Student Acceptable Use Policy
Student Agreement

Charles City County Public Schools ("CCPS") views the use of technology as a tool to enhance instruction in the classroom. As an integral part of the curriculum, technology operates as an extension of the classroom and library media center. This Acceptable Use Policy applies to both school and home use of CCPS network, software, hardware and/or devices to include, but not limited to, computers and accessories, laptops, printers, handheld devices, digital cameras, digital media players, televisions, digital white boards, modems, cables, switches, servers, and electrical supplies (hereinafter "Technology System").

Students may gain access to the Technology System only with prior approval from the building principal or designee for educational purposes or another legitimate purpose as determined by the classroom teacher. CCPS expects responsible behavior from students when they use Technology System. Technology System use **is a privilege**, not a right. Inappropriate use may result in a loss of privileges, as well as other disciplinary actions. Willful damage or vandalism will result in legal and/or disciplinary action, including the full-repair or replacement charges of the damaged Technology System.

When using the Technology System, whether on or off school grounds, students shall follow all applicable School Board policies and procedures, including this Acceptable Use Policy, and the Student Code of Conduct. The relevant policies, procedures, and rules are applicable whether students are online or in the physical school building. Students shall not engage in any bullying or cyberbullying, as those terms are defined in the Code of Student Conduct, when using the Technology System.

CCPS monitors all usage of the Technology System through a security system. It is the policy of CCPS to: (a) prevent access over its Technology System to, or transmission of, inappropriate material as outlined in the Student Code of Conduct via Internet, e-mail, or other forms of direct electronic communications; (b) prevent unauthorized access, "hacking," and other unlawful online activity on its Technology System; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors from its Technology System; and (d) comply with all applicable laws and regulations.

CCPS uses filtering software designed to prevent access to certain websites and monitors the network activity of all users as they access e-mails, websites, instant messages, chat rooms, blogs, message boards, social media platforms, collaborative online learning communities, are other similar online activities. CCPS reserves the right to examine, use, and disclose any data found on the division's information networks to further the health, safety, discipline, and/or security of any student or other persons, or to protect property. CCPS may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement officials.

By signing this Acceptable Use Policy, the student agrees to:
- ask for assistance if you do not know how to operate a piece of equipment;
- use appropriate procedures for start-up, shut-down, and log-in functions;
- keep food, drinks, gum, etc. away from all equipment;

- avoid extreme temperature exposure to all equipment;
- only use his/her assigned account(s) information;
- only access teacher approved sites during instructional time;
- follow all copyright laws and plagiarism policy when using information from electronic resources and providing appropriate citations or credits to the author;
- never download, use, or copy illegal music, games, software, or other copyright-protected files;
- never delete, alter, or modify software, programs, and applications on school equipment to include, but not limited to desktop controls, backgrounds, menu settings, and/or student network settings;
- never knowingly use portable data storage devices that contain viruses or in any other way spread computer viruses;
- never damage or deface Technology System in any manner.
- use Technology System for educational purposes only including reference, inquiry, and the production of educational documents;
- only use CCPS-approved software and never install, copy, or execute software not approved by CCPS;
- only use CCPS-issued computers and devices to connect to the CCPS network;
- never circumvent any filtering software provided by CCPS;
- never alter, hide, or change system files, BIOS settings, or directories;
- assume all responsibility for costs that may occur as a result of purchasing unauthorized services or sites;
- assume all costs of data services when accessing the internet through non-CCPS supported internet providers;
- never obtain unauthorized remote access or hack into Technology System; and
- report threatening or discomforting materials or any violations of the Acceptable Use Policy to your teacher, principal or assistant principal.
- never create or transmit inappropriate or illegal material or information that violates CCPS policies or any local, state, or federal laws, such as material that is copyrighted, threatening, bullying, gang-related, obscene, or pornographic;
- conduct all electronic communications in accordance with this Policy, the Student Code of Conduct, and all other applicable policies, procedures, or rules;
- never use Technology System to agree to meet with someone you have met online;
- never post your own or anyone else's personal data (e.g. full name, address, phone number, social security number, personal photograph) or engage in any activity that results in the loss of another person's privacy;
- only communicate with other users through CCPS-provided accounts, unless approved by the supervising teacher;
- never run an executable file attached to an e-mail message; and
- understand that all electronic communications and transmissions are reviewable by CCPS.

Student Name (Print): _____ Grade: _____

Sign and return this page to your school. Please keep pages 1-2 for your records.

This Acceptable Use Policy sets forth the expected conduct when suing CCPS Technology System. Students are expected to read, understand, and acknowledge this Policy before using the Technology System.

CCPS considers any violation of the Acceptable Use Policy to be a serious offense and reserves the right to review, examine, and preserve any files or information present on the Technology System to determine whether there was any violation of the Policy. Any violation of the Policy may result in disciplinary action including, but not limited to, the loss of privileges of the use of Technology System and/or suspension or expulsion from school. Offenders also may be prosecuted any applicable state or federal laws.

<u>Signatures</u>

I understand and agree to abide by this Acceptable Use Policy. I understand that there are consequences and/or fines if I do not follow this Policy.
_____

Student Signature: _____ Date: _____

I have read and discussed with my child this Acceptable Use Policy. I understand that my child will face consequences and/or fines if he or she does not follow this Policy.
_____

Parent/Guardian Signature: _____ Date: _____