ACCEPTABLE TECHNOLOGY SYSTEM AND INFRASTRUCTURE USE

All use of the Martinsville City Public Schools technology system and infrastructure shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term technology system and infrastructure includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, laptops, tablets, cellular phones, smart telephones, the Internet, other internal or external networks, and new technologies as they become available.

Technology System and Infrastructure Use – Terms and Conditions:

1. Acceptable Use. Access to the school division's technology system and infrastructure shall be (1) for the purposes of education or research and be consistent with the educational objectives of Martinsville City Public Schools or (2) for legitimate school business.

2. Privilege. The use of the school division's technology system and infrastructure is a privilege, not a right.

3. Unacceptable Use. Each user is responsible for his or her actions on the technology system and infrastructure. Prohibited conduct includes but is not limited to:

- 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;
- sending, receiving, viewing or downloading illegal material via the technology system and infrastructure;
- unauthorized downloading of software;
- using the technology system and infrastructure for private financial or commercial purposes;
- wastefully using resources, such as file space or consumables such as paper, toner, or ink;
- gaining unauthorized access to resources or entities;
- posting, using, or altering material created by another without his or her consent;
- submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material;
- using the technology system and infrastructure while access privileges are suspended or revoked;

- vandalizing the technology system and infrastructure, including destroying data by creating or spreading viruses or by other means; or monitoring or inhibiting the operations of the network;

- intimidating, harassing, bullying, or coercing others;

- threatening illegal or immoral acts.

4. Network Etiquette. 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 messages sent via email, text, or other formats.
- Use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- Users shall not post information other than directory information as defined in Policy JO Student Records about themselves or others.
- Users shall respect the technology system and infrastructure's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the technology system and infrastructure to disrupt others.
- Users shall not read, modify or delete data owned by others.

5. Liability. The School Board makes no warranties for the technology system and infrastructure it provides. The School Board shall not be responsible for any damages to the user or the user's personal devices from use of the technology system and infrastructure, 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 technology system and infrastructure. 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. Technology system and infrastructure 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 technology system and infrastructure through creating or downloading computer viruses, inhibiting the operations of the network, 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 technology system and infrastructure, including telephone, data, or long-distance charges.

9. Electronic Mail. 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 private. 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.

10. Personal Devices. Students may be allowed to utilize approved personal computing devices including but not limited to laptops, tablets, smart phones, and other computing devices in support of the goals and acceptable uses described in this document. The use of these devices is a privilege and is at the discretion of individual teachers during classroom settings. The school division provides wireless access in the schools for connecting to the Internet. All personal devices must connect to the Internet via a web browser through the school's designated, filtered student network when on campus. Connecting to the Internet through the use of personal data subscriptions or connections, including but not limited to 3G or 4G data connections, is prohibited. Plugging or wiring personal devices directly to the school system's network is prohibited. Students should only use their assigned school email accounts for communicating with teachers and others in relation to school work.

Students who bring their own device to school acknowledge that it is their personal property just as if they were bringing any other learning materials from home. Students should take steps to ensure their device is safe and secure at all times while on campus or involved in school activities. The school division makes no guarantees for the loss or damage of student-owned devices or data on those devices and will provide no training, technical support, nor maintenance for personal devices. Students and families should keep a record of important information about personal devices, such as serial numbers, model, and type. Tracking software is available for some computers and phones and its use is encouraged.

11. 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 technology system and infrastructure privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

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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