

Network Services/Internet Acceptable Use Policy

York County School Division network services provide access to an extensive array of Local Area Network/Wide Area Network (LAN/WAN) and web-based services and applications to staff and students. These network and Internet resources support the delivery of the division's program of studies, the Virginia Standards of Learning, and also assist with and enhance innovative instruction and educational excellence. Instructional staff evaluates the validity and appropriateness of all network and Internet resources used in instruction.

Students and staff are provided with instruction on social and ethical issues of Internet use including copyright, fair use and plagiarism, and Internet safety and security. Additionally, students and staff are provided with instruction on the use of portable communication or privately owned electronic devices in the classroom. These devices include, but are not limited to: laptops, netbooks, tablets, iPads, cell phones, PDAs, e-readers and hand-held gaming devices.

Training includes:

- Internet safety review for secondary students
- Internet safety lessons integrated into instruction by classroom teachers and library/media specialists
- Multimedia reminders of Internet safety and ethical behavior including safe use of portable communication or privately owned electronic devices used for instruction

Under the terms and conditions stated in this Acceptable Use Policy (AUP), all authorized users have access to:

- Productivity and instructional applications via the Local Area Network (LAN)
- Virtual classroom instruction via distance learning services
- Web-based electronic research and instructional services via the Wide Area Network (WAN)
- Internet access to news, university and public library access to print and multimedia assets, and content-rich activities available from sites across the World Wide Web
- Electronic communication locally, regionally and globally, including but not limited to electronic discussion groups, email, video conferences and white-board communications
- Public domain multimedia files

1. Every division student who wishes to use YCSD network services, web-based resources and the Internet must have a parent/guardian signature on this AUP form and return the form to school.
2. Every division student will receive Internet safety instruction. Parents/guardians may opt out a student by indicating that choice on the signature form.
3. Any parent who wishes to revoke permission for a student's access to all network services may sign a "Removal of Permission for Network Services" form which is available at every YCSD school.
4. Parents may reinstate permission for student access to all computer, network and Internet services at any time by signing a Network Services/Internet Acceptable Use Policy. This form is also available at all YCSD schools.

Use of network services and the Internet is a privilege, not a right. System users have no right of privacy nor an expectation of privacy for any activities conducted on any division computer system or the network, including but not limited to email or materials sent, received and/or stored on any division system. Division officials reserve the right to monitor and record all user activity. Should there be any evidence of violation of this AUP, School Board policy or regulations, Student Conduct Code or any local, state or federal law, division network personnel will provide such evidence to division administrators or to law enforcement officials, as appropriate, for disciplinary action and/or criminal prosecution.

Division staff will:

- Monitor and evaluate all Internet safety instruction for staff and students and update as needed
- Evaluate annually the division's technology infrastructure and the network, Internet and data security procedures in place
- Remain cognizant of the latest developments in Internet vulnerabilities, legal issues and capabilities related to instruction and impact on division students
- Provide professional development for all staff on the social and ethical issues of Internet use including copyright, fair use and plagiarism, and Internet safety and security
- Evaluate the effectiveness of the division AUP and update annually as needed
- Assess the need for community outreach related to Internet use and safety issues
- Provide frequent information related to Internet safety and security to parents and the community via the division web site, y-Line, Channel 47, other division public news conduits and the York County Council of PTAs

User Privileges:

1. Students and staff may make use of all district technology, software and network services for **approved** instructional purposes such as research, communication and production only.
2. Email accounts will be assigned to teachers and staff on a continuing basis. Email accounts for students will be assigned only for the duration of teacher-directed projects.
3. Students and staff may access information from outside resources via the Internet that facilitates or supports learning and educational activities. Student Internet use must occur in a supervised environment.
4. Students and staff may download and transfer data files necessary and approved for daily instruction over the network provided that such activity does not violate copyright or other laws, no fees are incurred, and/or no freeware, shareware, games or other executable files are placed on network stores.
5. Students may use portable communication or privately owned electronic devices for instructional activities as directed by school staff and as set forth in this handbook.

User Responsibilities:

1. Any user under age 18 must have a parent/legal guardian sign this agreement prior to first use of any network service or Internet access. Users age 18 or older must sign this agreement prior to first use of any network service or Internet access.
2. Users must maintain the privacy and security of passwords and accounts. Users shall not attempt to learn another user's password, access another user's account or impersonate another user on the network.
3. Users may not operate any division technology for commercial use, personal gain or product advertisement.
4. Users shall not be connected by cable to the school division network using any portable communication or privately owned electronic device.
5. Users shall respect the property of others. Users shall not access, modify or delete any network files, documents, applications or data files belonging to others. Vandalism, defined as a malicious attempt to harm or destroy another user's data or network service, will result in cancellation of privileges and disciplinary action.
6. Users shall not attach equipment to the cable plant that serves the data and voice systems without express authorization in writing from the Director of Information Services or his designee. (Televisions and VCRs may be attached to the cable TV

- distribution system without express authorization.) Data connection prohibitions include but are not limited to computer workstations, laptops/notebooks/tablet PCs, file servers, printers, networkable scanners, network switches or hubs, routers, PDAs, PDA/cell phone combination units and all other wired or wireless devices. This prohibition includes connecting to the network via a wireless connection. Voice connection prohibitions include but are not limited to analog telephones, ISDN (digital) telephones, FAX machines and modems.
7. Users shall utilize proper network and email etiquette. Harassment, discriminatory remarks, hate mail and threats, obscene or vulgar language, and conduct prohibited by the Student Conduct Code, School Board policy, federal or state law are prohibited in email or other electronic communications.
 8. Users shall properly use and care for all hardware and ancillary computer and network equipment available for use at any division site. Vandalism or destruction of any technology or related component will result in cancellation of privileges, disciplinary action and restitution to the school division.
 9. Users shall be responsible for all material in his/her network account and agree to maintain the account free from pornographic, undesirable or inappropriate materials, files or emails and to prevent such materials from entering the network via the Internet or other source. Personal software may not be installed on any division hardware. Users shall adhere to the Copyright Act of 1976 and the Fair Use provisions as related to education. Transmission of any material in violation of federal or state law or regulation is prohibited and will be dealt with according to criminal statutes and the Student Conduct Code.
 10. Any staff member or student who gains access to inappropriate or undesirable Internet materials becomes aware of a network or hardware security problem, copyright or fair use infringement, or any Internet safety issue shall immediately notify the Manager of Network Services or Department of Instruction for assistance.

The York County School Division will take precautions to restrict access to undesirable or inappropriate materials using firewalls, encryption schematics and filtering applications and other security measures as well as provide error-free, dependable access to electronic resources via the LAN. All division teachers and staff will monitor all user activity in classrooms, labs and libraries and will pursue appropriate disciplinary actions based on the Student Conduct Code or criminal statutes as appropriate for any violations of this AUP. Appropriate, safe and valuable use of the Internet is the responsibility

of students, parents and York County School Division staff. Parents can assist school division staff by: monitoring student Internet use at home; establishing rules for on-line behavior at home; and reinforcing the division's Internet safety instruction by encouraging discussion of the positive and negative aspects of Internet use.

The York County School Division makes no warranties of any kind, expressed or implied, for the network services it provides. YCSD is not responsible for any damages users may incur, including loss of data due to delays, non-deliveries, mis-deliveries, equipment failures or service interruptions. Due to the vast, diverse, unmanaged character of the Internet, YCSD will not be responsible for the accuracy, nature or quality of information gathered from the Internet. YCSD is not responsible for personal property used to access division hardware or networks or the Internet or for any financial obligations resulting from Internet access provided by the division.

The York County School Division Network Services/ Internet Acceptable Use Policy complies with all local, state and national telecommunications rules and regulations. The York County School Division Network Services/Internet Acceptable Use Policy is available for review at www.yorkcountyschools.org/technology/techResource/ Please contact the Office of Instruction with comments or questions at 833-2215.

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