

## 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, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

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. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) 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;
- (2) 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;
- (3) provisions establishing that the technology protection measure is enforced during any use of the division's computers;

- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including “hacking” and other unlawful online activities.;
- (7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
- (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (9) a component of internet safety for students that is integrated in the division’s instructional program.

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.

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

Software and/or services may not be installed or downloaded on the division’s computer system without the prior approval of the superintendent or superintendent’s designee.

Each user of the division’s computer system and a parent/guardian of each student user shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the division’s computer system. The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines 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 is not 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: April 8, 2019

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Legal Refs: 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 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
	JFC-R	Standards of Student Conduct

INSTRUCTION  
ACCEPTABLE USE POLICY

Guidelines for Educational Internet Use

A. Generally

Tazewell County Public Schools offers Internet access as part of its instructional program. The sole purpose of this Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of Tazewell County Public Schools' Internet access (like all other uses of Tazewell County Public Schools' computer facilities) should be in support of and consistent with these educational objectives. All students who use Tazewell County Public Schools' Internet access are expected to read these Guidelines and to take part in a discussion of the Guidelines with a teacher. Adherence to the Guidelines is a continuing condition for a student's privilege of Internet access.

B. The Internet

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be accessed through the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. There is also potential for access to materials unacceptable for student use. Some material accessible on the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Guidelines are intended to help ensure that students and teachers use this valuable resource in a safe and appropriate manner. The benefit to students from access to the Internet in the form of information resources and opportunities for collaboration exceeds any disadvantages.

C. The Responsibility of the Student

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members cannot be expected to monitor student use at every moment. Each student is expected to take individual responsibility for his or her appropriate use of the Internet.

Students are expected to follow procedures and guidelines that are issued in order to ensure the security and the efficient use of the Internet system.

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## INSTRUCTION

Guidelines for Educational Internet Use (continued)

Students are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include courtesy, politeness, and the avoidance of vulgar language.

D. The Responsibility of the Parent

Parents and guardians are responsible for reading and discussing with their children the acceptable and unacceptable uses of the Internet as described in these Guidelines

E. The Responsibility of the Educator

Educators are responsible for explaining the Guidelines for Student Internet Use, for monitoring student activity while on the Internet, and for taking reasonable precautions to prevent students from accessing inappropriate sites.

F. The Privilege of Internet Access

Internet access through Tazewell County Public Schools is a privilege, not a right. A student's access may be canceled by school officials if this privilege is abused. Unacceptable conduct while using Tazewell County Public Schools' Internet access may also be subject to disciplinary action, in conformity with the Tazewell County Public Schools' Policy on Student Conduct and Discipline (which is published in school handbooks/calendars) and the disciplinary policies of individual schools. The school administration will determine what constitutes unacceptable use.

G. Administrator's Access to Files

Students and teachers should not assume that their use of Tazewell County Public Schools' Internet access will be private. All files and records may be examined by administrators for educational and administrative purposes, ensuring that these Internet Guidelines are being followed. A list of visited sites, as well as times, will be monitored by the system administrator. Administrators will cooperate with law enforcement authorities by providing access to Internet e-mail, files, and records as necessary.

H. The Personal Safety of the Student

The Internet is accessible to the public. Unfortunately, this includes people who may want to communicate with students for inappropriate purposes or under false pretenses. Tazewell County Public Schools cannot monitor the Internet for such unacceptable uses. Therefore, students must be cautious and prudent about supplying personal information. In particular, students should never arrange a personal meeting with a person whom they meet online. Students should promptly inform their teacher or school administrator of any online communication that is threatening, harassing or otherwise unacceptable.

Since safe Internet use is crucial, Tazewell County Public Schools is committed to provide Internet safety instruction to administrators, teachers, and students.

## INSTRUCTION

Guidelines for Educational Internet Use (continued )I. Unacceptable Uses

Unacceptable uses of the Tazewell County Public Schools' Internet access include, but are not limited to the following:

1. Posting private or personal information about another person;
2. Attempting to log in through another person's account or to access another person's files; sharing a password or account with another person;
3. Transmitting obscene or pornographic material or intentionally visiting sites featuring such material;
4. Posting chain letters or engaging in 'spamming' (Spamming means sending a large number of annoying, unsolicited, or unnecessary messages to one or more people.)
5. Participating in any communication that facilitates the illegal sale of drugs or alcohol; that facilitates criminal gang activity; that threatens, intimidates, or harasses any other person, or that violates any laws, or facilitates any illegal activity;
6. Plagiarizing material (Plagiarism means taking material or ideas created by others and presenting them as their own. Plagiarism is an illegal act and can be subject to prosecution.)
7. Infringing copyrights (Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.)
8. Participating in commercial activities that are not directly related to the educational purposes of Tazewell County Public Schools;
9. Illegally gaining access to a computer or network.

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INSTRUCTION  
Guidelines for Educational Internet Use (continued)

J. Disclaimer of Liability

Tazewell County Public Schools disclaims all liability for the content of material to which a student may have access on the Internet and for any damages suffered as a result of the student's Internet use. Tazewell County Public Schools makes no guarantee that the functions or services provided by its Internet access will be error free or without defect. Tazewell County Public Schools will not be responsible for any damage students may suffer, including but not limited to, loss of data or interruptions of service. It will not be responsible for the accuracy or quality of the information obtained from or stored on the system. Tazewell County Public Schools will not be responsible for financial obligations arising through the unauthorized use of the system. Tazewell County Public Schools will not be responsible for any actions or obligations of a student while accessing the Internet outside the public school system for any purpose.

K. Changes to the Guidelines

Tazewell County Public Schools reserves the right to change these Guidelines at any time.

Adopted by School Board: May 12, 1997  
Amended by School Board: September 14, 1998  
Amended by School Board: July 14, 2002  
Amended by School Board: June 11, 2007

INSTRUCTION  
EDUCATIONAL INTERNET PUBLISHING

A. Generally

The administration of Tazewell County Public Schools determined it is desirable for the school division as well as, individual schools to have a presence on the Internet. The purpose of this corollary to the Acceptable Use Policy is to address the issue of Internet publishing by Tazewell County Public Schools, other policy provisions to the contrary notwithstanding.

B. Location of Web Page Files

All school web pages must reside on the Tazewell County Public Schools Internet server. School web pages may neither link to nor include personal web pages of staff or students.

C. Content of School Web Pages

Information and links to Tazewell County Public Schools web pages are limited to:

1. General information of interest to students, parents, teachers, administrators, and community members
2. Activity of school sponsored organizations
3. Curriculum and instructional material

D. Personal Information

Web pages may contain the first and last name of a student and his/her club or class affiliation or award.

Web pages may contain the image of a student that allows identification by reasonable means provided proper consent is obtained.

No personal information displayed on a web page may be more specific than allowed by this policy.

E. Student Work

Web Pages may include student work provided the work relates to a class project or other school related activity and provided proper consent was obtained. Examples of student work include poems, short stories, and works of art.

F. Responsibilities of the Building Principal

1. Designating students and teachers to serve as web page editors
2. Reviewing and approving web page content before publishing the web pages on the Internet

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## INSTRUCTION

Educational Internet Publishing (continued)

3. Ensuring that all information included on the school's web page is in accordance with the Educational Internet Publishing policy and with the Acceptable Use Policy in general.
4. Any other action relative to the web page deemed necessary by the building principal.

G. Responsibilities of the School Web Page Developers

The responsibilities of the school web page developers include:

1. Prior to publishing personal information, obtaining written consent for all students whose image is to be included on web pages before the image is published. Consent must be obtained from a parent/guardian indicating approval and waiving liability. Educational Internet Publishing Signature Forms are available at all Tazewell County Public Schools.
2. Ensuring that no personal information included on the web page is altered, falsified, or misrepresented in any way. Libel, slander, or other violation of a person's rights is prohibited. All personal information included on web pages should be displayed in the spirit intended by the student and his/her parent/guardian.
3. Ensuring that student work is posted with care. Web page editors must have permission from the student and parent/guardian before publishing the work. Plagiarism is prohibited.
4. Ensuring that all information included on the school's web page is in accordance with the Educational Internet Publishing policy and with the Acceptable Use Policy in general.

Educational Internet Publishing Signature Form

Dear Parent and Guardian,

As you may or may not know, our school publishes a web page on the Internet. Publishing a web page is similar to publishing a newspaper with text and/or pictures. Just as anyone may read an article in a newspaper, anyone with access to a computer and the Internet may read our web pages.

The Tazewell County School Board has adopted a web publishing policy, which is a set of guidelines governing what may and may not be included on school web pages. We have attached a copy of the policy to this letter. In accordance with this policy, neither a photograph of a student nor any example of his/her work may be added to the web page without prior consent from a parent or legal guardian.

School web pages are public documents welcoming the outside world to the school. The Tazewell County School Board has approved the guidelines for school web pages. The information included on the web pages must support the educational goals of the school system. The web page's main purpose is to introduce outside visitors to the school, its programs, and the achievements of the students. We hope that the proposed web pages will meet these criteria and that you will allow your child's picture or work to be included.

Permission to display student photographs and/or work extends from the beginning of the year permission is given until September 15 of the following year unless a parent/guardian requests otherwise in writing.

Sincerely,

Principal

*(Please complete **only one** section below and return this complete page to your student's school.)*

I grant permission for \_\_\_\_\_'s photograph or work to be published on the web pages on the Internet as outlined in the Acceptable Use Policy Publishing Addendum.

\_\_\_\_\_ Parent/Guardian's Signature

\_\_\_\_\_ Student's Signature

\_\_\_\_\_ Date

I do not grant permission for \_\_\_\_\_'s photograph or work to be published on the web pages on the Internet as outlined in the Acceptable Use Policy Publishing Addendum.

\_\_\_\_\_ Parent/Guardian's Signature

\_\_\_\_\_ Student's Signature

\_\_\_\_\_ Date

Internet Filtering Review Panel

The Board is committed to providing Internet access in support of the instructional program. The Board respects concerns of the community that students not be inadvertently exposed to unacceptable material.

The superintendent shall appoint a review panel representative of the instructional staff which shall have authority to carry out the intent of the policy.

Procedures for the operation of the panel shall be developed by the superintendent.

## INSTRUCTIONAL WEB PAGE PUBLISHING

### A. GENERALLY

Tazewell County Public Schools will increase accessibility to learning resources and facilitate communication with students and parents through the development of instructional web pages. The Instructional Web Page Publishing Addendum to the Internet Acceptable Use Policy addresses instructional web page publishing by Tazewell County Public School employees.

### B. LOCATION OF INSTRUCTIONAL WEBPAGE FILES

All instructional web pages must reside on the website server that has been licensed by the school division. Instructional web pages may neither include nor link to non-instructional material or personal web pages.

### C. CONTENT OF INSTRUCTIONAL WEB PAGES

Information on Tazewell County Public School instructional web pages is limited to:

1. Instructional information of interest to students, parents, teachers, and administrators.
2. Original curricular and instructional material.
3. Links to educational websites.
4. Non-fundraising classroom activities.
5. General announcements of club activities. (Details should be available on the school webpage.)

### D. PERSONAL INFORMATION

1. An instructional web page may contain the first and last name of a student.
2. After a student's parent/guardian signs an Educational Internet Publishing Permission Form for the current year, an instructional web page may include an identifiable image of that student.
3. No personal information displayed on a web page may be more specific than allowed by this policy.

### E. STUDENT WORK

After a student's parent/guardian signs an Educational Internet Publishing Permission Form for the current year, an instructional web page may display that student's work including poems, short stories, and works of art.

F. RESPONSIBILITIES OF THE BUILDING PRINCIPAL

1. Review and approve instructional web page content.
2. Ensure that all information included on instructional web pages complies with the Internet Acceptable Use Policy and Instructional Web Page Publishing Addendum guidelines.

G. RESPONSIBILITIES OF THE INSTRUCTIONAL WEB DESIGNER

1. Ensure that all information included on the instructional web page complies with the Internet Acceptable Use Policy and Instructional Web Page Publishing Addendum guidelines.
2. Follow all guidelines and procedures for developing an instructional web page.
3. Obey copyright law and post only original material.
4. Avoid plagiarism.
5. Verify that an Educational Internet Publishing Permission Form for the current year, signed by a parent/guardian, is on file at the school, before including an identifiable image or the work of a student on an instructional web page.
6. Ensure that no personal information included on a web page is altered, falsified, or misrepresented in any way. Violations such as libel and slander are prohibited. Personal information included on instructional web pages should be displayed in the spirit intended by the student and parent/guardian.

ACCEPTABLE USE POLICY  
Addendum: Internet Safety

A. OBJECTIVE

Tazewell County Public Schools is adhering to the guidelines as directed by the Virginia Department of Education according to the Code of Virginia §22.1-70.2. The legislation requires the integration of an Internet safety component into each division's instructional program. The purpose of the Internet Safety Addendum is to address the issue of Internet safety and how best to protect children while they are using the Internet.

B. RESPONSIBILITY

Tazewell County Public Schools believes that Internet safety is the responsibility of all stakeholders. Through a continuous effort by each stakeholder, a well-educated community of safe Internet users will emerge.

1. Superintendent and School Board Members

a. The Superintendent and School Board Members will approve the Acceptable Use Policies, Addendums and implementation plan.

- Understand the educational advantages, the disadvantages and potential risks of using the Internet
- Understand the Internet safety policies and procedures to protect employees and students from potential dangers while using the Internet
- Correlate Internet safety policies with Federal, state, and local laws
- Support school division personnel in their efforts to educate students and parents of Internet safety issue

2. Supervisors and Administrators

a. Supervisors and administrators will oversee the implementation of all aspects of the Internet safety program.

- Understand the educational advantages, the disadvantages and potential risks of using the Internet
- Complete a division approved Internet safety training curriculum with certificate of completion
- Understand the Internet safety policies and procedures to protect employees and students from potential dangers while using the Internet
- Review the Acceptable Use Policy and its addendums regularly with faculty and staff
- Monitor Internet use by faculty, staff and students
- Attend additional professional development about Internet safety
- Provide a professional development program to reinforce division approved Internet safety training curricula
- Appoint someone in the building to collect and maintain the Internet and publishing permission forms
- Provide parents with information for safe Internet use

- Inform students and parents of disciplinary action as outlined in the Tazewell County Public School Policy on Student Conduct and Discipline and the disciplinary policies of individual schools.
  - Punish misuse of Internet resources
3. Information Technology Staff
- a. The information technology staff will be responsible for the technical aspects of providing Internet safety.
    - Develop a data and network security plan
    - Protect personnel and students by providing Internet filtering and logins designed to track usage
    - Investigate any breaches of Internet security
    - Study usage reports for inappropriate use
4. Teachers, Counselors, Library Media Specialists, Instructional Technology Resource Teachers, and Resource Officers
- a. Teachers, etc. will implement all aspects of Internet safety in their classroom, library, and computer lab.
    - Understand the educational advantages, the disadvantages and potential risks of using the Internet
    - Complete a division approved Internet safety training curriculum with certificate of completion
    - Attend additional professional development about Internet safety
    - Collect Internet permission forms from students annually
    - Review the Acceptable Use Policies regularly with students to prevent Internet misuse and to enhance Internet safety
    - Monitor students while using the Internet at schools and caution them of its proper use when away from school
    - Create appropriate activities to promote responsible Internet use within the curriculum
    - Integrate the social and ethical issues of Internet safety as described in the Computer/Technology Standards of Learning for Grades K-12
    - Integrate Internet safety activities and information within the curriculum framework
    - Remind students of potential dangers while using the Internet
    - Inform students of consequences of disobeying Tazewell County Public School Policies
    - Report misconduct of Internet use
5. Students
- a. Students will follow the Tazewell County Public Schools Acceptable Use Policies and its addendums.
    - Understand the educational advantages, the disadvantages and potential risks of using the Internet
    - Understand that not all information on the Internet is true and appropriate

- Know that not all people who contact them on the Internet are who they say they are
- Understand that Internet use is a privilege not a right
- Realize that Internet use is for educational use only
- Use the Internet correctly using the activities created by their teachers to support and supplement their curriculum
- Appreciate that the Internet contains valuable content but also protects against possible abuse
- Safeguard personal information about themselves and others
- Understand the risk of encountering predators and cyber bullies who anonymously try to contact and manipulate students who use the Internet
- Know the difference between legal and illegal activities when using the Internet
- Understand the consequences of disobeying Tazewell County Public School Policies

6. Parents, Grandparents and Caregivers

a. Parents, grandparents and caregivers will be responsible for the child's proper use of the Internet.

- Understand the educational advantages, the disadvantages and the potential risks of using the Internet
- Educate themselves by attending division sponsored events
- Learn their role, in providing Internet safety guidance at home, by reading articles and pamphlets concerning Internet safety distributed at school or community outreach events
- Monitor and track use of the computer and Internet by their child and make sure the use is age appropriate
- Discuss acceptable Internet use and content
- Watch for changes of behavior that might indicate outside contact from predators or cyber bullies

C. COMMUNITY OUTREACH

The purpose of the community outreach program will be to educate the community by providing information to enhance Internet safety awareness.

- Promote Internet Safety Awareness Week
- Provide information to PTA/PTO organizations
- Distribute Media Announcements
- Display at the Tazewell County Fair

Adopted by School Board: May 19, 2008