



## **Chesterfield County Schools**

### **Student Acceptable Use Guidelines for Grades 6-12**

### **Student Agreement**

The Chesterfield County School District views the use of technology as a tool for productivity and for learning. As such, technology operates as an extension of the classroom and library media center, as an integral part of the curriculum. These guidelines extend to both school and home use of the District network and all District-owned technology, including computers, laptops, printers, handheld devices, digital cameras, digital media players, televisions, and digital white boards.

The District expects responsible behavior from students when they use technology. Technology use is a privilege, not a right, and inappropriate use may result in a loss of privileges, as well as other disciplinary action. Willful damage or vandalism will result in legal or disciplinary action, as well as repair or replacement charges.

The District uses filtering software designed to prevent access to certain sites and monitors the network activity of all users as they access email, websites, instant messages, chat rooms, and bulletin boards. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement officials.

Technological resources include, but are not limited to CPUs, monitors, keyboards, mice, printers, modems, disk drives, cables, connections, switches, and electrical supplies.

#### Appropriate Uses and Care of Technological Resources

Students agree to:

- Use technological resources for educational purposes only, including reference, inquiry, and production of educational documents.
- Ask for assistance if you do not know how to operate any equipment.
- Use appropriate procedures for start-up, shut-down, and log-in functions.
- Keep food, drinks, gum, and magnets away from all equipment.
- Obtain permission from a teacher or technician before using any technology resources.
- Use only assigned equipment and only log-in with your own account information.
- Never play games or use technology resources for other non-academic activities during instructional time without a teacher's authorization.
- Follow all copyright laws when using information from electronic resources (e.g. online databases, electronic encyclopedias, news services), including using appropriate reference citations.
- Never plagiarize or take another person's work and use it as your own.
- Never download, use, or copy illegal music, games, software, or other copyright-protected files.
- Never delete, alter, or modify software on school equipment. This includes modifying system setups, such as Windows desktop controls, menu settings, or network security settings.
- Never knowingly use portable data storage devices which contain viruses or in any other way knowingly spread computer viruses.
- Never damage or deface technological resources in any manner.

## Communications and E-mail

Students agree to:

- Never create or transmit material in violation of District guidelines or policies or any local, state, or federal law. This material includes, but is not limited to, material that is copyrighted, threatening, bullying, or gang-related, obscene or pornographic, and information transmitted via sexting.
- Never access social networking sites through the school's technology resources or network.
- Conduct all electronic communications in a polite and considerate manner. Students will not use language that is inappropriate, defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racist, or violent in public messages or posts, private messages, or any material posted on web pages. All communications using District resources will comply with the District's guidelines, policies, and administrative rules (Policy IJNDB and Administrative Rule IJNDB-R) and the District's student code of conduct and administrative rule (Policies JIC and JICDA and Administrative Rule JICDA-R.)
- Never post your own or anyone else's personal data (e.g. full name, address, phone number, social security number, personal photograph) or engage in any activity that results in the loss of another person's privacy.
- Only communicate with other Internet users through District-provided accounts, unless approved by the supervising teacher.
- Never run an executable file attached to an e-mail message.
- Never send confidential information using District technological resources.

## Software, Internet, and System Security

Students agree to:

- Only use District-approved software and never install, copy, or execute software not approved by the District.
- Only use computers connected to the network with security software installed. Any computer brought from home must first be checked by District personnel to ensure it has appropriate software, licensing, security, and updates.
- Never circumvent any filtering software provided by the District.
- Never attempt to access inappropriate sites such as those that contain obscenity, pornography, advertisements for products or services not permitted to minors by law, bullying, hate or gang sites, or other sites which may be harmful to minors or may cause a substantial disruption to the academic environment.
- Never engage in any activity that might be harmful to the computer or network (e.g. mass forward e-mails, e-mail blasts, create viruses, damage files, disrupt service intentionally, access hacking programs, etc.).
- Never alter files, change BIOS settings, or hide directories or files.
- Never obtain unauthorized remote access or hack into school resources.
- Report threatening or discomforting materials or any violations of the Acceptable Use Guidelines to a teacher.
- Never use District resources to agree to meet with someone you have met online.

Student Name (Print): \_\_\_\_\_

Sign and return this page to your school. Please keep pages 1-2 for your records.

Summary

These Acceptable Use Guidelines are designed to describe how the Chesterfield County School District expects technological resources to be used. Students violating these guidelines may suffer disciplinary action including, but not limited to, the loss of privileges relating to the use of technology in the schools. The District’s goal is to provide employees and students with access to technology in a safe environment that encourages and supports instruction. As users of these technologies, students are expected to read, understand, and acknowledge these guidelines, Board Policy IJNDB, and Administrative Rule IJNDB-R before using technological resources.

Enforcement

The Chesterfield County School District considers any violation of the Acceptable Use Guidelines to be a serious offense and reserves the right to copy and examine any files or information present on District systems allegedly related to unacceptable use. Violators are subject to disciplinary action. Offenders also may be prosecuted under laws including, but not limited to, the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property Act, the Electronic Communications Privacy Act, and the Children’s Internet Protection Act. If a student incurs unauthorized costs, the student, as well as the student’s parents/legal guardians, will be responsible for all such costs.

Chesterfield County School District monitors all computer usage through a security system. Federal law mandates that all computer activity within schools be closely watched in order to ensure the safety of our students. It is the policy of the Chesterfield County School District to: (a) prevent access over its computer network to, or transmission of, inappropriate material via Internet, e-mail, or other forms of direct electronic communications; (b) prevent unauthorized access, including so-called “hacking,” and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with all applicable laws and regulations.

Signatures

I understand and agree to abide by the Chesterfield County School District’s Acceptable Use Guidelines. I understand that there are consequences if I do not follow these guidelines.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and discussed with my child the Chesterfield County School District’s Acceptable Use Guidelines. I understand that my child will face consequences if he or she does not follow these guidelines.

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_