

RESPONSIBLE USE POLICY

Purpose

The Purpose of this policy is to set forth the guidelines and expectations for the responsible use of technology by students in order to provide a safe, appropriate and effective learning tool for all Accotink Academy students with the use of any device issued by Accotink Academy.

In order to achieve this purpose we understand that both the individuals using these devices and the School have certain responsibilities.

For the Individuals Using Technology

1. We expect the exercise of personal integrity and responsibility.
2. We expect students to master certain social-emotional skills in order to maintain ethical use of such technology.
3. We expect students to avoid computer activities which interfere with the learning process.
4. We expect students, and any persons that use Accotink equipment, to take care of the school assigned equipment to the best of their ability.
5. We expect staff and students to recognize the rights, responsibilities and opportunities of learning, living and working in a digital world.
6. We expect staff and students to use technology in ways that are safe and legal.

For the School

1. The School will provide a social-emotional curriculum to guide the implementation of our technology program using a school assigned device to reach our students off campus.
2. Our goals, to the best of our ability, are (a) to provide access to educational tools, resources, and communication (b) to encourage innovation and collaboration and (c) to support the implementation of each students individual education plan (IEP), their Common Core State Standards (CCSS), and Standards of Learning (SOL)
3. Our policies are intended to promote the most effective, safe, productive and instructionally sound uses of these tools.
4. Our school will provide training regarding Artificial Intelligence (AI) and the strategies for successful integration of AI in education.
5. Our school will follow current and forthcoming guidelines titled "GUIDELINES FOR AI INTEGRATION THROUGHOUT EDUCATION IN THE COMMONWEALTH OF VIRGINIA."

Expectations & Rules

Responsible use of ACCOTINK's technology resources is ethical, respectful, academically honest and supportive of the school's mission. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in this document and the honor code.

Violating any portion of this agreement may result in disciplinary review, including possible suspension or expulsion from ACCOTINK and/or legal action for any such damages incurred to ACCOTINK owned equipment. ACCOTINK will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network and/or devices. The school reserves the right to apply disciplinary consequences for technology-related activities conducted on and off-campus if

such activity adversely affects the safety or well-being of students or other members of the community or constitutes behavior embarrassing to the school.

Online Behavior

- I understand that as a member of the ACCOTINK community, my actions could reflect on the school. In all of my online or offline communication, I will be respectful and polite. This includes, but is not limited to: email, chat, instant-messaging, texting, gaming, social networking sites, or any other form of communications.
- If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask either a staff member, a teacher, parent or the technology department before engaging in that activity.
- I understand that I may not have any contact with Staff members outside of school on any social media platform (Twitter, Facebook, Instagram, etc.). If a Staff member does contact you on social media, do not respond. Do notify your parent, teacher, school psychologist, or administration.

Privacy

- I will not share any of my passwords or credentials with anyone or use anyone else's credentials or passwords. If I become aware of another individual's password or credentials, I will inform that person and a staff member.
- I will be ethical and respect the privacy of others throughout the ACCOTINK network and internet and will not share or access others' folders, files or data without authorization.
- I understand that ACCOTINK has the right to look at any data, email, logs or files that exist on the network or on individual computers without the prior consent of system users. In addition, ACCOTINK reserves the right to view or remove any files on the network or its devices without prior notice to users.
- I will not share or post online personally identifying information about any members of the ACCOTINK community (Staff, Students, any ACCOTINK employee, etc.) without permission (addresses, phone numbers, email addresses, photos, videos, etc.)
- I will not make and/or post photo, audio or video recordings of: another student, teacher, ACCOTINK employee, and ACCOTINK event without written permission from an ACCOTINK Director.

Use of School Technology Resources

- I will not play games, use any social media, instant-message, access music, music videos, YouTube, or download/watch movies and/or shows on any device issued to me, unless it is part of the curriculum and/or given permission from ACCOTINK staff.
- I will use the device only for school-related activities.
- I will not destroy, alter, dismantle, disfigure, prevent rightful access to or otherwise interfere with the integrity of the device issued to me.
- I will not use my ACCOTINK email account to send out mass unsolicited messages or to forward chain letters, joke collections or other objectionable materials.
- I will not use ACCOTINK technology resources for commercial activity or to seek monetary gain.
- I will not deliberately perform any act which will negatively impact the operation of anyone's computers, devices, printers and/or networks.
- I will not use file-sharing or music downloading software while on the ACCOTINK network or school owned devices. I will not download and/or install any game or program to any school device.

- I will try to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will notify a staff member.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration, monitoring, network security circumvention or any non-school approved software on the device.
- I will not install or boot to non-approved operating systems on any device.
- I will not use AI for class assignments unless instructed to do so.

Email Accounts for students

Accotink will setup emails accounts for all students to use in class with our Office programs. Office accounts consist of: Outlook, Microsoft Word, Excel, PowerPoint, OneNote, Teams, OneDrive, etc. These programs can be installed and used by the students at home as for school related activities.

Cyber Bullying

Cyber Bullying is when the Internet, cell phones or other technological devices are used to send or post text or images intended to hurt or embarrass another person.

- I will not intentionally hurt or embarrass another person or group with my technology use as described above.
- I will notify a counselor, teacher, or technology department member immediately if I become aware of any behavior that may hurt or embarrass another person or group through the use of technology.

Obscene or Inappropriate Materials

- I will not search for (or download) any material that is offensive, lewd, or pornographic. (Offensive material is pro-violence, hateful, discriminatory, or anti-social. An exception to this policy is granted for teacher-assigned research projects or ACCOTINK staff approval.)
- If I mistakenly access inappropriate information, I will notify a teacher or staff person immediately.

Copyright & Plagiarism

- I will properly cite any resources that I use with school owned equipment.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, images or idea and presenting it as your own.)
- Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material. (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

Limitation of Liability

ACCOTINK takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. ACCOTINK reserves the right to block content that negatively impacts the academic performance of students. ACCOTINK cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. ACCOTINK is not responsible for the accuracy or quality of information obtained through the network and/or devices. The school will not be responsible for financial obligations arising from unauthorized use of the network.

Please note:

Any concerns regarding student use of technology may be confidentially reported to the Technology Coordinator or Educational Director, in addition to the resources mentioned above.

2026-2027

Responsible Use Policy Agreement Form

I, _____ have read and agree to follow the Responsible Use policy regarding the use
Student
of the any devices belonging to Accotink Academy. I understand that if I abuse this privilege, it may be
revoked and other disciplinary action may occur.

Signature: _____ Date: _____
Student

I, _____ the parent or guardian of _____, understand
Parent/Guardian Student
that my child must adhere to the terms of this policy. I understand that access to the Internet through
Accotink Academy Devices is designed for educational purposes and may be monitored by both Accotink
staff and electronic measures. I acknowledge that it is impossible for Accotink Academy to screen or
review all material available through the Internet and that inappropriate material may be accessed. I
accept responsibility to convey standards for appropriate and responsible use of the device to my child,
in accordance with the above policy. I understand that if any equipment or if the Internet is used
inappropriately that my child could have their device and/or Internet privilege suspended or revoked at
Accotink and other disciplinary actions may occur. I also acknowledge that ACCOTINK may seek
compensation for any equipment damaged by the above child.

I understand that my child will have a restricted email account for classroom and home use.

Signature: _____ Date: _____
Parent/Guardian