



## **VOLUNTEER GUIDELINES**

The following responsibilities and expectations will apply to all HCPS volunteers:

1. Volunteer will operate only under the direct supervision of the principal or designee.
2. Volunteer must be willing to accept direction and supervision from school staff.
3. Volunteer may provide assistance to students as directed by the appropriate school supervisor but may not do the work for students.
4. Volunteer must treat students with fairness, honesty, patience and kindness.
5. Volunteer must be courteous and respectful of students and staff.
6. Volunteer must be knowledgeable of classroom rules, practices and emergency procedures and familiar with the Volunteer Guidelines and Code of Student Conduct.
7. Volunteer will report discipline issues to the appropriate staff member immediately.
8. Volunteer will respect the privacy of students and staff and will not divulge confidential information.
9. Volunteer may not bring any children when volunteering.
10. Volunteer agrees to follow Policy 4-06-013, "Information Technology," regarding acceptable use of technology.

### **P4-06-013 Information Technology**

The Board is committed to provide technology to teachers, administrators, and other school staff to enhance the quality of the learning environment and the efficiency of the school division. Proper use of information technology including, but not limited to, the Internet and other online services is expected of all HCPS employees. Employees must adhere to the "Guidelines for Acceptable Use of Technology and Software on Henrico County Public Schools Computers" found in regulation 4-06-013. Misuse of technology, such as accessing obscene or other inappropriate material or use of technology for extensive personal use, is not permitted and will result in appropriate disciplinary action, up to and including termination. In addition, appropriate legal action may also be taken.

Software must be legally owned or licensed to be installed on School Board computers and may only be installed by technical support personnel after the applicable software approval and installation approval procedures have been completed. Unlicensed software use is prohibited and may also result in disciplinary action, up to and including termination. In addition, appropriate legal action may also be taken.

*Revised August 2007*

### **R4-06-013 Guidelines for Acceptable Use of Technology**

School Board employees are granted the privilege of using technology only in an authorized and acceptable manner. Generally, a use is unacceptable if it conflicts with HCPS or the individual department's purpose, goal, or mission or interferes with an employee's authorized job duties or responsibilities as determined by their immediate supervisor. For purposes of this regulation, employees include permanent and temporary personnel, substitutes, contract personnel, student teachers, and volunteers.

HCPS reserves the right to monitor, review and audit an employee's use of technology at any time. By using technology, the user consents to this monitoring. The failure of any employee to follow the terms of this regulation may result in disciplinary and legal action.

### **Acceptable Uses**

All employees shall use their real names in all educational activities that incorporate technology or the Internet (e.g., distance learning, online distance learning, etc.). Employees shall use their full names in school sanctioned discussion boards or emails, and follow proper grammatical rules. Employees shall not use Internet slang, such as "lol" or "bff," to disguise or otherwise mask inappropriate communication, and shall refrain from typing in all capital letters, which indicates yelling or bullying of the recipient, when communicating in this forum. Examples of acceptable uses include, but are not limited to, the following types of communication:

1. for educational purposes;
2. with patrons and students;
3. with federal, state, and local government personnel or agencies, and private businesses with which the School Board conducts business;
4. for professional development;
5. for administrative purposes;
6. limited and judicious use of technology for personal use so long as the use is not an unacceptable use or violation of School Board policy or the law, and work productivity is not impacted.

### **Unacceptable Uses**

Transmission of any material in violation of federal, state, local law or School Board policy/regulation is prohibited. Examples of unacceptable uses include, but are not limited to, the following:

1. Excessive personal use of technology. Personal use will be deemed excessive if, in the opinion of an employee's immediate supervisor, the use detracts from the individual employee's or the department's productivity;
2. Communicating to promote personal business ventures (consulting for pay or sale of goods) or to advertise or solicit funds for personal business, political, religious, or other personal causes;
3. Communicating for illegal purposes including, but not limited to: violating copyright laws, using, downloading or copying unauthorized software (including screensavers), creating or knowingly spreading viruses, impersonating another user, or accessing restricted systems;
4. Interfering with or disrupting network users, services, or equipment including, but not limited to: creating or forwarding chain letters, subscribing to any form of personal mailing list; damaging equipment, accessing a system (including using or sharing another UserID and/or password), altering software settings such as operating system configurations (except for wallpaper, default colors, and other standard desktop customization settings), or destroying communications systems or electronic files;
5. Accessing or distributing any communication which may constitute or contain intimidating, hostile, pornographic, offensive or discriminatory material on the basis of sex, race, color, religion, national origin, sexual orientation or disability;
6. Accessing or participating in news feeds, streaming media (web radio), chat rooms or services (including real time or instantaneous messaging types of services), unless specifically job related.

*Revised June 2009*