

Policies – 2nd Readings

SB Meeting June 23, 2014

Regulation Changes

GAB/IIBEA	Acceptable Computer Use (also IIBEA/GAB)
GAB-R/IIBEA-R	Acceptable Computer Use
GAB-E1	Acceptable Computer Use Agreement (staff)
IIBEA- E1	Acceptable Computer Use Agreement (students)

New Regulation

BD-R1	Board-Staff Communications
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VSBA Policy Update (Feb 2014)

GBLA	Third-Party Complaints Against Employees
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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, printers, flash drives, servers, personal computers, tablets, cellular phones, smart phones, the internet and other internal or external networks.

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. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of students or the work of other CCPS employees. All access to the CCPS network shall be preapproved. The principal or Director of Technology may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems. Other disciplinary action may be imposed. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics, and protocol for the computer system.

The procedures shall 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 cyber bullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (8) 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 varied instructional needs, learning styles, abilities and developmental levels of students.

The Division's computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation 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 will not be 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.

File: IIBEA/GAB

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Adopted: November 12, 2001
Amended: August 5, 2004
July 17, 2008
June 22, 2009
October 14, 2013
June 23, 2014

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.: GCPD Professional Staff Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct

ACCEPTABLE COMPUTER SYSTEM USE

All use of the Culpeper County School Division's computer system shall be consistent with the School Board's goal of promoting 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, printers, flash drives, servers, computers, tablets, cellular phones, smart phones, the Internet and any other internal or external network.

Computer System Uses, Ethics and Protocols:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business. All users will have a signed "Acceptable Use Agreement" on file at their base school.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - A. Users are prohibited from using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - B. Users are prohibited from using computers or the CCPS network to commit, facilitate, encourage, or promote illegal acts, including the unauthorized or fraudulent use of a credit card.
 - C. Users are prohibited from sending, receiving, viewing or downloading illegal material via the computer system.
 - D. Users are prohibited from unauthorized downloading of software, including software for the intent of bypassing the Internet filter.
 - E. Users are prohibited from using the CCPS computer system for private financial or commercial purposes.
 - F. Users are prohibited from vandalizing computers or the CCPS network. This is to include physical damage to the user's issued devices, attempts to alter or destroy data of another user or to endanger the integrity of a computer or the CCPS network or the data stored thereon (including the introduction of any virus, filter bypass, trojan horse, or the like), or any deletion of or alteration to system files or data.
 - G. Users are prohibited from wastefully using resources, such as file space.

- H. Users are prohibited from gaining unauthorized access to resources or entities.
 - I. Users are prohibited from posting material created by another without his or her consent.
 - J. Users are prohibited from submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - K. Users are prohibited from revealing their passwords to anyone. Users are prohibited from using passwords or accounts other than those assigned to the user or the user's devices.
 - L. Users are prohibited from using computers or the CCPS network to intimidate, harass, bully, or coerce other individuals or groups.
 - M. Users are prohibited from knowingly accessing portions of the Internet that are inconsistent with the educational or instructional mission or administrative function of CCPS.
 - N. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not confidential or private; it is the property of the school system. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file. E-mail access, if provided, shall comply with all CCPS policies and regulations including, but not limited to, privacy, standards of conduct, and the use of CCPS equipment. CCPS may review e-mail sent by CCPS users to verify compliance with CCPS policies and regulations.
 - O. Students are prohibited from knowingly accessing inappropriate Internet content.
 - P. Students and staff are prohibited from accessing the Internet using private cellular-based subscriptions through their own Internet or Cellular Service Provider while using an approved electronic device provided by Culpeper County Public Schools.
4. **Network Etiquette and Ethical Use.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
- be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.

- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
 - users shall log off and power-down their machines after finishing work.
 - users shall observe notices and warnings from the Technology Department.
 - users shall not modify or rearrange keyboards, key caps, monitors, printers, or any other peripheral equipment.
 - users shall not post or send information that violates the privacy of others, jeopardizes the health and safety of others, disrupts school or office activities, or is inconsistent with the school division's mission.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, **data**, or long-distance charges.
9. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

10. Responsibilities.

- A. The CCPS Executive Director of Technology and Network Engineer shall provide and administer CCPS Internet services, Internet protocol (IP) addresses, and connectivity between the CCPS network infrastructure and the Internet service provider and shall manage the CCPS web servers.
- B. The CCPS Executive Director of Technology may direct Network Administrators to impose limitations on the retention, volume, and size of messages and data (including email) transmitted and stored on CCPS network resources to ensure the integrity of the network and maximize data flow for all users.
- C. The CCPS Executive Director of Technology and Network Engineer may regulate the management and proper use of information system resources in the form of technical bulletins or memos.
- D. Users are responsible for knowing and complying with CCPS rules, regulations and “acceptable use policies”.
- E. Central Office will provide information for school staff members and parents to promote a consistent and accurate understanding regarding appropriate use of network resources.
- F. The principal or designee will review the acceptable use policy with students and enforce rules of conduct necessary to foster appropriate student use of network resources.
- G. The principal, designee or supervisor will collect and maintain signed acceptable computer system use agreements from students and staff members.
- H. The principal will establish expectations for student behavior when encountering inappropriate material.
- I. Teachers and lab monitors will practice classroom management and monitoring techniques to encourage appropriate use of network resources.
- J. The Technology Department will implement and monitor processes to inhibit, to the extent feasible, student access via network resources to content known to:
 - 1. Be obscene.
 - 2. Be harmful to juveniles.
 - 3. Be child pornography.
 - 4. Promote, encourage, or provide the skills to commit illegal activities.

- K. Principals, ITRTs (Instructional Technology Resource Teachers) and Technology staff are responsible for the accuracy and appropriateness of materials posted on school or department web pages and for ensuring that the materials are consistent with official information posted by the school division.
- L. If any CCPS employee, student, or network user becomes aware of inappropriate use of network resources, the person is expected to bring it to the attention of a responsible teacher, principal or technology staff member, who will determine if any applicable policy or regulation has been violated and take the appropriate action.

Adopted: November 12, 2001
Amended: August 5, 2004
July 17, 2008
June 22, 2009
October 14, 2013
June 23, 2014

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.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs: GCPD Professional Staff Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct

ACCEPTABLE COMPUTER USE AGREEMENT (STAFF)

CCPS information systems are operated for support of the educational mission of the school system. The use of the CCPS network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment, interfere with the learning of students, or impair the work of other CCPS employees.

CCPS computer systems and network resources are the property of the school system. They may not be altered in any way. Any work prepared on or with the assistance of CCPS information systems or network resources is the property of CCPS. It cannot be licensed or sold for the benefit of any individual employee or user.

Software instructions and license agreement terms must be strictly followed. Duplicating copyrighted software without fully complying with license agreement terms is prohibited.

Ethical Conduct and Appropriate Use

Users should observe the following rules:

- Use CCPS systems and network resources for school system business.
- Only use assigned accounts. Never share passwords for your network login or other individual accounts.
- Recognize and honor the intellectual property of others.
- Do not use the CCPS network or resources illegally to access, tamper with, or experiment with systems outside of CCPS.
- Do not use offensive, obscene, libelous, or harassing language when using any CCPS network system.
- Do not post or send information that violates the privacy of others, jeopardizes the health and safety of others, disrupts school or office activities, or is inconsistent with the school division's mission.
- Maximize instructional time. Use of the division's computer system and network resources for personal business should be limited and during non-instructional time.
- Updating personal social media accounts from the CCPS network or systems should be minimal and not occur during instructional time. Many social media sites are blocked by the school division and will remain blocked by the school division.
- Users should be aware that personal social media accounts are monitored by students, parents and the general public.
- Users are responsible for all material maintained on their systems and in their accounts. If inappropriate material is received, it should be deleted immediately. If it is repeatedly received and cannot be stopped, contact the Technology Department.
- Do not use the CCPS network or systems to access any portion of the Internet that is inconsistent with the educational mission of CCPS.
- All web pages should reflect the mission and character of the school system. The principal and the Executive Director of Technology have the authority to remove a web page or content contained on a web page hosted by CCPS.
- Only CCPS e-mail accounts may be used to conduct official business.

- E-mail is not confidential or private; it is the property of the school system. CCPS may review all e-mail sent or received by employees, including deleted messages. E-mail should be used primarily for CCPS business; personal use should be incidental and minimal. E-mail may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-CCPS purposes.
- Users are required to log off and power down any CCPS desktop, laptop, or device left at school overnight.

Each employee must sign this Agreement as a condition for using the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the Internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Employee Signature _____ Date _____

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT (STUDENTS)

CCPS information systems are operated for support of the educational mission of the school system. The use of the CCPS network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment, interfere with the learning of students, or impair the work of other CCPS employees.

All access to the CCPS network shall be preapproved by the principal. The principal or Executive Director of Technology may restrict or terminate any user’s access, without prior notice, if such action is deemed necessary to maintain computing availability and security for the system or other users of the system. Other disciplinary action may be imposed as stated in the CCPS Student/Parent Information Handbook Code of Conduct.

Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division’s computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your student’s principal.

I understand and agree to abide by the School Division’s Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the Internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student _____ Date _____

I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer system is intended for educational purposes and the Culpeper County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this Agreement, policy, and regulation with my student.

I grant permission for my student to use the computer system in accordance with Culpeper County School Division’s policies and regulations and for the School Division to issue an account for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____

(Please Print)

BOARD-STAFF COMMUNICATIONS

In order to facilitate staff participation in the development of educational and personnel policies, the superintendent and the Board have established the following avenues for Board-staff communication.

1. Staff members will be appointed to serve on task forces and committees, when feasible, when educational and personnel policies and practices are being developed.
2. The Superintendent/Teacher Roundtable, consisting of representatives from each building, will meet monthly (as needed) for the purpose of discussing with the superintendent and his/her staff, issues in the school division.
3. The Superintendent/Classified Roundtable, consisting of a representatives from each building, will meet monthly (as needed), for the purpose of discussing with the superintendent and his/her staff, issues in the school division.
4. The Superintendent will meet as needed with the leadership of CCEA to discuss issues, concerns, and ideas or other employee professional organizations.
5. All staff will receive, via email, copies of the Teacher Roundtable Notes, Classified Roundtable Notes, Leadership Council Notes, and Elementary and Secondary Principal Meeting Notes.
6. The superintendent will send out emails to all staff, during budget season, to keep them apprised of the budget discussions taking place.
7. The superintendent and his/her executive team members will be available by appointment to meet with individual staff members on concerns best discussed in private.
8. Staff members can access School Board minutes on the CCPS website.
9. Employees may present ideas or concerns regarding Culpeper County Public Schools at the regular Board meeting each month. There will be no action taken by the Board. Personalities and behaviors of employees are not to be presented during this period but are to be reported to the employee's immediate supervisor. The chairman shall determine the amount of time to be spent for citizen participation. Delegations wishing to address the Board are requested to sign in prior to the meeting with their name, address, and topic. A sheet for this purpose is provided at the entrance to the meeting room.

These avenues for Board-staff communication will not be construed as denying the right of any staff member to speak to the Board following the procedures outlined in Policy BDDH, Public Participation at Board Meetings.

Adopted: June 23, 2014

Superintendent Signature

Date

THIRD-PARTY COMPLAINTS AGAINST EMPLOYEES

Any parent or guardian of a student enrolled in the Culpeper County Public Schools or any resident of Culpeper County may file a complaint regarding an employee of the Culpeper County School Board. Such complaint should be filed with the superintendent or superintendent’s designee. If the complaint involves allegations that an employee of the Culpeper County School Board has abused or neglected a child in the course of his employment, the complaint will be investigated in accordance with Va. Code §§ 63.2-1503, 63.2-1505 and 63.2-1516.1.

Information determined to be unfounded after a reasonable administrative review will not be maintained in any employee personnel file, but may be retained in a separate sealed file by the administration if such information alleges civil or criminal offenses. Any dispute over such unfounded information, exclusive of opinions retained in the personnel file, or in a separate sealed file, notwithstanding the provisions of the Government Data Collection and Dissemination Practices Act, Va. Code §§ 2.2-3800 et seq., will be settled through the employee grievance procedure as provided in Va. Code §§ 22.1-306 and 22.1-308 through 22.1-314.

Individuals lodging a complaint will be notified in writing that the complaint has been received and is being investigated.

The complaint should be filed as soon as possible after the alleged incident, usually within 15 school days, and will be processed promptly, usually within 15 days.

Adopted: January 19, 1995
Amended: December 9, 2002
June 26, 2006
June 23, 2008
October 14, 2013
June 23, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3800 et seq., 22.1-70, 22.1-78, 22.1-295.1.

Cross Refs.: GB Equal Employment Opportunity/Nondiscrimination
GBA/JFHA Prohibition Against Harassment and Retaliation
GBL Personnel Records
JB Equal Educational Opportunities/Nondiscrimination
JHG Child Abuse and Neglect Reporting