



Acceptable Use Procedure for 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.

- A. 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.
- B. The Superintendent or his/her designee shall select and operate technology that protects against, filters or blocks access through school division computers to visual depictions that are –
 - 1. child pornography, as set out in Virginia Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - 2. obscenity, as defined in Virginia Code § 18.2-372 or 18 U.S.C. § 1460;
 - 3. 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; and
- 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. Users shall not obtain unauthorized access, including "hacking" and other unlawful activities, while online.
- G. The School Board, its employees, agents and students shall not disclose, use, or disseminate personal identification information regarding users.
- H. The Superintendent or his/her designee shall ensure that Norfolk Public Schools include a component on Internet safety for students that is integrated in the division's instructional program.

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 procedures 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.

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

Adopted May 1, 2007

Legal Reference:

Code of Virginia § [22.1-70.2](#). Acceptable Internet use policies for public and private schools

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



NORFOLK PUBLIC SCHOOLS

Internet Acceptable Use Procedure (AUP) Acceptable Use Procedure for Electronic Information Systems

Parent/Guardian (for all students under 18)

I have read the Norfolk Public Schools Acceptable Use Procedure. I understand that access will be used for approved educational purposes. I also recognize that Norfolk Public Schools will make every reasonable attempt to ensure my child will not gain access to controversial or inappropriate materials.

I give permission for my child to access electronic information systems for the duration of my child's enrollment in NPS. I understand that I can deny permission for my child to use electronic information systems by submitting a letter of justification to my child's principal. I certify that the information contained on this form is correct.

Parent/Guardian Name (*please print*) _____

Parent/Guardian Signature

Date _____

Student/Staff

I have read the Norfolk Public Schools Acceptable Use Procedure. I understand that access will be used for approved educational purposes. I understand and will obey the Norfolk Public Schools Acceptable Use Procedure. I agree to comply with good conduct policies as set forth in this document. Any violation of this policy will result in the suspension of access privileges and may also be grounds for further disciplinary/legal action.

Student/Staff Name (*please print*) _____

Student/Staff Signature

(Staff Only) Title _____

Department/School _____

Date _____

For Office Use Only (for new or changed employee information)

The employee has read and signed the NPS procedure (AUP) governing the security of NPS electronic systems and data. Please indicate the following information systems to which the employee needs access.

Employee Name: _____

Title/Position: _____

School/Department: _____

Phone No.: _____

Date: _____

New Account

- Faculty/Staff new to the school/department and needs access to the network.
Need access: (please check all that apply)

Network: <input type="checkbox"/>	Internet: <input type="checkbox"/>	Email: <input type="checkbox"/>	Financial Sys: <input type="checkbox"/>
HR Sys: <input type="checkbox"/>	Starbase: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Is this a Temporary/Seasonal/Student Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES, enter LAST DAY OF WORK:			

Rename Account Old Name: _____

New Name: _____

- Faculty/Staff has changed his/her name

Network: <input type="checkbox"/>	Internet: <input type="checkbox"/>	Email: <input type="checkbox"/>	Financial Sys: <input type="checkbox"/>
HR Sys: <input type="checkbox"/>	Starbase: <input type="checkbox"/>	Other: <input type="checkbox"/>	

Additional Access/Rights

- Faculty/Staff member already has a network account, but needs additional rights to a directory or program or server.

Brief Justification or Description:

Account Removal

- Faculty/Staff has or will leave the school/department and their account needs to be deleted from the system.

Employee's Last Day:	Remove Immediately (yes or no):	Special Instructions:	
Network: <input type="checkbox"/>	Internet: <input type="checkbox"/>	Email: <input type="checkbox"/>	Financial Sys: <input type="checkbox"/>

HR Sys: <input type="checkbox"/>	Starbase: <input type="checkbox"/>	Other: <input type="checkbox"/>
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Approval Authority *Must be completed and signed by Principal, Director or Department Head:
(includes Norfolk Police Department & Juvenile Court Dept. Heads)*

Name & Title (please print)

(Signature - Your request will not be processed without an authorized signature)

Please return student forms to:
School Office Manager
Department
File in Cumulative Folder

Please return staff forms to:
Account Manager
Fax: 628-3840

Form-AUP803