



## **Flagler County Public Schools Electronic Systems Use Agreement**

Please read this document carefully before signing.

### **GOAL**

The Flagler County School District believes the Internet and other electronic systems offer vast, diverse, and unique resources to both students and staff. Our goal in providing these services is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The utilization of computer technology by employees and students is an integral part of the educational programs and administration of the School District. It is the policy of the School Board of Flagler County to strongly encourage and support the use of technology by students and staff. The School Board recognizes that keeping pace with computer technology is vital for the success and preparation of our students in the future. Keeping pace with technology is also necessary for the efficient operation of the School District. It is the intent of the School Board to provide meaningful opportunities for students to learn and benefit from advances in computer technology and information resources. In addition, it is the intent of the School Board to support staff with training and equipment to maximize instruction and administrative efficiency.

With access to a global network also comes the potential availability of material that may be inappropriate for a school setting. The Flagler County School District, in accordance with its policies and procedures, will take reasonable precautions to ensure the appropriate use of its network by staff, students, and visitors to the district. However, it is not technically possible to control all materials and users may encounter inappropriate information either by accident or through intentional misuse of the system. The Flagler County School District believes the educational value of information and interaction through electronic systems outweighs the risk of inappropriate use. The Use Agreement below outlines terms and conditions of system use that must be followed by students, staff, and visitors to the district. Staff and students must complete and return this agreement prior to accessing any network connected systems. For students under the age of 18, a parent or guardian's signature is also required.

refs. Board Policy 317

## **ACCEPTABLE USE**

Electronic resources provided by the Flagler County School District are to be used in a manner consistent with the district's educational mission and goals. Students and staff are encouraged to use the systems in support of research, instruction, collaboration, and other forms of academic work. Use of these resources is governed by federal, state, and local regulations. Use of the district's electronic resources in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or district sanctions, and referral to appropriate law enforcement authorities. The following guidelines illustrate the types of things that users should and should not do with electronic systems.

### **Personal Security**

Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent or guardian. No user may disclose, use, or disseminate personal identification information regarding minors without authorization. Students should notify their teacher or other adult whenever they come across information or messages they deem dangerous or inappropriate on the web or when using electronic mail, chat rooms, instant messaging or any other form of electronic communication.

### **System Security**

1. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the K-12 Network.
3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords.
5. No use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

### **Appropriate Content and Behavior**

1. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the network shall comply with current copyright laws.
2. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
3. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
4. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.

### **Filtering and Monitoring**

1. In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that is harmful to minors. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet, and will take reasonable measures to prevent access to inappropriate materials.
2. From time to time the district will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

**Flagler County School Board  
SCHOOL ADMINISTRATION**

***POLICY # 317***

**COMPUTER TECHNOLOGY ACCEPTABLE USE POLICY**

The utilization of computer technology by employees and students is an integral part of the educational programs and administration of the School District. It is the policy of the School Board of Flagler County to strongly encourage and support the use of technology by students and staff. The School Board recognizes that keeping pace with computer technology is vital for the success and preparation of our students in the future. Keeping pace with technology is also necessary for the efficient operation of the School District. It is the intent of the School Board to provide meaningful opportunities for students to learn and benefit from advances in computer technology and information resources. In addition, it is the intent of the School Board to support staff with training and equipment to maximize instruction and administrative efficiency.

The responsible use of such equipment is of utmost importance; therefore, the following rules have been adopted as to the use of computer technology by employees and students.

- (1) Computer technology is defined as computers, computer networks, computer software and hardware and programming, data files, e-mail, computer telecommunications, Internet services and all equipment related to computer systems.
- (2) The use of computer technology may be revoked or be the subject of student discipline, or employee reprimand/termination, if abused. Abusive use of School District computer technology would include:
  - (a) Employee use of School District computer technology for private commercial business or personal financial gain. Computer technology provided by the School District is to be used for School District purposes. Employees should not have any expectation of privacy in computer files, data, disks or e-mail that are used by the employee.
  - (b) Student use of computer technology for purposes unrelated to the educational purposes of the School District. Students are to use technology for educational purposes. Students should not have any expectation of privacy in computer files, data, disks or e-mail used by the student.
  - (c) The placing of unlawful information, data files or programs on the computers or networks.
  - (d) The use or downloading of obscene, abusive or otherwise objectionable language or graphics.
  - (e) Unauthorized use of intellectual property belonging to others, including programs and/or data files.
  - (f) Theft and/or destruction of computer software, hardware and related equipment, data files and intellectual property maintained by the School District and others.
  - (g) Attempts to violate the security of any network system.
  - (h) Deliberate actions which deny access to, disruption of, or destruction of service of any network system or computer.
  - (i) Deliberate unauthorized installation of personal computer software on the computers and the computer networks, including but not limited to: games, viruses, programs and applications software. Individual authorization may be obtained from the principal or his designee.
  - (j) Violating the conditions of the Florida and Federal Education Codes dealing with the student's rights to privacy.
  - (k) Use of computers, computer networks, and related equipment to create a forgery or to commit any crime.

***POLICY # 317 (continued)***

- (3) All use of computer telecommunications services and networks shall be consistent with the mission, goals, policies and priorities of the School District. Successful participation in a network or telecommunications requires that students and employees regard it as a shared resource and that they conduct themselves in a responsible, ethical and legal manner while using the systems.
- (a) The School District computer telecommunications and network accounts shall be used only by the authorized users of the accounts for the purposes specified. Authorized users shall be ultimately responsible for all activity under their account and password.
  - (b) Student use of the computer telecommunications services for accessing the Internet shall be supervised and shall require prior written approval from parents/guardians and a signature by the student acknowledging that he or she understands the proper usage of these systems, has read the School Board's Computer Technology Acceptable Use Policy, and understands the consequences of improper usage.
  - (c) The Superintendent or designee shall be responsible for authorizing use of the computer telecommunications and networking services in accordance with this policy.
  - (d) Each school or site administrator shall designate a "network administrator" who shall be responsible for maintaining the security of the school network, school Internet access, distributing access forms, authorizing access, maintaining the network and network software, and related documentation. The "network administrator" shall have the authority to deny or terminate access to the school network or e-mail system to any student or employee who knowingly violates the standards of conduct for network usage as set forth herein. Such terminations or denials shall be referred to the school principal or site administrator, or his or her supervisor, should the school principal or the site administrator be the violator, for final determination.

**Statutory Authority** 230.22(2), F.S.

**Laws Implemented:** 230.23, F.S.

**History:** Adopted 9/98

# Flagler County Public Schools

## Faculty & Staff

POLICY # 317

**District Copy  
(Return This Page Only)**

History:

Adopted 9/98

### SCHOOL DISTRICT OF FLAGLER COUNTY

#### Acceptable Use Signature Page for Faculty/Staff

**All staff are governed by the Flagler County Acceptable Use Policy and the Technology Guidelines & Internet Access Policy. By accessing the network, staff are agreeing to abide by the guidelines therein. Violations to these policies can result in the termination of Network and Internet access.**

I have read and understand the Flagler County School computer Technology Acceptable Use Policy and the Technology Guidelines & Internet Access Policy and agree to abide by the guidelines therein. I understand that if I violate the terms and conditions of the Acceptable Use Policy and the Technology Guidelines that my Internet access and Network access can be terminated and all future access denied. I understand that further disciplinary action may be taken in accordance with the policies provided District Policy #317. I understand that Internet Access is filtered in accordance with School Board policies.

Name (Print): First \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Location: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_