

## EMPLOYEE TECHNOLOGY ACCEPTABLE/RESPONSIBLE USE POLICY

The Loudoun County School Board provides technologies, including access to internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term technology includes hardware, software, data, communication lines and devices, terminals, printers, servers, mainframe and personal computers, the internet and other internal or external networks.

A. Purpose. All use of the Division's technology must be consistent with the educational or instructional mission or administrative function of the Division or for legitimate school business. Loudoun County Public Schools may provide staff with access to online services and websites through contracts with educational companies and vendors. Staff may be provided with a username and password to access these websites and shall follow the password security protocol located in Regulation 3065.

B. Monitoring. Loudoun County Public Schools routinely monitors an individual's usage of the Division's technology. The normal operation and maintenance of the school division's technical infrastructure and services requires that usage and activity are monitored, data and electronic communications are routinely backed up, and programs or other devices are employed to maintain the functionality, integrity, or security of the network infrastructure. Any communication or material using School Division technology, including electronic mail and documents created, stored, or shared from a user's account, may be monitored, read, recorded, copied, seized, and/or provided to appropriate authorities by school officials without prior notice. Staff shall have no right or expectation of privacy. None of the Division's technologies shall constitute a traditional, limited or designated public forum. Staff shall not send, receive, view or download illegal materials.

C. Content Filtering. The School Division operates technology protection measures that monitor, filter, or block Internet access for all devices connected to LCPS and LCPS-OPEN networks. The protections prevent access to the following:

1. Child pornography;
2. Obscenity; and,
3. Material that the School Division deems to be harmful and otherwise inappropriate.
4. Employing measures to circumvent the content filter is prohibited.

D. Technical and Administrative Procedures. The Division Superintendent shall establish technical and administrative procedures containing the appropriate uses, ethics and protocols for use of technology. The procedures shall include:

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1. Provisions establishing that the technology protection measures are enforced during any use of the Division's computers by staff;
2. Provisions establishing that the online activities of staff will be monitored;
3. Provisions designed to educate staff about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and Cyber Bullying awareness and response;
4. Provisions designed to prevent unauthorized online access, including "hacking" and other unlawful activities; and
5. Provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information

E. Personal Devices. Personal technology devices are permitted to use the LCPS-OPEN wireless network only. Personal technology devices are prohibited from accessing the LCPS network (wired or wireless). All Personal Devices used within school or at school functions must be free from anything that would violate this policy including the use of a Virtual Private Network (VPN) to subvert the division's protection measures.

F. Personal Use. School division technology is not to be used for personal commercial purposes or for personal financial or other gain. Occasional personal use of school division technology for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other school division responsibilities, and is otherwise in compliance with this and other school policies. Further limits may be imposed upon personal use in accordance with normal supervisory procedures concerning the use of school division equipment.

G. Signature Form. Each staff member shall annually acknowledge the acceptance of this Policy and Regulation 7566. By doing so, staff agree to accept the terms of this policy and the failure of any staff to follow the terms of this policy or accompanying regulation may result disciplinary action as defined School Board policy, and/or law.

H. Limited Liability. The Loudoun County School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer or network system.

I. Review Process. The School Board will review, amend if necessary, and approve this policy every two years.

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[Former Policy 3060]  
Adopted: 6/26/18

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Legal Refs.: [18 U.S.C. §§ 2256](#); [47 U.S.C. § 254](#); Code of Virginia, 1950, as amended, §§ [18.2-372](#), [18.2-374.1:1](#), [18.2-390](#), [22.1-70.2](#), and [22.1-78](#)