

**TERMS & CONDITIONS OF ACCEPTABLE USE
FOR AUGUSTA COUNTY PUBLIC SCHOOLS NETWORK**

Students, Employees, Student Teachers, and Practicum Students:

The Augusta County Public Schools Network was established to support research and education for the faculty, employees, students, and administrative staff of Augusta County as part of its curricular program. The “Network” includes all computer hardware or equipment owned or used by the Augusta County Public Schools, all peripherals, databases, files, software, user accounts, and applications owned or used by the Augusta County Public Schools, and all access by any user of any of the above. Privately-owned Chromebooks must be enrolled through the ACPS Technology Department for access and support.

The following guidelines have been established to make each user aware of the responsibilities that are an essential part of the privilege of access to the Network. If a user violates any of these provisions, the user’s accounts and/or access may be restricted, suspended or terminated, future access may be denied, and/or disciplinary action may occur (which may involve termination or expulsion and monetary charges to correct any damaged components of the Network or its system(s)). In appropriate cases user activity might also be reported to law enforcement. The student’s and parent’s, or employee’s signatures on the Acceptable Use Policy (AUP) affirm the parties who have signed have read the terms and conditions carefully and agree to adhere to these terms.

No person who uses the Network has any right or expectation of privacy with respect to his or her use thereof. All data, email and other items composed, transmitted, received or retrieved via the Network are considered part of the official records of Augusta County Public Schools and are subject to monitoring, review and search. The Network and all files on this system are the property of Augusta County Public Schools, and by using the Network, each user agrees that his use and the contents of files created by him are subject to review, monitoring and search for any reason. Uses of the Network and files on the system also may be subject to the Freedom of Information Act.

Augusta County Public Schools makes a reasonable effort to filter Internet content in accordance with local, state, and federal law and policy governing appropriate content for minors, but does not guarantee that an individual user will not access inappropriate, offensive or illegal materials. Augusta County Public Schools may monitor and review the online activity of particular individuals. Further, Augusta County Public Schools requires all students to participate in an Internet safety program at the elementary, middle, and high school levels.

ACCEPTABLE USE:

1. All use of the Network account must be in furtherance of education, communication and research and consistent with the educational objectives, curriculum and policies of Augusta County Public Schools- including but not limited to the Student Code of Conduct, this Acceptable Use Policy. All use must also be consistent with local, state and federal law.
2. All account users are responsible for their own use of the Network and for all activities under their accounts or through their Personal Electronic Devices (PEDs). Users should not share their account information (usernames and passwords), personal information or devices with anyone. Users shall log off the Network if they will be leaving equipment unattended for any period of time. Users shall not attempt to gain unauthorized access to any other account or any program or data and shall not misrepresent their identity through the Network.
3. Any Augusta County Public Schools Network user’s traffic that traverses another network is subject to that Network’s Acceptable Use Policy (AUP).
4. All users are expected to abide by the generally accepted rules of network etiquette as spelled out in the division’s Internet safety program.

5. Security and appropriate use is the responsibility of all users. Users must notify a faculty member or an administrator of any irregularities in or inappropriate uses by others of the Network or any component thereof and of any malfunction of or damage to any Network component.
6. The components and software (including Internet filters) of the Network remain at all times the property of the Augusta County Public Schools and may not be modified, altered, compromised, abused, or destroyed in any way. Modifying, disabling or otherwise altering filters violates this policy.
7. Students, Employees, Student Teachers, and Practicum Students are permitted to use the Network to download programs, software, games, etc. for school related applications and use.
8. Students and faculty may share and publicly display electronic media portraying other students or faculty members on school property, at school events or engaged in school-related activities with the approved Media Release Agreement.

UNACCEPTABLE USE:

1. Any attempted or actual use of the Augusta County Public Schools Network for any purpose other than transacting Augusta County Public Schools business, such as for commercial or personal gain or for any non-school purpose, including but not limited to social networking, dating, issue or candidate advocacy is prohibited.
2. Any attempted or actual use of the Augusta County Public Schools Network for illegal, inappropriate, profane, vulgar, or obscene purposes or in support of such activity is prohibited. Actions prohibited under this section include but are not limited to cyberbullying; sexting; cheating; gambling; creating, accessing, viewing or transmitting pornography or sexually explicit materials; intentional or reckless vandalizing of computer systems; introduction of viruses; corruption of files and resources installing any hardware, device, software or application not approved in advance; hacking or in any way violating the privacy of others; jeopardizing the health and/or safety of students; creating or transmitting libel; plagiarizing the work of others or otherwise violating any laws regarding intellectual property; creating a disruption of school activities; or engaging in any activity that is contrary to the goals, objectives and mission of Augusta County Public Schools.
3. The unauthorized or attempted unauthorized or illegal copying or downloading of documents, software, or other materials is prohibited, including but not limited to copyrighted works such as music and videos.
4. Creating, sending, knowingly receiving, viewing, storing, printing, or downloading material or attempting to do any of the foregoing via the Network that might reasonably be determined unlawful or inappropriate, including but not limited to vulgar, profane, obscene or pornographic materials, is prohibited. The Network, as well as 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 to engage in similar conduct. Harassment or discrimination means 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, or disability.
5. No user may access or attempt to access the Network (or the Internet) through any account, password or device but the one assigned to and/or configured for the user. Attempts to log onto the system as any other user, or otherwise gain unauthorized access to network resources or entities, could result in restrictions or cancellation of user privileges and/or disciplinary action.
6. Students are not permitted to use the Network to visit or participate in non-educational chat rooms, blogs or social networking sites. This does not preclude teachers from assigning students to participate in state or division approved educational sites that use these technologies.
7. Students are not permitted to use the Network to use or access email accounts not provided by Augusta County Public Schools and shall not send or post instant messages, chain letters or anonymous emails or emails purporting to be from anyone other than the user who created the message.

Electronic Mail

Electronic mail (email) is provided to the staff and students through Google Workspace for Education only in support

of the instructional program and its support services. Acceptable use of email is based on common sense, common decency and civility as applied to all communications within the electronic environment. Student teachers and practicum students will receive a Google Account but NOT an Augusta County Public Schools email account.

In addition to the acceptable and unacceptable uses listed above, the following unacceptable uses of email are specifically delineated:

- Sending harassing, abusive, or offensive material to or about others
- Intercepting, altering, or disrupting electronic mail systems and/or messages
- Introducing messages to email systems with the intent to cause network congestion

Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When using or storing messages on the network, the user should consider both the personal ramifications and the impact on the school system should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the network as its confidentiality cannot be guaranteed. Messages sent to the wrong address could be used inappropriately, and the receiver could save the information indefinitely. **Employees and students should not consider email conducted through the Network as private and should recognize that email may be subject to monitoring, review, searching, restriction and possible public disclosure.**

TERMS AND LIMITATIONS:

Any student or employee of the Augusta County School system may be provided access to a Network account. Such access may include, but is not limited to, an Active Directory account and a Google Workspace for Education Core Services account. The Google Workspace for Education Core Services include Gmail, Assignments, Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Jamboard, Keep, Meet, Sheets, Sites, Slides, Tasks, Vault, and Chrome Sync.

The Acceptable Use Policy form for a Network account by Augusta County students is provided in the student handbook and also located on the ACPS Webpage. All students and parents will sign this AUP.

Staff members will sign this AUP agreement as part of their contracts or letters of agreement as appropriate. All users are subject to the terms of this document and may have their accounts restricted, suspended or terminated by the user's home school, the Augusta County Public School Superintendent (or designee) or the Augusta County School Board with or without notice at any time for any reason.

The Augusta County Public Schools network is not intended to replace any commercial Internet access. The Augusta County Public Schools network makes no warranties of any kind, whether expressed or implied, for the service it is providing. Augusta County Public Schools will not be responsible for any damages suffered by any person using or obtaining any information through the Network. This includes loss of data resulting from delays, non-deliveries, or service interruptions no matter the cause. Use of any information obtained via the network is at the user's own risk. This AUP is in compliance with state and national telecommunication rules and regulations.

TERMS AND CONDITIONS FOR USE OF AUGUSTA COUNTY PUBLIC SCHOOLS NETWORK

All students and parent/guardian of a child entering kindergarten, 6th grade and 9th grade will sign this AUP upon entrance to Augusta County Schools, and all students transferring into Augusta County school division for the first time. All higher education student teachers and practicum students accepted into an ACPS placement will sign this agreement.

DIRECTIONS: After reading the Terms and Conditions for Augusta County Public Schools Network, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is required. Please return the contract to your ACPS administrator. This is a legally binding document and will be kept on file at the school.

STUDENT, EMPLOYEE, STUDENT TEACHER OR PRACTICUM TEACHER INFORMATION (Please print)

SCHOOL NAME: _____

LAST NAME: _____ **FIRST NAME:** _____ **MI:** _____

Expected year of graduation from the 12th grade: _____ **(if applicable)**

ACPS in which placement was approved. _____ **Placement beginning date** _____ **end date** _____
(for Student Teacher and Practicum teacher) **Supervising Teacher** _____

ACKNOWLEDGEMENT AND CONSENT FORM

As a student enrolled or a teacher or a practicum student placed in an Augusta County Public School, I have received, read, understand and will abide by the Guidelines for Acceptable Telecommunications and Internet Use. I understand that any violation of the Augusta County Public School policies or the Guidelines may result in my access to the Network being suspended, restricted and/or terminated and that disciplinary action and/or appropriate legal action also may be taken. I also acknowledge that Network access is a privilege as opposed to a right or entitlement and may be restricted, suspended or terminated at any time.

**Student's, Student Teacher or Practicum
Teacher printed name**

**Student's Student Teacher/Practicum Teacher
Signature**

Date

PARENT OR GUARDIAN: As the parent or guardian of this student, I have read the Terms and Conditions for the Augusta County Public Schools Network. I understand that this access is designed for educational purposes and that the administrators of the Augusta County Public Schools Network have taken reasonable precautions to filter controversial material and to educate my child about Internet safety. However, I also recognize it is impossible for the Augusta County Public Schools Network to restrict access to all controversial materials and I will not hold them responsible for materials accessed by my child's use of the Network. I accept responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue a Network account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

Work telephone number

Home telephone number

Date