

## INSTRUCTION

Acceptable Use of School Division Technology Resources

The following forms will be used to support the documentation of employee and student understanding of School Board Policy 6-48: Acceptable Use of Division Technology Resources

Student Acceptable Use Policy Agreement  
Staff Acceptable Use Policy Agreement

All Lynchburg City Schools' staff must sign an Acceptable Use of School Division Technology Resources Agreement (AUP) upon employment. This AUP will be reviewed annually with the employee at his respective site. All students and their parent/guardian will sign an AUP agreement upon entering elementary, middle, and/or high school, including any alternative education site. This agreement will be reviewed annually with the student. Each year, students and staff will also participate in Internet safety instruction using an approved Lynchburg City Schools' curriculum.

Adopted by School Board: June 15, 1999  
Revised by School Board: March 16, 2004  
Revised by School Board: August 7, 2007

## INSTRUCTION

Acceptable Use of School Division Technology Resources (continued)

## Student Acceptable Use of School Division Technology Policy Agreement

Student Section: Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
(please print – include middle initial)

I agree to abide by all guidelines listed in School Board Policy 6-48: Acceptable Use of School Division Technology Resources Policy and to participate in Internet Safety instruction.

I realize the purpose of the school division's technology is educational.

I realize use of the technology is a privilege, not a right. I accept that inappropriate behavior may lead to penalties, including revoking my account, disciplinary action, and/or legal action. I realize that school personnel (school administrators, teachers, network administrators) can access all my current and past network materials and my student accounts.

I agree not to participate in the transfer of inappropriate or illegal materials while using the school division's technology resources.

I agree not to allow other individuals to use my account, nor will I give anyone my password.

I agree to abide by the school division's software licenses and guidelines.

The Acceptable Use Policy has been read to me or I have read the Acceptable Use Policy. I agree to abide by the guidelines established, and understand that violation of the guidelines will result in termination of my access to school division technology. I also realize I may be subject to additional disciplinary action, including suspension from school and/or possible criminal charges.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Section:** (A parent or guardian must also read and sign.)

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that school division technology is designed for educational purposes and that the school division has taken precautions to eliminate inappropriate materials. I understand, however, that it is impossible to restrict access to all controversial materials, and I will not hold the school division responsible for materials acquired through school division technology. I give permission for my child to participate in Internet Safety instruction and to use the school division's technology resources including the Internet under the guidelines established.

## INSTRUCTION

Acceptable Use of School Division Technology Resources (continued)**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Each staff member is responsible for adhering to school board policy relating to the use of school division technology resources. Each staff member has read the Acceptable Use Policy and has agreed to abide by the provisions included and to promote this policy with students. Each staff member has agreed to instruct students on safe acceptable use of the Internet and proper network etiquette using the approved Lynchburg City Schools' Internet Safety curriculum. Each staff member will make reasonable effort to ensure that student access to the network including the Internet is appropriate. Each staff member has a signed form on file indicating his/her acceptance of the provisions of school board policy.

## INSTRUCTION

Acceptable Use of School Division Technology Resources (continued)**Staff Acceptable Use of School Division Technology Resources  
Policy Agreement (AUP)**

Name \_\_\_\_\_ School/Location \_\_\_\_\_  
(please print - include middle initial)

I agree to abide by all guidelines listed in the School Board Policy 6-48: Acceptable Use of School Division Technology Resources and to participate in Internet Safety instruction.

I realize the purpose of the school division's technology is educational. I will always use the network appropriately and professionally. I will only use the school division's computers and network, including the Internet, for personal use when it does not conflict with my instructional and supervisory responsibilities with students and does not conflict with my employment responsibilities in general.

I realize that information technology personnel can access all my current and past network materials and accounts, including e-mail.

I realize I am responsible for adhering to all school board policies and procedures relating to the use of technology.

I realize use of the technology is a privilege, not a right. I accept that inappropriate behavior may lead to penalties, including revoking my account and personnel action.

I agree not to participate in the transfer of inappropriate, pornographic, or illegal materials through the school division's network.

I agree to abide by the school division's software licenses and guidelines.

I agree not to share network passwords in order to maintain network security.

I agree to promote the Acceptable Use Policy and Internet safety with students.

I agree to instruct students on acceptable use of the Internet and proper network etiquette using the approved Lynchburg City Schools' Internet Safety curriculum. I will make reasonable effort to ensure that student access to the network, including the Internet, is appropriate.

I have read the Acceptable Use Policy, agree to abide by the guidelines established, and understand that violation of the guidelines may result in termination of my access to school division technology. I also realize I may be subject to additional personnel action, up to and including termination of my employment contract as well as possible criminal charges.

INSTRUCTION

Acceptable Use of School Division Technology Resources (continued)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_