

**Acceptable Use, The CCPS-NET**

The responsible use of computers and computer networks supports the instructional program. Regulation 723.1 outlines acceptable and unacceptable use of the CCPS-NET. CCPS-NET shall be defined as all computers, networks, equipment, programs, and data that are owned, leased, rented, or licensed by CCPS. The Division Superintendent or his designee shall review this policy and regulation every two years and submit any recommended changes to the School Board for approval. This policy and regulation shall be filed with the Superintendent of Public Instruction in compliance with the provisions of the Code of Virginia, Section 22.1-70.2. This policy also complies with the regulations of the Federal Communications Commission implementing the Children’s Internet Protection Act (CIPA).

Revised: February 2005  
Revised: December 2001  
Revised: May 1997  
Approved: March 1996

Legal Reference: Code of Virginia, Section 22.1-70.2  
Code of Virginia, Section 18.2-374.1:1, 372, and 390  
Children’s Internet Protection Act, Federal Communications Commission  
Regulations

**The CCPS-NET**

**A. Purpose**

The purpose of this regulation is to:

- protect the CCPS-NET investment,
- safeguard the information contained within these systems,
- reduce business and legal risk, and
- protect the good name of Chesterfield County Public Schools.

In support of the Chesterfield County Public Schools mission, the CCPS-NET will:

1. provide connectivity, facilitating access to local, regional, and worldwide resources;
2. use a technology, specifically a proxy server-based filter, that blocks Internet access to materials deemed harmful to juveniles as called for in the Code of Virginia 22.1-70-2. The filter also screens non-curriculum materials.

It is Chesterfield County Public School policy to protect computer hardware, software, data and documentation from misuse, theft, unauthorized access and environmental hazards.

**B. Acceptable Use**

1. The CCPS-NET is established solely for educational purposes.
2. The CCPS-NET is a shared resource and will only fulfill its mission when used appropriately.
3. Any CCPS-NET user's traffic that traverses another network may be subject to that network's acceptable use policy.
4. Photographs of students may be included in World Wide Web documents provided no personal information is included.

**C. Unacceptable Use**

1. A CCPS-NET account user is responsible for all activities performed and system access gained through negligent use of the user's account.
2. Any use of the CCPS-NET for commercial purposes, personal gain, or political lobbying is prohibited.
3. Any use of the CCPS-NET for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws including the sending, receiving, viewing, or downloading of illegal materials. Inappropriate use shall be defined as a violation of the intended use of the network, including but not limited to, accessing materials deemed by the school division to be harmful to juveniles as defined by the Code of Virginia §18.2-390, child pornography as set out in the Code of Virginia §18.2-374.1:1, or obscenity as defined in the Code of Virginia §18.2-372.

Inappropriate use also includes the intentional introduction of viruses, corruption of systems, files and resources.

4. Any use of the CCPS-NET for purposes in conflict with approved School Board policies and procedures is prohibited. School Board Policy 720 prohibits the illegal copying of documents, software, and other materials.
5. Great care shall be taken by the CCPS-NET administrators to ensure the right of privacy of users; however, all students, educators and parents have the responsibility to take appropriate action when becoming aware of unacceptable usage.

**D. Use of Networked Resources**

1. Network Accessible Resources (NARs) must be used in support of the instructional program.
2. Exploration of NARs is to be conducted within the context of supporting the instructional program, and should be performed with a defined purpose or goal.
3. NAR's will not be used as the sole research source, but rather will be considered with all research tools available in the library and/or classroom. Access, including remote access, to electronic databases provided through a paid subscription by CCPS is considered a Network Accessible Resource.
4. Given the fluid nature of many NAR's, students and staff must evaluate the validity and appropriateness of use of a particular resource for a given assignment or application.

**E. Access Codes/Passwords**

1. All users of CCPS-NET shall have an individual account and password.
2. Passwords shall be at least seven characters in length using a combination of letters, numbers and symbols.
3. Passwords must be changed at regular intervals.
4. User passwords should not be written down and kept in public areas that are not secure.
5. Lists of user names and passwords should not be created for any reason.
6. Passwords are not to be shared with anyone including network administrators.
7. Administrative passwords are not to be given to any other individual.

**F. CCPS- NET Access & Accounts**

1. Access to the CCPS-NET is considered a privilege and is permitted to the extent that available resources allow. Access may be revoked if misused.
2. All Chesterfield County Public School personnel are eligible for a CCPS-NET account on the CCPS-NET server.

3. Students in grades K-5 will have access to the CCPS-NET through accounts managed by school personnel.
4. Students in grades 6-12 will have access to the CCPS-NET through accounts managed by school personnel, and may be granted an individual account held jointly by the student and parent/guardian.
5. Community members are encouraged to access the Chesterfield County Public Schools website ([www.chesterfield.k12.va.us](http://www.chesterfield.k12.va.us)) through third party Internet providers.
6. From time to time, Chesterfield County Public Schools will make decisions on whether specific uses of the CCPS-NET are consistent with this policy. Chesterfield County Public Schools shall remain the final authority on use of the network and the issuance and cancellation of user accounts.

**G. World Wide Web Access – Unfiltered Accounts**

Chesterfield County Public Schools provide access to the world wide web (WWW) and the Internet via the CCPS-NET. As called for in the Code of Virginia §22.1-70.2, CCPS has selected and uses a technology, specifically a proxy server based filter that filters and blocks Internet access to materials deemed harmful to juveniles, child pornography, and obscenity. The filter also screens non-curriculum materials.

Due to the nature of such filtering technology, the filter may at times filter pages that are appropriate for staff & student research. A standing review committee may review sites that are blocked by the filter. The committee may recommend that unfiltered access be allowed to certain sites and/or that certain sites be added to the filtering list. To facilitate the access of appropriate pages that the filter blocks, unfiltered accounts may be granted that bypass the filter. Unfiltered accounts will be granted to any staff member who explains, in writing, why they need such an account to facilitate the programs of the Chesterfield Schools. Such accounts will never be granted to students. Staff should be aware that all web access by such unfiltered accounts is logged by the server and that these logs may be reviewed by the system administrators periodically during normal system maintenance.

**H. Electronic Mail**

Electronic mail (E-mail) is provided to staff and secondary students in support of the instructional program and its support services. Acceptable use of E-mail is based on common sense, common decency and civility as applied to all communications with the electronic environment. Users may use email services for other than work-related activities, provided that such use is consistent with professional conduct. Users may send and receive email attachments that do not exceed established standards that are directly related to CCPS business functions.

In addition to the broad acceptable use principles outlined in Regulation 723.1 and the conduct issues outlined in Regulation 401.1 *Standards for Student Conduct*, the following unacceptable uses of E-mail are specifically prohibited:

- sending or forwarding of harassing, abusive, or offensive material to or about others;
- intercepting, altering, or disrupting electronic mail systems and/or messages;
- introducing messages to E-mail systems with the intent to cause network congestion;
- sending or forwarding offensive content of any kind, including pornographic material;
- sending or forwarding chain email;

- promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability;
- sending or forwarding email that is threatening or violent;
- sending or forwarding email that may involve CCPS in illegal activities;
- sending or forwarding commercial or political messages;
- sending legally protected information outside CCPS-NET; and
- using email for personal activities to the degree that work of the individual or others may be adversely affected.

A user of email shall:

- ensure that all communications are for professional reasons and that they do not interfere with work productivity;
- be responsible for the content of all text, audio, or images that the employee places or sends over email;
- not transmit copyrighted materials without permission;
- know and abide by all applicable CCPS policies dealing with security and confidentiality of student records; and
- not open any messages or attachments from any unrecognized origin.

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 may be used inappropriately and the receiver may save the information indefinitely. From time to time, the administrators of the E-mail system may review E-mail logs and or messages as a part of the standard maintenance and security schedule. Employees and students should not consider E-mail as private.

## **I. Penalties for Violation of the Acceptable Use Policy**

Violation of the CCPS-NET Acceptable Use policy may result in the suspension of CCPS-NET access privileges. Violators are also subject to applicable CCPS disciplinary action. According to the Commonwealth of Virginia law and relevant federal law, any unauthorized access, attempted access, or use of state computer network systems is a violation of the law. Violators are subject to criminal prosecution. CCPS will cooperate fully with local, state, and federal officials in any investigation related to any illegal activities conducted through CCPS-NET.

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