

## TECHNOLOGY USE GUIDELINES

All use of the Maggie L. Walker Governor's School computer system shall be consistent with the regional 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, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school's network or electronically stored school material.

### Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the school's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the school or (2) for legitimate school business.
2. **Privilege.** The use of the school'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:
  - 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 computer system.
  - unauthorized downloading of software.
  - using the computer system for private financial or commercial purposes.
  - wastefully using resources, such as file space.
  - gaining unauthorized access to resources or entities.
  - posting 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 computer system while access privileges are suspended or revoked.
  - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
  - 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 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 4045 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.
5. **Liability.** The regional school board makes no warranties for the computer system it provides. The regional 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 is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the regional school board for any losses, costs, or damages incurred by the regional 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. If any user identifies a security problem, the user shall notify the director 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 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. **Electronic Mail.** The school's electronic mail system is owned and controlled by the school. The school 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. 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. **Enforcement.** Technology will be installed on the school's network to filter or block internet access through such connected devices to obscene or harmful content. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in the loss of computer system privileges and may also result in appropriate disciplinary action, as determined by the Regional School Board or legal action.**

Adopted: September 18, 2014

Amended: April 18, 2019

Amended: October 17, 2019

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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.: Pol 5020 Professional Staff Discipline  
Pol 2065/3045 Acceptable Computer System Use  
Pol 8002 Student Conduct  
Pol 8002.1 Standards of Student Conduct