

Policy GAB/IIBEA
Former FCCPS Policies 8.32 and 9.40
ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including access to the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system (“Computer System”) includes, but is not limited to: hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones (including cellular phones), cameras, projectors, multimedia devices, workstations, access to the internet, wireless fidelity (Wi-Fi), and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division’s network or electronically stored division material.

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. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated, stored, or accessed using the Computer System, including electronic mail, social media posts, instant or text messages, Tweets, real-time communications including audio and video communications, and other files and content, including communications and materials deleted from a user’s account, may be monitored, read, used, disclosed, and/or archived by division staff consistent with law, regulation, and guidelines.

This policy applies to all users of the division’s Computer System. By using or accessing the Computer System, the user agrees to abide by this policy and consents to its application.

The Superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics, and protocols for use of the Computer System. It is the user’s responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) a prohibition against use by division employees and students of the division’s Computer System 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 cyberbullying awareness and response;
 - (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
 - (7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
 - (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
 - (9) 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 the varied instructional needs, learning styles, abilities, and developmental levels of students.

The division's Computer System is not a public forum.

Users of the division's Computer System have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Additional software and/or applications, including browser add-ons, may only be installed or downloaded on the division's Computer System in accordance with the Technology Use Guidelines.

During work hours, if an employee walks away from their desk, they are required to "lock" their computer to secure it from unauthorized use. Computers must be locked/turned off or protected with a screen locking mechanism controlled by a password when not attended.

The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines 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. The School Board is not responsible for any loss, damage, or unavailability of personal information stored on the division's Computer System. 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.

Adopted: July 14, 2020

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.:

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| Future Policy EGAA | Reproduction and Use of Copyrighted Materials |
| Future Policy GBA/JHFA | Prohibition Against Harassment and Retaliation |
| Future Policy GCPD | Professional Staff Discipline |
| Future Policy GCQB | Staff Research and Publishing |
| Future Policy JFC Former FCCPS Policy 9.34 | Student Conduct Falls Church Educational Community: Rights and Responsibilities and Student Code of Conduct |
| Future Policy JFC-R | Standards of Student Conduct |

Former FCCPS Regulation 9.34 Standards of Student Conduct and Disciplinary
Procedures