APS POLICY ON ACCEPTABLE USE OF TECHNOLOGY & DEVICES

APS ACCEPTABLE USE POLICY (AUP)

Arlington Public Schools has developed a plan to ensure that students know how to use the internet safely and that they understand APS rules for the use of technology. In accordance with the Code of Virginia, all students and their parents/guardians must annually sign the APS Acceptable Use Policy (AUP). All schools are responsible for ensuring that their students have signed the AUP through StudentVUE. Parents/Guardians acknowledge they have reviewed and agreed to the AUP through the AOVP process. Violations of this policy can lead to legal and/or disciplinary action.

The AUP, School Board Policy Electronic Technologies Acceptable Use I-9.2.5.1, can be found on the Boarddocs website.

EXPECTATIONS

- Students will use all technology responsibly.
- Students will not use the division's computer equipment and communication services for sending, receiving, viewing, or downloading illegal or inappropriate material.
- Students will only connect to the APS network using approved methods.
- Students will respect intellectual property and copyright laws.
- Students will not tamper with or alter the system in any way that disrupts the network.
- Students will report suspected computer viruses and other problems immediately.
- Students will understand that all messages and files sent, accessed or received on or through APS equipment are subject to inspection.
- Students who connect to the APS network using a personal device must comply with all applicable policies.
- Use of APS technology is for school-related instructional and APS business activities.

USE AND CARE OF APS DEVICES

- Students should bring their fully-charged devices to school each day. Powering down the device when not in use will help to avoid additional battery use, and dimming the screen brightness also helps to extend battery life. Students are encouraged to keep their devices protected with a sleeve or protective case.
- The following recommendations should help students reduce the chances of loss and or damage:
- Students should not leave their devices unattended.
- Devices should not be left in visible sight in a vehicle; also, they should not be left in a vehicle for an extended time or overnight.
- Avoid scratching or marking the screen.
- Do not insert foreign objects (pens, paper clips) into the device.
- Heavy objects should not be placed on the device.
- Avoid eating or drinking near the device.
- When not in use, shut down the device or put it in sleep mode.
- Only use proper cleaning methods: wipe lightly with a clean, soft cloth; do not use water or cleaning solutions on the screen.
- Devices are vulnerable to humidity and extreme temperatures (above 95°F, below 50°F). Keep them away from bathrooms, saunas, or indoor pools where humidity is often high.
- Devices should be stored in a cool, moisture-free environment (less than 90°F).
- Use only the accessories specifically made for your device.
- Students should report any technical problems as soon as possible to their school's Instructional Technology Coordinator (ITC).

BUILDING RESPONSIBLE DIGITAL CITIZENS

Behave Responsibly and Respectfully

All students should:
- Be respectful and appropriate in comments and in written text while using the device.
- Log into their personal account(s) and only use their assigned devices.
- Be sure not to share their personal log-in with anyone else.
- Use pictures and videos, whether captured on the device or downloaded, only to benefit learning.
- Use lock screen and wallpaper images that are appropriate.
- Understand that each device is the property of APS and is intended for use only by the student to whom it is assigned.

- Distribution of inappropriate images, videos, and files, whether captured on the device or downloaded, is prohibited. Student devices may be inspected at any time by APS personnel. If inappropriate content is found on the device, it will be deleted and disciplinary action may be taken by school administrators.

Filtering

APS limits exposure of inappropriate and illicit internet content to students by putting systems in place which block student's access to some websites. These restrictions are in place on all devices that APS issues, whether the student is using the device at school, at home, or in a public space. While APS makes significant efforts to filter inappropriate content, your child could reach content you feel is not appropriate. If this occurs, families are encouraged to discuss the matter with the students and report the inappropriate content to teachers or Instructional Technology Coordinators. Purposely bypassing content filters is a violation of the APS Acceptable Use Policy.

Digital Citizenship and Internet Safety

APS has developed a curriculum for students at all grades, beginning in kindergarten, to help them learn how to be responsible, ethical, and safe citizens online. This curriculum was initially developed with input from families, teachers and the APS Digital Learning Steering Committee. The curriculum has been adapted from the work of Common Sense Media.

Students must understand that digital citizenship and internet safety is an important part of the fabric of each school. Families are encouraged to explore these topics together at home.

For more information about Common Sense Media, visit commonsense.org/education/digital-citizenship.

Internet/Online Safety Tips

- Students should be careful not to disclose information that could lead to the discovery of their identities.
- Students should use only their assigned usernames and passwords.
- APS limits exposure of inappropriate and illicit internet content to students by preventing students from using some websites with personal learning devices that APS issues, whether using the devices at school, at home, or in public spaces. While APS makes significant efforts to filter inappropriate content, your child could reach content you feel is not appropriate. If this occurs, families are encouraged to discuss the matter with the students and report the inappropriate content to teachers or Instructional Technology Coordinators. Purposely bypassing content filters is a violation of the APS Acceptable Use Policy (AUP).
- Words are very powerful. Students should be courteous and use appropriate language, understanding that their message will be read.
- Cyberbullying is a crime. Students should not view, send or display profanity, obscenities, sexually explicit or offensive materials. Any threatening messages students receive should be immediately reported to a trusted adult. Copies should be kept to provide to authorities. If students receive messages at school, they should notify a teacher immediately; at home, report the problem to the home internet Service Provider (ISP).

Meeting someone via the internet can be dangerous. Before agreeing to any kind of meeting, a student should discuss it with a parent or other trusted adult.

USE OF SOCIAL MEDIA

The APS Social Media Policy G-1.4 and Internet Policy M-8 requires that the use of any electronic media by employees or students should at all times be professional in content and related to the students' instructional program or school-sponsored extracurricular activities.

Social media tools, including any social media tools generally available to the public that do not fall within the APS electronic network, may be used within guidelines provided to staff.

Teachers or staff using social media tools to facilitate communication to further the work in their classrooms or school activities must submit to the school administration for annual approval a list of the social media tools to be used along with a clear statement of purpose and outcomes. Information about social media in the classroom or school activities will be made available to parents through the course syllabus or activity materials.

For individual communications between adults and students, in accordance with the Prevention of Sexual Misconduct and Abuse Policy G-2.32, "Adults must restrict one-on-one, electronic communication with individual students to accounts, systems and platforms that are provided by and accessible to Arlington Public Schools."