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MEMORANDUM

TO: All Employees of Rockingham County School Board

FROM: Dr. Larry F. Shifflett, Division Superintendent

SUBJECT: Documents for Review by New Employees

Please find attached the following Rockingham County School Board Policies and Statement:

- A. Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance (Policy GBEA) revised on August 1, 2014.
- B. Acceptable Computer System Use (Policy IIBEA) revised on April 24, 2023.
- C. Boundaries Statement

Through this memo you are being informed of the policies and statement. You are requested to sign below indicating that:

- A. I have been informed of the policies and statement.
- B. I agree to abide by the policies and statement in all aspects.
- C. I understand that compliance with these policies and statement is a condition of continued employment.

Employee Signature _____

Printed Name _____

Date _____



Book	Policy Manual
Section	Section G - Personnel
Title	UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING POSSESSION OR USE OF A CONTROLLED SUBSTANCE
Code	GBEA
Status	Active
Last Revised	August 1, 2014

UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING POSSESSION OR USE OF A CONTROLLED SUBSTANCE

The Rockingham County School Board is committed to maintaining a Drug-Free Workplace.

A. Violations

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (including alcohol or anabolic steroids) by any employee on school property, at any school activity, or on any school-sponsored trip is prohibited. Any employee convicted of any drug related crime occurring under the circumstances described in A(1) shall notify the Superintendent within five(5) days after such conviction. Compliance with this provision is a condition of employment.
2. Conduct prohibited by the Omnibus Transportation Employee Testing Act of 1991 and U.S .Department of Transportation Regulations, (policy GDQ).

B. Disciplinary Action

1. The Superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found in violation of paragraphs A (1) and A (2), above.
2. Such actions of the Superintendent and School Board shall begin immediately on notification of a violation.

C. Distribution of Policy

All employees shall be given a copy of the "Notice to Employees" which shall constitute notice that they agree to abide by paragraphs A(1) and A(2) of this section as a condition of employment.

Adopted:

Legal Refs.: 41U.S.C. §§ 8103, 8104.

Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.: GCPD Professional Staff Discipline
GDQ School Bus Drivers

8/14 RCPS



Book	Policy Manual
Section	Section I - Instructional Program
Title	ACCEPTABLE COMPUTER SYSTEM USE
Code	IIBEA/GAB
Status	Active
Last Revised	April 24, 2023
Last Reviewed	April 24, 2023

ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating learning, 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, interactive whiteboards/panels, audio-visual equipment, multimedia devices, workstations, remote network access, cloud services, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate division business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Use Guidelines established by the superintendent.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. The superintendent is also responsible for reviewing and updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

1. a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block Internet access through such computers, that seek to prevent access to:
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the division's computers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities.;

7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
8. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
9. a component of internet safety for students that is integrated in the division's instructional program.

Use of the school division's computer system must be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The division's computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board is not responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board reviews and amends, if necessary, this policy every two years.

Adopted:

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.: EGAA Reproduction of Copyrighted Materials
GBA Prohibition Against Harassment and Retaliation
GCPD Professional Staff Discipline
GCOB Professional Staff Research and Publishing
JFC Student Conduct

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Rockingham County Public Schools Boundaries Statement

As is already known, proper boundaries between every employee and student should be maintained at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model. In doing so, we demonstrate our focus on job duties, a commitment to promote educational purposes, and an unconditional dedication to professionalism in conduct and interactions. Anyone who has reason to suspect that any employee may be engaging in contrary conduct is required to report immediately the matter to the principal or other administrator. Violations in conduct or in a failure to report suspected misconduct may result in disciplinary action up to and including dismissal. These obligations are in addition to the duty to report suspected child abuse or neglect as required by Virginia law.

All employees, student teachers/interns, and volunteer coaches are expected to conduct themselves in a manner which is in accordance with this Boundaries Statement and all related RCPS School Board policies.