



Book	Norfolk City School Board Policies and Regulations
Section	A: Foundations and Basic Commitments
Title	Acceptable Use Procedure of Computer Systems
Code	AUP
Status	Active
Last Revised	September 16, 2015
Last Reviewed	September 2, 2015

ACCEPTABLE USE PROCEDURE OF COMPUTER SYSTEMS

Norfolk Public Schools (NPS) provides a full range of computer information systems, including Internet resources, for students and staff. NPS strongly believes in the educational value of such computer information systems and recognizes their potential in support of our curriculum and student learning goals.

The Norfolk Public Schools School Board adopts this Acceptable Use Procedure, which outlines appropriate uses, ethics and protocol for the School Board's computer network.

School Board employees and students shall not use the division's computer equipment and communications services for sending, receiving, viewing, downloading, uploading inappropriate and/or illegal material via the Internet and World Wide Web.

- A. The Superintendent or his/her designee shall select and operate technology that protects against, filters or blocks access through
- B. school division computers to visual depictions that are:
 - a. child pornography, as set out in Virginia Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity, as defined in Virginia Code § 18.2-372 or 18 U.S.C. § 1460;
 - c. material that Norfolk Public Schools deems to be harmful to juveniles, as defined in Virginia 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;
- C. The technology protection measure shall be utilized and enforced during any use of the division's computers by users.
- D. The school administration shall monitor online activities of users.
- E. The Superintendent or his/her designee shall select and operate technology and take administrative measures to protect the safety and security of users when using electronic mail, chat rooms, and other forms of direct electronic communications.
- F. Norfolk Public Schools (NPS) recognizes the increasing importance of artificial intelligence (AI) in education and is committed to its responsible and ethical use. The superintendent or their designee will ensure that guidelines are provided to support the ethical implementation of AI technologies.**
- G. Users shall not obtain unauthorized access, including "hacking" and other unlawful activities, while online.
- H. The School Board, its employees, agents and students shall not disclose, use, or disseminate personal identification information regarding users.
- I. The Superintendent or his/her designee shall ensure that Norfolk Public Schools include a component on Internet safety for students
- J. that is integrated in the division's instructional program. This program includes appropriate use of social networking websites and cyberbullying awareness and response. (see Social Media Policy, GAZA)

NPS allows users access to electronic information systems while safeguarding them from potential hazard by filtering objectionable sites. Students and staff are allowed access to Internet resources with the understanding that some material may be inaccurate or objectionable. The use of inappropriate resources is not permitted. NPS does not endorse and is not responsible for content associated with links outside of the NPS network. Individuals using NPS electronic information systems are subject to monitoring by district personnel.

All use of the division's computer system must be (1) in support of education and/or research or (2) for legitimate school business. This resource, as with any other public resource, demands that those entrusted with the privilege of its use be accountable. Along with rights comes responsibilities, all users of electronic information systems are responsible for obeying rules and policies at all times. Users are held personally accountable for any and all activities logged to their computer identification "userid" and password. Any off campus activities that cause risk of disruption on campus are subject to school disciplinary action. NPS reserves that right to block downloading from specific file extensions and/or specific sites. NPS provides equitable access and encourages the use of electronic information systems, whenever and

wherever possible and appropriate, to support the educational program.

- K. All users are responsible for ensuring that any disclosures of information complies with applicable state and federal statutes and regulations, including but not limited to the Family Educational Rights and Privacy Act (FERPA).
- L. All users authorized to access privileged information must understand and accept all responsibilities of working with confidential data.
- M. Responsibilities of protecting the privacy and confidentiality of the data include:
 - a. Properly storing and securing sensitive data on NPS approved secure mediums
 - b. Not misrepresenting or falsely manipulating/altering data
 - c. Not divulging any information to any person or organization without proper authorization.
- N. No identifiable photographs of students, faculty, or administration taken with NPS technology will be allowed to be published on the Internet or used in print without appropriate written consent. Photographs are the property of Norfolk Public Schools and will be used for instructional purposes only. Any photographs taken of students without parental permission will be strictly prohibited.

The failure of any student or staff member to follow the terms of this policy may result in the loss of Norfolk Public Schools' computer network privileges, disciplinary action and/or appropriate legal action.

Use of the electronic information systems provided by Norfolk Public Schools constitutes agreement to the standards and policies set forth by this document. All users are required to read this policy and sign the agreement statement prior to use. This AUP is in compliance with state and national telecommunications rules and regulations.

Legal Ref.:

Code of Virginia § 22.1-70.2. Acceptable Internet use policies for public and private schools.

Revised:

September 16, 2015

[AUP_Acceptable Use Procedure for Computer Systems.pdf \(224 KB\)](#)