

ACCEPTABLE USE POLICY (AUP) FOR AUGUSTA COUNTY PUBLIC SCHOOLS NETWORK

Students, Employees, Student Teachers, and Practicum Students:

The Augusta County Public Schools (ACPS) Network was established to support research and education for the faculty, employees, students, and administrative staff of (ACPS) as part of its curricular program. The "Network" includes all computer hardware or equipment owned or used by (ACPS), all peripherals, databases, files, software, user accounts, applications owned or used by (ACPS), , 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 rules and conditions for access 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 of access, suspension, or expulsion, and/or 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, parent's, or employee's signatures on the Acceptable Use Policy (AUP) affirm those parties 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 the property of (ACPS) and are subject to monitoring, review, and search. The Network and all files on this system are the property of (ACPS), and by using the Network, users agree that their use and content created by them 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.

(ACPS) 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. (ACPS) may monitor and review the online activity of particular individuals. Further, (ACPS) 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, and 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.

Acceptable Use Continued

- Use the network for educational purposes, communication, and research aligned with school curricula and policies.
- Use that maintains a respectful online presence and avoids activities that violate local, state, and federal laws.
- 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.
- Students and faculty may not share and publicly display electronic media portraying other students or faculty members on school property, at school events, or engaged in school-related activities unless such use has been authorized by an approved and fully executed 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.

Unacceptable Use Continued

- The network is not for personal use, including social media, dating, or commercial activities. Use for issue or candidate advocacy is prohibited.
- Access to inappropriate websites, or creating/sharing offensive content is prohibited.
- Use that involves bullying or threats against others is prohibited.
- Downloading unauthorized software, games, videos or music is prohibited.
- Copyright laws must be respected and materials should not be copied or shared without the permission of the owner of such material.
- Hacking, attempting to access unauthorized accounts, or circumventing established filters and safety systems is strictly forbidden.

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.

ACPS Email Continued

- Your ACPS email is for school-related or school-sanctioned use only.
- Avoid sending offensive or harassing messages.
- Be aware that school officials have the right to monitor email content.

- Employees and students should not consider email conducted through the Network as private and should recognize that email may be subject to monitoring, review, search, restriction, and possible public disclosure.

Network Access and Agreements

- Students and staff can be granted network accounts and given access to school sanctioned applications and services.
- Signing the AUP signifies your understanding and agreement to these terms.
- The school can restrict or terminate your access for violating these policies.
- This Acceptable Use Policy (AUP) will remain consistent with all current ACPS policies.
- The school network is not a substitute for personal internet access.
- The school board is not liable for any damages incurred while using the network.
- Governor's School, Dual Enrollment, Concurrent Enrollment, Advanced Placement, or Classes with Parent Permission recognition may be granted a higher level of access through internet filtering rules.
- Various courses taught outside of the ACPS Network or through other institutions may require supplemental equipment in addition to what ACPS provides.
- This AUP complies with state and federal regulations.

Emerging Technologies

ACPS embraces the potential of emerging technologies to enhance learning. Changes of practices may be made as technologies evolve. Student safety, personal data, and security will always be our top priorities.

An example of an emerging technology is Artificial Intelligence. As we explore these possibilities, students can expect:

- **Exposure to Artificial Intelligence (AI) tools:** Students may interact with AI programs that can provide personalized learning experiences and answer questions.
- **Responsible Use of AI:** Students will be provided guidance to use AI effectively for research and learning while being aware of potential biases and limitations.
- **Focus on Human-AI Collaboration:** The goal for ACPS is to use AI as a learning assistant, not a replacement for critical thinking and human interaction.

Who Needs to Sign?

- Parents/Guardians of students entering Kindergarten, 6th grade, and 9th grade.
- Students entering Kindergarten, 6th grade, and 9th grade.
- New students transferring to Augusta County Schools.
- All ACPS employees and contractors, including student teachers and practicum students.

Terms and Limitations:

Any student or employee of the Augusta County School system may be provided access to a Network account that can be implemented across several digital services. This Acceptable Use Policy For Augusta County Public School Network is provided in the student handbook and also located on the ACPS Webpage.

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 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, but is not limited to, 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.