All students will receive a CodeRVA user account to ensure continuous learning within our blended learning environment. All students will have access to the network provided by CodeRVA Regional High School. Students’ user accounts are owned by CodeRVA. Subsequently, these accounts are subject to digital archive and the Virginia Freedom of Information Act.

Seniors and juniors are issued laptops and sophomores and freshmen are issued Chromebooks for a nominal fee to use during the school year.

All online activities and school issued devices may be reviewed, monitored, and retained at any time by designated school personnel to maintain system integrity, network security, and ensure adherence to the Acceptable Use of Technology Agreement. The use of technology is to enhance the educational experience for all students. This opportunity requires significant student responsibility and accountability. The objective of this Acceptable Use of Technology Agreement is to ensure ethical online practices, digital citizenship, and appropriate use of school issued/maintained devices. This document outlines acceptable and unacceptable measures.

Mobile Device Distribution
Chromebooks and laptops will be distributed at the beginning of the school year and collected at a designated time at the end of the year. Wireless hotspots will be distributed in accordance to the school’s wireless hotspot policy. CodeRVA reserves the right to collect and inspect these mobile devices at any time, including the use of hotspots.

Loaner Devices
In the event a student’s mobile device becomes inoperable or a student misplaces or leaves a device at home, students are permitted to retain a daily loaner mobile device. This agreement also applies to loaned devices.

Students are strongly discouraged from sharing loaded school issued devices with other students. If a student loans his/her school issued device, including but not limited to laptops, chargers, and hotspots, the student remains the responsible party for the device.

Rules for Digital Citizenship
Instruction is provided in a blended-learning environment. This educational model shifts the traditional model of instruction and provides teachers the ability to enhance student learning and personalize instruction to meet the needs of each student. This will require the use of online resources. Students will access learning material from our school online learning management system, participate in online discussions, and utilize the internet for some of their student learning. This requires a critical degree of student accountability and responsibility while online. Students at CodeRVA are expected to adhere to the Nine Rules for Digital Citizenship as outlined by the International Society for Technology in Education Organization.

1. A good citizen advocates for equal human rights for all.
2. A good citizen treats others courteously and never bullies.
3. A good citizen does not damage others' property or person.
4. A good citizen communicates clearly, respectfully, and with empathy.
5. A good citizen actively pursues an education and develops habits for lifelong learning.
6. A good citizen spends and manages money responsibly.
7. A good citizen upholds basic human rights of privacy, freedom of speech, etc.
8. A good citizen protects self and others from harm.
9. A good citizen proactively promotes their own physical and mental health.

These Nine Rules are the basis for the following actions all CodeRVA students agree to by signing this agreement.
I will use the Internet responsibly.
- I will maintain the confidentiality and security of my personal information, school issued email account log-in password (powered by Google Apps for Education), and other protected information.
- I will use caution in communications to ensure personally identifiable information is not released and remains confidential.
- I will not attempt nor access proxy servers for any reason.
- I will communicate with CodeRVA personnel when I receive any inappropriate message that makes me feel uncomfortable or any communication that is threatening to myself or others.

I will not use the computer to copy others’ work.
- I will not take the ideas or writings of others and present them as my own.
- I will adhere to copyright laws and not use others' intellectual property without permission.
- I will use my mobile device and internet access to enhance my learning and ensure academic integrity of student work.

I will take care of all equipment.
- I will not attempt to gain unauthorized access to any portion of the CodeRVA networking structure.
- I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- I will not attempt to access websites blocked by school network infrastructure and/or group policy, including the use of proxy services, software, or websites.
- I will not use remote access technology, monitor network utilization or other user’s activities.
- I will bring any broken or damaged equipment, including my mobile device to the designated personnel for repairs and will not attempt to repair school issued devices.

I will use my mobile device and software in its intended manner
- I will use technology for school-related purposes in a responsible, ethical, and legal manner.
- I will open and only use licensed software, audio, or multimedia that I have been given permission to use by CodeRVA.
- I will not knowingly or irresponsibly post false or defamatory information about a person or organization or use speech that is inappropriate in an educational setting or violate school policies as outlined in the Student Code of Conduct.
- I will not threaten other students, employees, or cause a disruption to the educational program through the use of technology.
- I will not use the school issued, network, or credentials to access, view, nor disseminate/post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, illegal, or damaging to another’s reputation.

Violations of the Acceptable Use of Technology Agreement
Failure to adhere to the guidelines in this agreement may result in disciplinary action at the discretion of school administration, Superintendent, or local School Board and may also result in criminal charges if the violation is also a violation of federal, state, or local law or ordinance. Dual violations include, but are not limited to computer hacking, sexting, harassing or threatening language and cyber bullying via a school issued computer. Ignorance of this policy agreement will not excuse the violation.

Disciplinary actions may include but are not limited to:
- Verbal/written warning
- Revocation of bring your own device privilege (if applicable)
- Parental contact
- Participation in a digital student-created workshop
- Suspension of mobile device/network usage
- Revocation of mobile device/network usage
- Suspension/expulsion from school
- Legal action and prosecution

Additional Information
The use of web-based products at CodeRVA Regional High School is based in federal laws including:
• **Children's Internet Protection Act (CIPA)**

CIPA is legislation to address the need to safeguard the exposure of harmful content students may encounter while online. CodeRVA adheres to this legislation by using internet blocking and filtering systems for to meet the requirements. (CIPA – [https://www.fcc.gov/consumers/guides/childrens-internet-protection-act](https://www.fcc.gov/consumers/guides/childrens-internet-protection-act))

- CodeRVA Regional High School will utilize multiple measures to filter content. However, CodeRVA is unable to guarantee all inappropriate content will be blocked by the various filtering methods. Students are responsible to report any access of inappropriate materials to ensure proper steps can be implemented to block content that does not meet CIPA standards.

• **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. (FERPA – [https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html))

- Under FERPA and corresponding Virginia law, a student’s education records are protected from disclosure to third parties. This agreement is intended as notification that education records stored in cloud services partner domains may be accessible to someone other than the student, staff member, or CodeRVA staff by virtue of this online environment.
- In accordance to FERPA, student pictures, work, names may be published online unless parent/guardian provide written notification to void consent. First name and last initial will be used to identify individual students. Group photos of students may be published without identifying students by name.

*Parents/Guardians/Guests who take photographs or video recordings of CodeRVA related events/activities and distribute, publish, share photographs or video recordings through all means (such as but not limited to Facebook, Instagram, Twitter or YouTube,) assume any and all potential risks in the event of any complaint from other students who appear in the photograph and/or video recording without the consent of the other family.