

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedures
45-2 Acceptable Use of Electronic Networked Resources & Internet Safety

PROCEDURES AND GUIDELINES

Acceptable Use of Electronic Networked Resources & Internet Safety

Arlington Public Schools (APS) expects all users to access the Internet and other electronic networked resources in a safe and responsible manner. All users are required to abide by the Acceptable Use of Electronic Networked Resources & Internet Safety Policy 45-2 and the Policy Implementation Procedure 45-2. All uses of the Internet and networked resources shall be appropriate for a Pre-K-12 education setting.

Acceptable Use Guidelines

Acceptable use includes, but is not limited to the following guidelines:

1. Use school facilities and electronic resources for school-related instructional and APS business activities. This includes but is not limited to the use of the Internet, e-mail, instant messaging, chat rooms, Web pages, local school and county networks, and other electronic and online resources. Occasional negligible personal use of school computers by employees is permissible but may be subject to further restriction by appropriate school personnel.
2. In recognition of the need for efficient use of employee time and division resources, APS permits occasional use of division equipment, including computers, electronic mail, and other electronic services, provided that such use:
 - a. incurs only a negligible additional expense to APS;
 - b. does not impede that employee's or other employees' ability to do their jobs;
 - c. occurs during off-duty hours, whenever possible; and
 - d. is not for the purpose of generating income for the employee or another.Under no circumstances may an employee use APS equipment to engage in any activity that is illegal or otherwise expressly prohibited, for example, political activity or lobbying activity prohibited by law.
3. APS students and employees are required to use only the network and Internet access provided by, and filtered by, APS when using APS owned equipment while on school property.
4. Do not tamper with, copy, or download files including freeware or adware without authorization.
5. Recognize and respect the intellectual property of others. Adhere to all Federal copyright laws and vendor licensing agreements, and do not use the Internet to send or download copyrighted materials. All users shall provide proper attribution to sources of work obtained, in whole or in part, from the Internet and, where appropriate, obtain permission to use the work of others.
6. Install only software licensed to Arlington Public Schools for use on its computer systems.

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7. Respect the integrity of the network system. Enter only authorized systems and do not attempt to circumvent or subvert system security measures including circumventing the APS firewall. Do not tamper or alter the system in such a way that would disrupt the network.
8. Do not use the Internet to “hack” or gain unauthorized access to other computers, networks, or information systems.
9. Report all suspected computer viruses and other problems immediately so that action can be taken and damage minimized.
10. Do not create or upload a worm, virus, or other harmful or destructive form of programming or software.
11. Use equipment responsibly. Do not damage hardware, electronic systems, or networks.
12. Conserve resources including but not limited to file/e-mail storage space, bandwidth, online time, toner, and paper.
13. Do not connect any non-school-division-owned device to any part of the APS network without authorization. Storage devices (e.g., memory sticks, digital cameras) used for instructional purposes are an exception.
14. Understand that any messages or files sent, accessed, or received on APS equipment are subject to inspection.
15. Do not view, sell or purchase merchandise for personal financial gain or operate a business utilizing APS electronic resources (exception: APS authorized publications).
16. Comply with the provisions contained elsewhere in Section 45, Technology, including E-mail Etiquette, and contained in Section 35, Personnel.

Internet Safety Guidelines

1. Protect privacy and safety by not disclosing such personal information as telephone numbers, addresses or passwords. Students should be careful not to disclose information that could lead to the inadvertent discovery of their identity, such as their school name or location.
2. Use only assigned usernames and/or passwords. The use of others’ usernames and/or passwords is forbidden.
3. Do not disable filtering software or other technologies.
4. Be courteous and use appropriate language. Do not harass or attack others, or use expressions of or engage in discrimination, retaliation, bigotry, racism and/or hate.

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5. Do not view, send, display, or use profanity, obscenities, sexually explicit, or offensive materials.
6. Students are advised to never meet anyone who they have met only via the Internet.
7. Report any pornographic or offensive materials on or accessible from school-owned equipment.
8. Immediately report any incidents of cyber bullying such as personal attacks and threats to you, others or to school property. Retain copies of any threatening content or messages to provide to school authorities and/or law enforcement, if appropriate.
9. Do not use APS computer equipment and communication services for sending, receiving, viewing or downloading illegal, inappropriate or obscene material via the Internet.

Electronic Mail

1. APS employees are to adopt the following format for signatures:
 - Name
 - Title
 - Arlington Public Schools
 - School or Department Name
 - Office Phone Number (direct): Use hyphens (no parentheses or periods) to separate numbers
ex.: 703-555-1234
 - Cell Phone Number (only if APS-issued; sharing personal cell phone numbers is not required)
 - Employee APS email address

Use default or Arial font, and do not use colored fonts.

The signature should not contain personal, non-departmental quotations or statements, and should not use “stationery” or other backgrounds.

2. Employees with APS-issued mobile phones or tablets should change the factory-installed signature (ex.: “Sent by my iPhone”) to a signature including these guidelines.
3. The following disclaimer language should be used at the end of the email:

If you have received this email in error, please notify the sender immediately and delete the email from your inbox, sent items and deleted items. The receipt by an unauthorized person does not constitute a waiver of any applicable protections. Thank you.

Filtering Process

Arlington Public Schools recognizes that users may encounter materials that could be viewed as inappropriate and non-educational. Therefore, provisions have been made to direct and monitor student use through the use of filtering software. The Filtering Committee, consisting of APS technical and instructional staff and chaired by the supervisor, Library Media Services, determines which categories of Internet sites as delineated within the software are to be blocked based on input

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from school, library and central office staff and compliance with the Children's Internet Protection Act (CIPA) and the Code of Virginia. Network and Infrastructure Services manages the filtering software.

- Requests to block or unblock additional categories or specific sites are made by the requesting staff member through the building or program administrator to the supervisor of Library Media Services. All requests to un-block a site must include both an explanation of the instructional need of the material within the site and the grade level access that is requested. Appeals of denied requests are made to the Assistant Superintendent of Instruction.

However, it continues to be the responsibility of the individual user not to initiate access to inappropriate material. If such material is encountered, the user is expected to exit immediately and notify the teacher or the supervisor of Library Media Services of the inappropriate material and how it was accessed.

Consequences for Inappropriate or Illegal Use of Electronic Networked Resources

Anyone found to have engaged in illegal, unauthorized, inappropriate or unethical practices related to Acceptable Use of Electronic Networked Resources & Internet Safety policy will be subject to disciplinary action that could result in denial of system access, suspension, termination of employment and/or criminal prosecution.

Areas of Responsibility

1. The Assistant Superintendent of Information Services is responsible for the system wide implementation, review, and evaluation of these procedures. Principals and program managers are responsible for their implementation at the school or program level.
2. Administrators are responsible for informing staff members of the Acceptable Use of Electronic Networked Resources & Internet Safety policy and providing each staff member with a copy.
3. School staffs are responsible for informing students and their parents of the Acceptable Use of Electronic Networked Resources & Information Services policy and the consequences resulting from not adhering to both.
4. All technology users are responsible for reviewing and abiding by the Acceptable Use of Electronic Networked Resources & Internet Safety policy.
5. Teachers, library media specialists and instructional technology coordinators (ITCs) are responsible for providing Internet safety instruction, guidance, monitoring student use of APS electronic resources, and reporting all violations to school administration.

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6. Instructional staff members are responsible for identifying, reviewing, and evaluating the most appropriate resources that comply with School Board policy Internet safety as it applies to the content area.
7. Students are responsible for contacting a teacher, school administrator or parent if they encounter situations that are offensive or threatening while using electronic resources.
8. Teachers are responsible for posting the rules for safe Internet use (i.e., Acceptable Use Guidelines) and reminding students that the rules were created for their protection.
9. APS is responsible for providing teachers with opportunities to learn about Internet related personal safety, cyber security, cyber bullying, malicious codes and viruses, and copyright ethics.
10. Authorized Arlington Public School personnel may review files and communication to maintain system integrity. All users should assume that electronic communications and storage are not private, permanent, nor necessarily secure.
11. Parents and community stakeholders are responsible for reviewing and recommending ongoing revisions to the APS Internet Safety Program.
12. APS is not responsible for student or staff use of electronic technology resources outside of school. However, staff or students may be disciplined for any technology use that negatively affects the APS or that negatively affects the ability or fitness of any staff person to effectively serve the school division.
13. The use of computer equipment and communication services, technology and the Internet by school personnel shall represent the school/program favorably in the school and in the community and must model appropriate usage for the student population.
14. All stakeholders are responsible for monitoring and/or evaluating emerging technologies and recommending revisions to the APS Internet safety program.

Reference:

Code of Virginia 18.2-374.1:1
Code of Virginia 18.2-390 (2)-(5)
Code of Virginia 18.2-372
Code of Virginia 22.1-70.2 Chapter 52
Code of Virginia 22.1-315
APS Policy 35-4.9
APS Policy 45-2
APS Policy Implementation Procedure 45-2.1
APS Policy Implementation Procedure – 45-5