

ACCEPTABLE COMPUTER SYSTEM USE

All use of the 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, servers, mainframe and personal computers, and internet and any other internal or external network. (Taken from RCPS Policy IIBEA-R)

Terms and Conditions for Use

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

Privilege: The use of the division's computer system is a privilege, not a right.

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 the use of the computer system, including the 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.

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 educational tool. Electronic mail is not private. Users shall be personally liable for the content of any electronic message they create.

Internet Safety: K-12 students and staff are required to participate in and successfully complete internet safety training annually.

Network Use: The following uses of school-provided computer networks including Internet access are not permitted unless authorized by the Rappahannock County Public Schools Technology Department:

- (1) To access the school division computer network with privately owned laptop computers
- (2) To download or install software on the school division's computers

Violation of the Acceptable Use Policy may result in loss of computer system privileges, disciplinary action, and or possible legal action.

In order to access the school division computer network, each employee, student and parent/guardian of each student are required to read the Acceptable Computer Use Policy, sign and return a signature page. If you have any questions about this document, please contact your supervisor or your child's principal.

Code of Ethics

Users of technology are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school library. General school rules for behavior and communications apply; consequences for inappropriate behavior also apply. Access to these electronic resources is provided in order for students and staff to conduct educational activities. Technology users are expected to act in a considerate and responsible manner. All users of technology will be informed of expectations and responsibilities related to computers prior to gaining access, as indicated in the staff and student handbooks. Technology users are expected to abide by the following:

1. Use school facilities and equipment only for school-related, educational activities. This includes but is not limited to the use of the Internet, e-mail, school networks, and other electronic and online resources.
2. Be courteous and use appropriate language. Do not harass or attack others, or use expressions of bigotry, racism, and/or hate. Do not send, display, search, or use profanity, obscenities, sexually explicit or offensive materials.

3. Users protect privacy and safety by not disclosing such personal information as names, home, school or work addresses, telephone numbers, passwords, or personally identifiable information about themselves or others. Use only assigned passwords. The use of others' passwords is forbidden.
4. Recognize and respect the intellectual property of others, for example, do not tamper with, copy, download, or upload files without permission.
5. Adhere to federal copyright laws and publishers' licensing agreements.
6. Respect the integrity of the network system. Do not attempt to circumvent or subvert system security measures. Do not tamper or alter the system in such a way that would disrupt the network.
7. Report suspected computer viruses or other problems immediately to classroom teacher, supervisor or system administrator so that action can be taken and damage can be minimized.
8. Use equipment responsibly. Do not damage hardware, software, electronic systems or networks.
9. Conserve resources including but not limited to file storage space, bandwidth, online time, toner, and paper.
10. Do not use the computer system to sell merchandise, operate a business or for personal gain.

Regulation Adopted: June 14, 2005
Revised: March 11, 2008

***Please return this form to your child's homeroom teacher.**

PRINTED Student Name: _____

Homeroom Teacher: _____

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Signing this agreement allows your child to use the school division's computer network.

I understand and agree to abide by the school division's Acceptable Computer Use policy. I understand that the division may access and monitor my use of the computer system, including my use of the internet, email and downloaded material, without prior notice to me. I further understand that should I violate the policy, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature _____ Date _____

I have read this agreement. I understand that access to the computer system is intended for educational purposes and the school division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the division to restrict access to all inappropriate material and I will not hold the school division responsible for the information acquired on the computer system. I have discussed the terms of the agreement with my child.

I grant permission for my child to use the computer system and for the school division to issue an account for him/her.

Parent/Guardian Signature _____ Date _____