\_\_\_\_

Student's Signature Date

I expect my student to be a good computer user as defined by this document and the Highland County School Board Policy IIBEA, Acceptable Computer Use.

\_\_\_\_\_

Parent's Signature Date

Highland County Public Schools

Acceptable Computer System Use

Grade 3-5

A good computer user:

1. Uses the computer with good intentions and does not use a computer to hurt people or their work.
2. Respects the computer as the school's property and does not damage the computer or computer system.
3. Practices good computer citizenship. Does not look at, send or print inappropriate messages or pictures.
4. Respects the environment and does not waste paper by printing too much.
5. Respects the rights of others. Does not go into another person's folders, work, or files without permission.
6. Acts responsibly. Immediately tells an adult if his or her computer displays inappropriate material.
7. Respects the law and does NOT violate copyright laws.
8. Accepts responsibility for proper computer use. Knows misuse of the computer system can result in loss of computer privilege or other disciplinary action.

**I agree to be a good computer user.**

\_\_\_\_\_

Student's Name School

\_\_\_\_\_

Student's Signature Date

I expect my student to be a good computer user as defined by this document and the Highland County School Board Policy IIBEA, Acceptable Computer Use.

\_\_\_\_\_

Parent's Signature Date

**HIGHLAND COUNTY PUBLIC SCHOOLS**  
**ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT**  
**Grades 6-12**

Each student and his or her parent/guardian must sign this Agreement before being granted use of the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read the Policy and Regulation IIBEA, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your student's principal.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access and monitor my use of the computer system, including my use of the Internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (Print) \_\_\_\_\_

I have read this Agreement and Policy and Regulation IIBEA. I understand that access to the computer system is intended for educational purposes and the Highland County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my student.

I grant permission for my student to use the computer system and for the School Division to issue an account for my student.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name (Print)  
\_\_\_\_\_

Date \_\_\_\_\_



**HIGHLAND COUNTY PUBLIC SCHOOLS  
ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT  
Employee Agreement**

Each employee must sign this Agreement as a condition for using the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read the Policy and Regulation IIBEA, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor.

I have read this Agreement and Policy and Regulation IIBEA. I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access and monitor my use of the computer system, including my use of the Internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Employee Signature \_\_\_\_\_

Employee Name (Print) \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_