

**Williamsburg-James City County Public Schools  
Policies and Procedures Manual – Staff Regulation**

---

**Code: GAB-R  
Section G: Personnel**

**Williamsburg-James City County Public Schools  
Technology Acceptable Computer System and Network Resource Use and Responsibility  
Policy Agreement Regulation**

**Please read the following carefully before signing this document. This is a legally binding agreement and must be signed before you will be given access to any Williamsburg-James City County Public School's technology resource. This agreement is in compliance with state and national telecommunications regulations.**

**PURPOSE**

To provide requirements and assign responsibilities which are consistent with Williamsburg-James City County Public Schools' (WJCS) educational objectives and security requirements for the appropriate use of Internet resources, email, network services, and information systems. This regulation applies to all technology-related systems used by WJCS staff, teachers, students, contractors, student-teachers, volunteers, and interns.

Williamsburg-James City County Public Schools supports instruction through the use of educational and administrative computers, school-licensed software and other media, as well as Internet resources, e-mail, network services, and information systems. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people. With access to computers and people all over the world comes the availability of some material that may not be considered to be of educational value within the context of the school setting. WJCS has taken precautions to restrict access to materials deemed controversial, objectionable, or harmful to juveniles. (Source: Code of Virginia, Section 18.2-372, 18.2-374:1.1, 18.2-390) Students, teachers, support staff, parents, School Board members, and others with internet access accounts have limited access to: (1) electronic mail (e-mail) communication; (2) information and news from a variety of sources and research institutions; (3) public domains; (4) discussion groups on a wide variety of educational topics; (5) access to many university libraries, the Library of Congress, online databases, and more. Despite efforts to restrict access to content having an educational value within the context of WJCS, no system is infallible and, therefore, the school system cannot guarantee that account users cannot access inappropriate materials.

Following are regulations provided to establish the responsibilities of anyone using WCJP's computers, media, computer networks, and/or Internet access. Network accounts are a privilege. If a user violates any of these provisions, his or her access may be terminated and any future access could be denied.

**TERMS AND CONDITIONS**

- I. **ACCEPTABLE USE:** The purpose of the WJC Public Schools' computer network(s) is to support research and instruction, or the business of conducting education, by providing access to unique resources and opportunities for collaborative work. The use of networked resources must be in support of education and research, or the business of conducting education, consistent with the educational objectives of the WJC Public School system. Additionally, use of other organizations' networks for computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state law or state agency provisions is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material (As defined by Va. Codes § 18.2-374.1:1, 18.2-372, and 18.2-390, and U.S.C. §

**Williamsburg-James City County Public Schools  
Policies and Procedures Manual – Staff Regulation**

---

**Code: GAB-R  
Section G: Personnel**

2256, 1460, and 47 U.S.C § 254(h)(7)(G).), or material protected by trade secret. Use for any non-educational purpose (as defined by WJC Public Schools administration) or commercial activity by

any individual or organization, regardless of for-profit or not-for-profit status, is not acceptable. Use for product advertisement or political lobbying is strictly prohibited.

- II. **PROPERTY OWNERSHIP:** WJCPS computers, systems, and network resources are the property of the school division. They may not be altered in any way, unless authorized by the Director of Technology, or his/her designee. Any work prepared on or with the assistance of WJCPS information systems or network resources is the property of WJC Public Schools. It cannot be licensed or sold for the benefit of any individual employee or user. Software instructions and license agreement terms must be strictly followed. Duplicating copyrighted software without fully complying with license agreement terms is a serious federal offense and will not be tolerated. Having a copy of a piece of software does not constitute authorization for modifications or additional copies of the software to be made; most licenses prohibit such uses. Installing unlicensed software, and personally-owned software not licensed to WJCPS is not permitted. Users downloading software, music, and data files which are protected by copyright laws must comply with the provisions of these laws (Code of Virginia, Section 59.1-502.2), and coordinate with the department of technology prior to such download(s).
- III. **PRIVILEGES:** The use of network resources is a PRIVILEGE, not a right; therefore, inappropriate use may result in a suspension or termination of those privileges. Each student who receives access by signing the agreement will be part of a discussion with a WJC Public Schools faculty member pertaining to the proper use of the network. Each adult who receives access will abide by these guidelines for appropriate use. WJC Public Schools administration and the system administrator(s) will deem what is appropriate use. The decision of the administration or the system administrator(s) is final. The system administrator(s) may close an account at any time. Based on the recommendation of teachers and staff, the administration of WJC Public Schools may request that the system administrator(s) deny, revoke, or suspend specific user accounts.
- IV. **TECHNOLOGY USE ETIQUETTE:** The use of any WJC Public Schools network resource requires that you abide by accepted rules of network etiquette, which include, but are not limited to the following;
1. **BE POLITE.** Do not send abusive, objectionable, or offensive messages to anyone.
  2. **APPROPRIATE LANGUAGE.** In all messages, do not swear, use vulgarities, or any other inappropriate language.
  3. **APPROPRIATE ACTIVITIES.** Anything pertaining to illegal activities is strictly forbidden. Activities relating to, or in support of, illegal activities will be reported to the appropriate authorities (Code of Virginia, Section 18.2-60). Any technology-related activity not directly related to the educational mission of WJC Public Schools requires approval from the Director of Technology or his/her designee.
  4. **PERSONAL USE.** As a courtesy, WJC Public Schools allows minimal personal use of system resources, including email and internet access. Users must understand that this minimal personal use must be conducted in full compliance with the provisions of this regulation, and understand that it cannot compete with legitimate schools needs for computer time and bandwidth. Users should also understand that no material on system

**Williamsburg-James City County Public Schools  
Policies and Procedures Manual – Staff Regulation**

---

**Code: GAB-R  
Section G:Personnel**

resources is private and may be reviewed to assure proper use and compliance with WJCPS policies, regulations, and the law.

5. **STANDARD NETWORK CONFIGURATION.** As a standard network configuration in the WJCPS computing environment, real-time messaging, peer-to-peer networking, online chat, and internet personal email accounts are “shut down” because of their high bandwidth demand and susceptibility to transmit worms or viruses. However, a teacher requiring temporary access to these services for classroom activity may request such services be opened. Send the request via email to the Director of Technology.

**V. PROTOCOLS:**

1. **PRIVACY.** Do not reveal any personal information. All communications and information accessible via the network is property of WJCPS and should be assumed public property. Electronic mail is not private. System administrators have access to all e-mail. Message relating to, or in support of, illegal activities will be reported to the appropriate authorities.
2. **CONNECTIVITY.** Do not use the network in such a way that would limit or disrupt the use of the network by others.
3. **SERVICES.** WJC Public Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via networks is at the user’s risk. WJC Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its network services.
4. **SECURITY.** Security on any computer system is a high priority. If users can identify a security problem on any of the networks they must notify a system administrator either in person for via the network as soon as possible. Users must not demonstrate the problem to other users. Use of network service accounts provided by WJC Public Schools is not transferable or assignable. Any user who knowingly allows another to use the account assigned to them will immediately lose their access privileges and may be subject to further legal action. Attempts to fraudulently log in on any network systems as a system administrator or another user will result in immediate termination of user privileges and may be subject to further legal action.
5. **VANDALISM AND ELECTRONIC MISCHIEF.** Vandalism will result in termination of privileges. This includes, but is not limited to electronic mischief, the uploading or creation of computer viruses, spyware, adware, other variants of malware, attempts to tamper with any programs, application files, etc.
6. **UPDATES.** WJC Public Schools may occasionally require new registration and account information from users to continue providing services. Users must notify the system administrator(s) of any changes in account information.

**VI. CONSEQUENCES FOR INAPPROPRIATE USE:**

1. Upon review by technology administration, access privileges may be terminated for any violation of this policy.
2. Violations of this policy may be referred to the WJCPS Superintendent and/or school board for which consequences may include suspension, expulsion, or termination.

**Williamsburg-James City County Public Schools**  
**Policies and Procedures Manual – Staff Regulation**

---

**Code: GAB-R**  
**Section G:Personnel**

3. Violations deemed to be misdemeanor or felony offenses will be prosecuted to the fullest extent of the law.
4. All WJC Public Schools policies will continue to be in effect in addition to any and all specific consequences stated herein.

**VII. RESPONSIBILITIES:**

1. WJC Public School Administration: The Superintendent, or designee, shall;
  - i. Strictly enforce the regulations included herein, up to and including consequences of loss of computer privileges, suspensions, expulsions, and terminations when situations so warrant.
  - ii. Implement an Internet Safety Program into the division's curriculum in accordance with Virginia Department of Education guidelines.
  - iii. Implement an ongoing professional development program for teachers and staff that emphasizes internet safety, resources, and appropriate use.
  - iv. Implement an ongoing community outreach program to offer parents and other citizens an opportunity to learn internet safety and appropriate use.
2. WJC Public Schools Department of Technology shall;
  - i. Implement and maintain appropriate firewall protections for the WJCPS network(s) that will block access to child pornography as defined in Va. Code §18.2-374.1:1 and obscenity as defined in Va. Code § 18.2-372.
  - ii. Implement and maintain filtering technologies that seek to prevent access by minors of material that has deemed to be harmful by the administration or as defined in Va. Code § 18.2-372.
  - iii. Implement and maintain appropriate firewall and filtering mechanisms to prevent "hacking" or other attacks against the WJCPS network in order to maintain the integrity and availability of all networked resources.
  - iv. Maintain a professional development program that insures responsible staff are trained on current technologies, threats, and best practices.
3. WJC Public Schools Teachers shall;
  - i. Integrate Internet Safety instruction as designed and approved by the division into classroom sessions.
  - ii. Monitor the activities of students on the internet.
  - iii. Report sites that are accessible and violate WJCPS policies to the Director of Technology so they may be blocked.
  - iv. Participate in ongoing professional development for Internet Safety.
4. WJC Public Schools Instructional Technology Resource Teachers shall;
  - i. Work with classroom teachers to appropriately integrate internet resources and internet safety into the curriculum.
  - ii. Report to the Director of Technology any material that is accessible and in violation of WJC policies so that it may be blocked.

**Williamsburg-James City County Public Schools  
Policies and Procedures Manual – Staff Regulation**

---

**Code: GAB-R  
Section G:Personnel**

- iii. Assist in the development and presentation of Internet Safety professional development programs for teachers.
  - iv. Participate in ongoing professional development for internet use and safety.
5. WJC Public School Employees shall;
- i. Read and abide by this and all WJCPS policies.
  - ii. Report all violations of policy to the appropriate administrator.
  - iii. Participate in ongoing professional development for internet use and safety.
6. WJC Public School Students shall;
- i. Read and abide by this and all WJCPS policies.
  - ii. Learn and apply appropriate internet safety practices.
  - iii. Report any violations of internet safety to a teacher.
7. WJC Public School Parents are strongly advised to;
- i. Read this policy in its entirety.
  - ii. Ask questions if there are any regulations you do not understand.
  - iii. Work with your child(ren) to insure they understand internet safety and appropriate internet behavior.
  - iv. Monitor your child(ren)'s activities on the internet.

All terms and conditions as stated in this document are applicable to any WJC Public Schools' technology resource. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreement and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Virginia, United States of America.

The signatures at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. Any user who violates the terms of this policy will immediately lose his/her access privileges and may be subject to a hearing before the School Board and may be subject to further disciplinary action and/or further legal action.

---

Adopted: February 20, 1996  
Reviewed: June 5, 2001  
Revised: May 3, 2005  
June 3, 2008

References: Code of Virginia: § 18.2-372, 18.2-374, 18.2-390  
United States Code: 18 U.S.C. § 2256, 1460, and 47 U.S.C. § 254(h)(7)(G)

**Williamsburg-James City County Public Schools  
Policies and Procedures Manual – Staff Regulation**

---

**Code: GAB-R  
Section G: Personnel**

**Williamsburg-James City County Public Schools**

**Technology Acceptable Use and Responsibility Policy Agreement Regulation  
Signature Page for Staff, Teachers, Contractors, Student-teachers, Volunteers, and  
Interns**

I (print name) \_\_\_\_\_ understand and will abide by the Terms and Conditions of the WJC Technology Acceptable Use and Responsibility Policy Agreement Regulation for the privilege of accessing network resources on any WJC computer. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and administrative disciplinary action and/or appropriate legal action may be taken.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_