

CHESAPEAKE PUBLIC SCHOOLS
Acceptable Telecommunications and Internet Use Policy
for School Board Members, Faculty, Employees, and Administrative Staff

Chesapeake Public Schools provides School Board members, faculty, employees, and administrative staff access to a telecommunications network including the Internet and e-mail, together with the hardware and software necessary to support the use of this technology for research, education, and the general administration of the Division. All components of the telecommunications network shall be used in ways that are legal, respectful of the rights of others, protective of juveniles, and promote the educational objectives of Chesapeake Public Schools.

This policy prohibits any Division employee or School Board members from using the Chesapeake Public Schools telecommunications system for any unlawful purpose and from the sending, receiving, viewing, or downloading of any unlawful material that the Division deems harmful to juveniles as defined in Section 18.2-390 of the Code of Virginia. The Division staff charged with designing and maintaining the Chesapeake Public Schools telecommunication system will select and install appropriate filtering devices to block Internet access to child pornography as set forth in Section 18.2-374.1:1 and obscenity as defined in Section 18.2-372.

Violation of this policy, or such guidelines as may be further developed by the Superintendent, by any of the persons granted access to the Chesapeake Public Schools telecommunication network, including students, may result in appropriate disciplinary and/or legal action. Following existing disciplinary procedures, any such action may include suspension or termination of access privileges, and other disciplinary responses depending on whether the violator is an employee or student of the Division.

Telecommunications and Internet Terms and Conditions

Applicability

These guidelines shall apply to all School Board members, faculty, employees, and administrative staff users (users) of telecommunications systems, including the Internet (Network), that are entered via equipment and access lines provided by Chesapeake Public Schools (CPS).

Purpose

The purpose of these guidelines is to encourage and promote appropriate knowledge, procedures, and use of the Network, when entered through CPS equipment and access. Specific acceptable uses of the Network include:

1. Purposes directly related to CPS's mission, goals, and the employee's assigned tasks;
2. Professional development, training or education, or discussions related to the employees' job;
3. Research related to issues pertinent to CPS or assigned task; and
4. Research related to new laws, procedures, policies, rules, or information that pertain to CPS interests.

Compliance

All users will comply with these guidelines and policies adopted, changed or implemented from time to time by CPS. All users will abide by proper Network etiquette (Netiquette), electronic communication ethics and rules, and user responsibilities. Among other things, Netiquette requires users to be professional and polite at all times, use only appropriate language, work efficiently so others may use shared equipment, and avoid using or revealing personal information, especially when this might embarrass or harm another person.

School Use

The Network is for school use. Use that supports research and educational activities, including, but not limited to, e-mail, is permitted. When using the Network, users are acting as agents of CPS and must abide by these standards. Use for personal, private, or political business, including product endorsement or for financial gain, must be conducted elsewhere. Brief, incidental use for personal communication is not prohibited herein, but such use is not private, is subject to administrative review, and shall not affect performance of a user's duties and responsibilities.

No Expectation of Privacy

The use of the Network carries no right or expectation of privacy. CPS reserves the right to monitor, review, and restrict any user's Network access and use. The Network and all files on this system, including files created by an employee or School Board member, are the property of CPS, and the contents are subject to review at any time for any reason.

Acceptable Network Use

CPS's objective in providing and accessing the Network is to support research and educational activities and use must be in support of this objective. Specific guidelines shall be as follows:

1. Sending, knowingly receiving, viewing, storing, or downloading material via the Network that might reasonably be determined unlawful or inappropriate, including obscene or pornographic materials, is prohibited. The Network, including the Internet, may not be used to make or disseminate hate mail, threats, personal attacks, defamatory statements, harassment, or discriminatory remarks; to violate any person's rights of privacy or publicity; or to engage in similar behaviors. Harassment or discrimination is conduct that is intended or has the effect of identifying or affecting another person in an unfavorable way on the basis of race, sex, age, religion, national origin, disability, or other factors.
2. The Network is not a public place for the user to express his or her personal beliefs or opinions, and use of the Network as a public forum is prohibited.

3. Each user is responsible for his or her own password and Network use and shall not intentionally seek information on or use passwords belonging to other users, or misrepresent themselves as other users on the Network. A user shall not allow others to use his or her password or allow Network access by anyone else under the user's own password.
4. Network users must abide by the rules of any other network that is accessed from CPS equipment.
5. Any improper use of the Network or any other system such as developing or using programs or any other means to threaten or harass others; intercept e-mail; infiltrate a computer or computing system (e.g., hacking); interfere, clog, or damage the performance, files, data, or the software components of a computer or computing system (e.g., introducing a computer virus or "spamming"); or to attempt any of the foregoing, is prohibited. Users shall not disrupt any discussion group, mailing list, or newsgroup with frivolous, vulgar, or repetitious postings; by posting of binary, or excessively large, unrelated text files; or by posting articles that are off-topic according to the charter or other public statement of the forum. Any breach or suspected breach of Network security must be reported to the network administrator. Users should not attempt to locate or duplicate a security breach because this may be construed as improper use.
6. The illegal installation, copying, distribution, or downloading of material (e.g., without authorization of the owner of such material) that has not been made generally available, or the unauthorized use of copyrighted or trademarked materials, including those containing trade secrets, on the Network or with CPS computers is prohibited. Academic use of materials obtained from the Network shall be properly cited.
7. The unauthorized installation of hardware or software to the Network or any of its components is strictly prohibited.
8. The Network may not be used to send unsolicited bulk e-mail, or otherwise unsolicited e-mail messages where the recipient objects to the content of the message or to the receipt of the message in general. Each user should understand that unauthorized use of the Network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, might result in civil and criminal penalties against the user.
9. CPS has implemented appropriate software to block and/or filter Network access provided by CPS, and such software is designed to filter or block obscene material, pornographic material, and other material that is harmful to minors. Efforts to disable, tamper with, or otherwise interfere with the filtering software shall be deemed by CPS to be an improper and unacceptable use of the Network by the user for which the user can be disciplined.
10. A user should promptly disclose to the supervisor any message received that the user deems inappropriate.
11. Laws and regulations on confidential student records and their disclosure, including those sent to parents, apply to electronic communications and the Network.
12. Specific exceptions to these guidelines that are consistent with CPS research and educational objectives may be proposed. Any requested exception must be submitted in writing with an explanation and justification of the exception and must be approved in advance by the Superintendent or designee.

**Acknowledgement and Consent Form
For School Board Members, Faculty, Employees, and Administrative Staff**

I have received, read, and understand and will abide by the guidelines for Acceptable Telecommunications and Internet Use. I understand that any violation of CPS policies or the guidelines may result in my access to the network being suspended and/or terminated and that disciplinary action and/or appropriate legal action may be taken. I also acknowledge that network access is a privilege of my employment as opposed to a right or entitlement and may be terminated at any time. Employees who have questions about compliance with CPS requirements should contact the Director of the Department of Information Technology.

Printed Name

Signature

Date

School or Department Name

Position

End Date (if applicable)