

Roanoke City Public Schools
Acceptable Use Policy Statement – STUDENT FORM
School Board Policy IIBEA

I. PURPOSE

The purpose of this Acceptable Use Policy is to set forth policies and guidelines for access to Roanoke City Public Schools (RCPS) electronic telecommunication systems. Telecommunication systems are herein defined as any electronic device or network accessible technology used to communicate or convey audio, text, or visual messages. In addition this policy includes guidelines for acceptable and safe use of the RCPS computer hardware, computer software and related access to the RCPS intranet and the Internet and World-Wide Web (WWW).

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student access to the school division electronic telecommunication systems the division considers its own stated educational mission, goals and objectives. Access to and use of telecommunication systems has become a powerful tool for promoting educational excellence by facilitating research, information delivery, sharing, innovation, communication, productivity and learning. While these tools have become vital to communication and information access not all material is suited for the K-12 environment. The division expects that faculty will blend thoughtful use of the schools telecommunication systems and the Internet throughout the curriculum and will provide guidance and instruction to students on their safe and appropriate use.

III. LIMITED EDUCATIONAL PURPOSE

Roanoke City Public Schools provides employees and students with access to its telecommunication systems. The purpose of these systems is not general access but has a more specific limited educational purpose. This purpose includes use of telecommunication systems for professional RCPS business, classroom instructional activities, professional and career development and to further educational and personal goals consistent with the school division mission, goals, and objectives and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on these limited purpose systems.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the RCPS telecommunication systems is a privilege not a right. Depending on the nature and degree of the violation and the number of previous violations unacceptable use of the division's telecommunication systems or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate school division policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Roanoke City Public Schools
Acceptable Use Policy Statement – STUDENT FORM
School Board Policy IIBEA

V. USER ROLES AND RESPONSIBILITIES

It is the responsibility of any individual using RCPS telecommunication systems to read, understand, and follow these policy guidelines. In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of RCPS resources. Any person with questions regarding the application or meaning of this policy should seek clarification from the appropriate teacher or school administrator. Use of RCPS resources shall constitute acceptance of the terms of these policy guidelines.

A. RCPS ADMINISTRATOR ROLES AND RESPONSIBILITIES

Every RCPS administrator is responsible for being knowledgeable about acceptable use and online safety issues. All administrators are responsible for participating in a division endorsed online safety course during each certification renewal cycle (approximately once during each five-year cycle). Each administrator is also responsible for making certain that the faculty, staff, and students in their respective school facility or department understand and abide by the Roanoke City Public Schools Acceptable Use Policy as stated in this document (Section VI). If a RCPS administrator has reason to believe that a user, faculty, staff, or student, is misusing the systems, the administrator has the right to request that the individual's account and access be reviewed. It is also the responsibility of the administrator to report any misuse of RCPS telecommunication systems and resources.

B. RCPS TEACHER ROLES AND RESPONSIBILITIES

Each RCPS teacher is responsible for being knowledgeable about acceptable use and online safety issues. All teachers are responsible for participating in a division endorsed online safety course during each certification renewal cycle (approximately once during each five-year cycle). Every teacher who uses RCPS telecommunication systems with students is responsible for teaching their students about safe and responsible use of networked environments and telecommunication systems including the intranet and Internet and integrating this training into their respective instructional areas. Teachers are responsible for monitoring student activity while online and while using RCPS resources to make sure they are using them appropriately. Teachers should make sure that students understand acceptable use and abide by the terms of acceptable and unacceptable use as defined in this document (Section VI). If a teacher has reason to believe that a student is using these resources inappropriately, it is the right to request that the individual's account and access be reviewed. It is also the responsibility of the teacher to report any misuse of RCPS telecommunication systems and resources to the appropriate site or department administrator.

Roanoke City Public Schools
Acceptable Use Policy Statement – STUDENT FORM
School Board Policy IIBEA

C. **RCPS NON-CERTIFIED STAFF ROLES AND RESPONSIBILITIES**

All non-certified staff (e.g., clerical, support staff, etc.) are responsible for their own safe and responsible use of networked environments and telecommunication systems including the intranet and Internet. It is the responsibility of each non-certified staff member to understand and abide by the terms of acceptable and unacceptable use as defined in this document (Section VI). All non-certified staff are strongly encouraged to participate in a division endorsed online safety course approximately once during each five-year period. It is the responsibility of non-certified staff to assist teachers and administrators, whenever possible, to report students and staff they have reason to believe are using these resources inappropriately.

D. **RCPS OTHER STAFF ROLES AND RESPONSIBILITIES**

All other staff members, including Library Media Specialists, School Resource Officers, and Instructional Technology Resource Teachers (ITRT) hold the same level of rights and responsibilities as school teaching staff. However they have the added responsibility of being the point persons for working with and training all administrators, teachers, and non-certified division staff in network and online safety and appropriate use of available telecommunication systems resources. As such they have the responsibility to remain current about new technologies and potential issues related to network and online safety. They have a right to intervene whenever they have reasonable suspicion that staff or students are misusing RCPS systems by suspending access to the respective system until it is reported to and investigated by the appropriate school or division personnel.

E. **RCPS STUDENT ROLES AND RESPONSIBILITIES**

It is the responsibility of students using RCPS telecommunication systems to learn about safe and responsible use of networked environments and telecommunication systems including the intranet and Internet. Students are responsible for using these resources appropriately. They must abide by the terms of acceptable and unacceptable use as defined in this document (Section VI). If a student misuses RCPS telecommunication systems, administrators and teachers in the division must report it to the division Superintendent or their designee.

F. **PARENT/GUARDIAN ROLES AND RESPONSIBILITIES**

The roles and responsibilities of parents and guardians are described elsewhere in this document. To review these roles and responsibilities see Section XIII.

Roanoke City Public Schools
Acceptable Use Policy Statement – STUDENT FORM
School Board Policy IIBEA

VI. ACCEPTABLE AND UNACCEPTABLE USES

- A. The RCPS telecommunication systems including the intranet and Internet are to be used for educational purposes.
- B. It is unacceptable to use RCPS telecommunication for:
1. posting or reposting private, personally identifiable information about another person without permission (including, but not limited to, home address, telephone numbers, identification numbers, account numbers, access codes or passwords, photographs, height, weight);
 2. sending threatening or harassing messages;
 3. making or transmitting false, defamatory, or libelous statements about another person, group, or organization;
 4. accessing or sharing pornographic, sexually explicit, obscene, or otherwise harmful or inappropriate materials for minors;
 5. gaining or attempting to gain unauthorized access to RCPS computer and telecommunication systems;
 6. interfering with the daily operation of RCPS computer and telecommunication systems, including knowingly placing a computer virus on or within any computer or telecommunication system;
 7. accessing or attempting to access another person's account, password, or files without prior implied or direct consent of that person;
 8. intercepting communications intended for another person without prior authorization;
 9. engaging in any commercial or fundraising purpose without authorization from the appropriate school division official;
 10. furthering any political or religious purpose;
 11. engaging in any illegal act or violate any local, state, or federal statute or law;
 12. downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws or intellectual property laws;
 13. attempting to gain unauthorized access to the school division's systems or any other system through the school division's telecommunication systems;
 14. violating software usage or licensing agreements; and
 15. offering or providing goods or services or for product advertisement or to purchase goods or services for personal use.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with prior approval of, and with appropriate guidance from, the appropriate teacher.

Roanoke City Public Schools
Acceptable Use Policy Statement – STUDENT FORM
School Board Policy IIBEA

VII. FILTER WITH REGARD TO INTERNET ACCESS

- A. With respect to any computers within Roanoke City Public Schools with Internet access, the school division will monitor the online activities of minors, employees, and guests. The division will employ technology protection measures during any use of such computers by minors and adults, including, but not limited to firewalls, filters, bandwidth monitoring, and shaping tools, antivirus software, anti-spyware software and pop-up blockers. The technology protection measures utilized will monitor material deemed:
 - i. Obscene
 - ii. Child pornography; or
 - iii. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - i. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - ii. Depicts, describes, or represents, in any patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - iii. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during the use by an adult, to enable access for bona fide research or other lawful purposes.

VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the division’s telecommunication shall be consistent with school division mission, goals, objectives and policies as well as the varied instructional needs, learning styles, abilities and developmental levels of its students. The division’s network and related computer systems are not a public forum..

IX. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school division’s telecommunication systems the school division does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal data or files on the school division equipment or systems.
- B. Routine maintenance and monitoring of the school division systems may lead to a discovery that a user has violated this policy, another school division policy, or law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school division policy.
- D. Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual accounts at any time.

Roanoke City Public Schools
Acceptable Use Policy Statement – STUDENT FORM
School Board Policy IIBEA

- E. School division employees should be aware that data and other materials in files maintained on the school division systems may be subject to review, disclosure, or discovery under federal and state statutes, Family Educational Rights and Privacy Act of 1974 (FERPA), §2.1-342 *Code of Virginia* (Inspection of Official Records) and School Division Policy JFG and KBE.
- F. The school division will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school division policies conducted through the school division's systems.

X. INTERNET USE AGREEMENT

- A. The proper use of the Internet and the educational value to be gained from proper Internet use is the joint responsibility of students, parents, and employees of the school division.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form must be read and signed by the user (if able to sign or if entering grade four or above) and the parent or guardian. The form must then be filed at the school office (students and school staff) or at the user's respective department office (non-school based employees).

XI. LIMITATIONS ON SCHOOL DIVISION LIABILITY

Use of the school division's telecommunication systems including the intranet and Internet is at the user's own risk. The system is provided on an "as is, as available" basis. The school division will not be responsible for any damage users may suffer, including but not limited to loss, damage or unavailability of data stored on school division storage media, including but not limited to diskettes, tapes, hard drives, jump drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of data, information or materials, regardless of the cause. The school division is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school division's systems. The school division will not be responsible for financial obligations arising through unauthorized use of the school division's systems, including the intranet and Internet.

Roanoke City Public Schools
Acceptable Use Policy Statement – STUDENT FORM
School Board Policy IIBEA

XII. USER NOTIFICATION

- A. All users shall be notified of the school division policies relating to telecommunication systems use.
- B. This notification shall include the following:
 - 1. Notification that intranet and Internet use is subject to compliance with school division policies.
 - 2. Disclaimers limiting the school division's liability relative to
 - a. Information stored on school division magnetic media, including but not limited to diskettes, hard drives, jump drives or servers.
 - b. Information retrieved through school division computers, networks, or online resources.
 - c. Personal property used to access school division computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school division resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school division may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this Acceptable Use Policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents/guardians.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Family Educational Rights and Privacy Act of 1974 (FERPA), §2.1-342 *Code of Virginia* (Inspection of Official Records) and School Division Policy JFG and KBE.
 - 7. Notification that should the user violate the school division's acceptable use policy, the student's access privileges may be limited, suspended, or revoked. In addition, school disciplinary action may be taken and/or appropriate legal action may be taken given the severity of the offense.
 - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

Roanoke City Public Schools
Acceptable Use Policy Statement – STUDENT FORM
School Board Policy IIBEA

XIII. PARENT RESPONSIBILITY – NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their students' uses of the school division systems and of the Internet if the students are accessing the school division systems from home or a remote location.
- B. Parents will be notified that their students will be using school division resources/accounts to access the Internet and that the school division will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - i. A copy of the user notification form provided to the student user.
 - ii. A description of parent/guardian responsibilities.
 - iii. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and a supervising teacher prior to use by the student.
 - iv. A statement that the school division's acceptable use policy is available for parental review.

XIV. IMPLEMENTATION AND POLICY REVIEW

- A. The school division administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board such guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and parent notifications if necessary to reflect the adoption of these guidelines and procedures.
- C. The school division's Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet the school division shall conduct an annual review of this policy.

Roanoke City Public Schools
Acceptable Use Policy Statement – STUDENT FORM
School Board Policy IIBEA

XV. RCPS ONLINE SAFETY PROGRAM

RCPS staff members, identified in Section V – Roles and Responsibilities, are provided network and online safety instruction on an ongoing basis. This training is provided in one or more of the following ways:

- A. nationally recognized online training (e.g., i-Safe, NetSmartz, etc.),
- B. RCPS sponsored professional staff development (online and face-to-face),
- C. national, regional, and local presentations by recognized Internet safety organizations and law enforcement agencies (e.g., Operation Blue Ridge Thunder, i-Safe, etc.),
- D. ad hoc one-on-one mentoring, training, and model teaching (primarily conducted by other staff - ITRT, Library Media Specialist, and School Resource Officers),
- E. national, state, and local workshops, symposia, and conferences, and
- F. online resources made available through RCPS web site.
- G. Training to students is provided as part of the regular instructional program and is integrated into the classroom lessons where appropriate.
- H. Training to parents of students is provided through online sources, local organizations, and the individual school parent-teacher organizations (PTO).

XVI. DISCLAIMERS

- A. Roanoke City Public Schools and the Virginia Department of Education make no warranties of any kind, either expressed or implied, for RCPS telecommunication systems resources including the intranet or Internet. RCPS and the Virginia Department of Education are not responsible for any damages incurred, including but not limited to loss of data resulting from delays or interruption of service, loss of data stored on RCPS resources, or damage to personal property used to access RCPS resources; for the accuracy, nature, or quality of information stored on RCPS resources or gathered through RCPS intranet or the Internet; or for unauthorized financial obligations incurred through RCPS-provided access. Furthermore, even though RCPS may use technical or manual means to limit student access these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state, and federal statutes.

This policy is in compliance with local, state, and federal telecommunications rules and regulations.

Roanoke City Public Schools
Acceptable Use Policy Statement – STUDENT FORM
School Board Policy IIBEA

Legal References

17 U.S.C. §101 *et. seq.* (Copyrights) 15 U.S.C. 6501 *et. seq.*
18 U.S.C. §1460 (Obscenity Defined)
18 U.S.C. §2256 (Child Pornography)
47 U.S.C. §254(h)(7)(G) (Material Harmful to Minors)
Children's Internet Protection Act of 2000 (CIPA) 47 U.S.C. 254 47 C.E.R. 54.520 (FCC Rules Implementing CIPA)
Title III of the Elementary and Secondary Education Act of 1965, 20 U.S.C. 1601, *et. seq.*, as amended
20 U.S.C. §1232g, 34 CFR Part 99 Family Educational Rights and Privacy Act of 1974 (FERPA).
20 U.S.C. §1400-1485 and §2.1-377 through §2.1-386 Individuals with Disabilities Educational Act (IDEA).
§2.1-342 *Code of Virginia* (Inspection of Official Records)
§2.1-377 through 2.1-386 *Code of Virginia* (The Privacy Protection Act of 1976)
§18.2-372 *Code of Virginia* (Prevention of Access to Material Harmful to Minors)
§18.2-374.1:1 *Code of Virginia* (Child Pornography)
§18.2-390 *Code of Virginia* (Material Harmful to Minors)
§22.1-70.2 *Code of Virginia* (Acceptable Use Policies)
§22.2-374:1:1 *Code of Virginia* (Use of Internet Filters)

Cross References

School Division Policy AF (Comprehensive Strategic Plan)
School Division Policy EGAA (Reproduction of Copyrighted Materials)
School Division Policy EGAAA (Computer Software Copyright Compliance)
School Division Policy GBR (Professional Development)
School Division Policy IA (Instructional Goals and Objectives)
School Division Policy IFD (Curriculum Adoption)
School Division Policy IGBC (Parent Involvement)
School Division Policy IIBE (Computer Technology in Instruction)
School Division Policy IIBEA (Acceptable Computer System Use)
School Division Policy JFC (Student Code of Conduct)
School Division Policy JFG (Search and Seizure)
School Division Policy KBE (Internet Privacy)
School Division Policy KFB (Administration of Surveys and Questionnaires, and Use of Student Information)

Roanoke City Public Schools
Acceptable Use Policy Statement – STUDENT FORM
School Board Policy IIBEA

STUDENT (*The student should complete if they are entering fourth grade during the current year or are able to sign/print their name*)

I have read and do understand the school division policies relating to Internet safety and acceptable use of the school division’s telecommunication systems and agree to abide by them. I further understand that any violation of the policies is unethical and may constitute a violation of law. Should I commit any violation my access privileges may be limited, suspended, or revoked. In addition, I understand that school disciplinary action may be taken and/or appropriate legal action may be taken.

Student’s Full Name (please print)

Student’s Signature

Date

PARENT OR LEGAL GUARDIAN (*Parent or Legal Guardian should complete this portion if the student is not age 18 or older*)

As the parent or legal guardian of this student I have read the school division policies relating to Internet safety and acceptable use of the school division’s telecommunication systems. I understand that this access is designed for educational purposes. However, I also understand that it is impossible for the school division to restrict access to all controversial materials, and I will not hold the school division or its employees or agents responsible for materials acquired on the Internet or through these systems. I hereby give permission to issue an account for my child, allow him/her to use these telecommunication systems and certify that the information contained on this form is correct.

Parent or Legal Guardian’s Full Name (please print)

Parent or Legal Guardian’s Signature

Date

NOTE: Please return this signed form back to your child’s school. You do not have to return the policy statement. The policy statement may be retained for your information and reference.