

## INTERNET ACCEPTABLE USE POLICY FOR STAFF MEMBERS

In compliance with Code of Virginia § 22.170.2, Northumberland County Public Schools recognized that the Internet is a valuable educational tool and student access to the schools' computer network is consistent with the goal of promoting excellence in education. The learning community supports the school system's vision of providing an environment to enable our students to become technologically literate and life-long learners. The Northumberland County School Board, administrators, teachers, and members of the community have equipped the schools with state of the art technology to help make the digital divide between rural communities and their urban and suburban counterparts a thing of the past. Access to high speed internet in the schools was made possible by the support of the community. As a result, the opportunities for resource sharing, collaboration, communication, intellectual challenges, critical thinking, and creative growth will be greatly improved. Along with the privilege of computer access, staff members are expected to demonstrate safety, ethics, and respect while using school computers, software, hardware, terminals, printers, servers, and any internal or external network.

Internet safety education will be integrated into the content areas in kindergarten to 12<sup>th</sup> grade. Age-appropriate lessons that focus on safety, security, and ethics will be imbedded in the curricula. Students will also be taught how to discern the validity of internet sources, understand copyright laws, and explore legal issues related to internet use. The school's internet security filters restrict most access to social networking sites and inappropriate material. However, you may possibly come across material of adult content. The school system takes a **no tolerance** approach to accessing such material. Proper precautions should be taken by staff when using the internet and they will be made aware of the appropriate steps to take if they encounter a problem. To be permitted to access to sites blocked by the filter, staff members will adhere to regulations regarding the Freedom of Information Act as stated by the library of Virginia. Staff members are expected to honor the Acceptable Use Policy (AUP) or they may lose the privilege of internet access.

Within reason, freedom of speech and access to information will be honored. The following are not permitted on any district computer, district network, or the Internet:

- Sending, receiving, or displaying offensive messages, images, or materials
- Using obscene language
- Harassing, insulting, or attacking others (cyber-bullying)
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another person's folder, work, or files
- Intentionally wasting limited resources
- Using school resources and accounts to access services requiring payment (unless appropriate form has been completed and approved)
- Employing the network for commercial purposes
- Damaging hardware or software
- Misusing hardware or software
- Downloading programs using school computers
- No children or students are permitted to use staff accounts to access the internet

The items above should not be considered comprehensive. Other inappropriate actions not listed may also be considered unacceptable use of electronic communications. Disciplinary action may range from a reprimand to dismissal by school authorities and may be subject to local, state, federal, and international law. Violations may result in a loss of access as well as other disciplinary or legal action.

Listed below are the roles and responsibilities for division personnel (including but not limited to):

- **Administrators** – monitor teachers’ inclusion of internet safety in their lesson plans, secure the passwords and access to student data, and inform community stakeholders about internet safety policy
- **Teachers** – include internet safety in lesson plans, monitor student internet use, submit the appropriate forms when requesting access to sites blocked by the filter and using the school credit card online, be cognizant of students who have and have not signed the AUP
- **Library Media Specialist** – be knowledgeable about current copyright laws regarding internet resources, familiar with appropriate resource sites, act as a resource for teachers prior to students’ research, monitor student internet use, and submit appropriate forms when requesting access to sites blocked by the filter and using the school credit card online
- **Instructional Technology Resource Teacher** – update AUP yearly, help teachers integrate technology and internet safety into their curricula, work with TC to access sites blocked by filter, secure the passwords and access to student data, work with administrators and community stakeholders to promote internet safety, coordinate Internet Safety Committee to write the curriculum for the division
- **Building Resource Officer** – be cognizant of possible cyber bullying situations, act as a resource to teachers regarding legal issues about internet use
- **Technology Coordinator** – monitor and filter division internet, make an annual report about security, make recommendations for upgrades when appropriate, report violations of AUP to the superintendent, create and maintain passwords to secure access to the division’s network
- **Guidance Counselors** – secure the passwords and access to student data, be familiar with appropriate online resources to assist students with counseling issues, college applications, and SAT registration, be cognizant of possible cyber bullying situations
- **Testing Director/SASI Coordinator** – to create and maintain passwords to secure restricted access to student data
- **Designated Person at each School** – maintain a current list of students and staff who have and have not signed the AUP, update the list annually, supply the current list to appropriate staff when requested to do so

I have read, understand, and agree to abide by the Acceptable Use Policy for Northumberland County Public Schools. Please sign and return to school.

Staff Member \_\_\_\_\_

Date \_\_\_\_\_

Other \_\_\_\_\_

Role \_\_\_\_\_

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NORTHUMBERLAND COUNTY SCHOOLS