

AUP Summary

The purpose of the Acceptable Use Policy (AUP) is to give all WJCC technology users (administrators, teachers, students, volunteers, etc.) a set of guidelines to follow while using WJCC devices and/or the WJCC internet network.

Terms and Conditions

I. ACCEPTABLE USE: The purpose of the WJCC network is for education – to support teaching and learning. Any non-educational use of WJCC technology or the network is not allowed.

II. PROPERTY OWNERSHIP: Any device loaned to students, staff, volunteers, etc. is still property of WJCC School Division. The devices may not be altered in any way. Any work prepared on division devices or using the division network is property of the division.

Removal of division identification information is not allowed.

Addition of personally owned software is not allowed.

III. PRIVILEGES: Being on the district network is a PRIVILEGE, not a right; therefore, not using it appropriately may cause short term or permanent loss of using the network or other school technology or devices. School administration can decide what is appropriate and may close an account at any time.

IV. TECHNOLOGY USE ETIQUETTE: By using any network resource you need to follow by the following rules.

1. BE POLITE- Do not send rude, hurtful, or disrespectful messages to anyone.
2. APPROPRIATE LANGUAGE- In any message sent, do not use curse words or vulgar words.
3. APPROPRIATE ACTIVITIES- Any illegal activities on school network devices are not allowed. Activities relating to, or in support of, illegal activities will be reported. All use of technology should be related to your learning and education at WJCC schools or get approval from the Sr. Director of Technology.
4. PERSONAL USE- WJCC does allow minimal email and internet access for personal use. This use must not be done when schoolwork should be done, and it should not compete with legitimate school needs for computer time and bandwidth. It is also important to know that no material that is viewed on a WJCC Public Schools device is private and may be looked at to make sure it is being used correctly.
5. STANDARD NETWORK CONFIGURATION- Some resources on WJCC devices might be inaccessible due to their high bandwidth demand and their ability to possibly send viruses and other dangerous things onto network devices. If a teacher would like temporary access to these services for a classroom activity, they may ask, through WJCC TechConnect, for these to be opened.

V. PROTOCOLS: Do not give out any personal information on your device. Anything on the network, including email, is WJCC property and assumed public property (not private). Do not misuse the network. Use of the network is at your own risk and WJCC is not responsible for damages, correctness or quality of information collected through the network. Updates to your account information may be needed from time to time.

Anything illegal will be reported.

Do not let others use your account and do not log in as another user or administrator.

Any activity like vandalism or hacking will end privileges.

VI. CONSEQUENCES FOR INAPPROPRIATE USE: Any violation of this AUP could lead to ending access privileges. Violations could be brought before the Superintendent and/or School board. WJCC rules also apply in addition to this AUP.

Consequences may be suspension, expulsion or termination.

Misdemeanors or felonies will result in legal action.

VII. RESPONSIBILITIES:

1. WJCC Administration: The Superintendent, or designee, will:
 - a. Enforce the rules included in this document, up to and including consequences listed above, based on the situation.
 - b. Include an Internet Safety Program for staff and students in curriculum.
 - c. Include internet safety, resources, and appropriate use of devices in ongoing professional development for teachers and staff members.
 - d. Offer community outreach for parents and families to have an opportunity to learn about internet safety and appropriate use.
2. WJCC Department of Technology will:
 - a. Maintain a firewall for protection against accessing inappropriate online content while using WJCC devices.
 - b. Maintain internet filtering programs that block access to material inappropriate for minors.
 - c. Work to prevent hacking and other attacks against the WJCC network.
 - d. Maintain a professional development program focused on current technologies, threats, and best practices.
3. WJCC Teachers will:
 - a. Ensure their lessons include safe online resources and procedures.
 - b. Monitor activities of their students while using their devices.
 - c. Report inappropriate websites to the Director of Technology so that they can be blocked.
 - d. Participate in professional development covering topics such as internet safety.
4. WJCC Students will:
 - a. Read and follow the rules stated here and in their schools/classrooms.
 - b. Learn appropriate internet safety and digital citizenship practices.
 - c. Report any breaking of internet safety rules to a teacher.
5. WJCC Parents are strongly advised to:
 - a. Read this policy in full.
 - b. Ask questions if there are any parts of the policy that you do not understand.
 - c. Work with your child(ren) to ensure they understand internet safety and appropriate internet behavior.
 - d. Monitor you child(ren)'s device use and internet activity.

Williamsburg-James City County Public Schools

**Acceptable Technology System Use Regulation
Signature Page for Students and Parents**

I, _____ (student's name), know that school is for learning and when I am at school:

- I must be polite, responsible, and appropriate when I search online.
- I need to follow the school rules when I use technology.
- I will only go to teacher-directed websites and programs.
- I can only use technology for school-related activities.
- I have a responsibility to tell an adult if I see or hear of any inappropriate information online.
- I will leave the device settings as they are and will not install personal programs or software.
- I will treat my device with respect and not damage it. I will report damage to my device as soon as possible.
- I understand that what I do on the computer is not private and that my teacher or principal can see my files and the sites I visit.
- I understand that if I misbehave with technology, I will lose the privilege to use it.

Student name
(please print)

Student signature

Date

I, the parent/guardian of _____ (student's name), the minor student who has signed, along with me, this acceptable use policy, understand that the minor child for whom I am responsible as indicated above and by our signatures below, must adhere to the terms of this policy. I understand that access to the WJCCPS technology resources is designated for educational purposes but will also allow the student access to external computer databases, networks, etc. that are not controlled by WJCCPS. I also understand that some materials available through these external sources may be inappropriate and objectionable; however, I acknowledge that it is impossible for WJCCPS to screen or review all the materials available through these sources. I accept responsibility to set and convey standard for appropriate and acceptable use to the student prior to use of the WJCCPS technology, network, or any other electronic media or communications associated with WJCCPS.

Parent/Guardian name
(please print)

Parent/Guardian signature

Date