



Book	School Board Policy Manual
Section	Chapter 3: SCHOOL ADMINISTRATION
Title	Electronic Systems Responsible Use
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Adopted	September 15, 1998
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I. Telephone Service

- A. In order to promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service systems, including use of telephone lines to support technology. School personnel shall be informed of this system.
- B. Logs shall be maintained of long distance calls by work location. Logs shall be in a uniform format. Staff shall not utilize the School Board telephone system for conducting personal business.
- C. Telephone service billings and long distance logs shall be subject to periodic review and audit. No person shall charge personal calls to the School Board.

II. FIRN and Internet Use

- A. Terms and Conditions for Use of Telecommunications and Networks (FIRN/Internet). The Florida Information Resource Network (FIRN) and the Internet provides an exciting opportunity to expand learning for students and educators. With this opportunity comes the responsibility for appropriate use. Each student, parent as defined by Florida Statutes, and employee of the District should read this document carefully and sign a contract for network responsibility. Signature on the contract is an obligation to comply with the terms and conditions outlined in this policy.
- B. FIRN and Internet Overview. The Florida Information Resource Network (FIRN/Internet) is a telecommunications network accessible to all of Florida's public educators and students. The goal of FIRN/Internet is to promote educational excellence for all students by facilitating resource sharing, accessing outside information and research, and encouraging technological innovation and worldwide communication.
- C. Internet Resources. FIRN/Internet serves as an electronic highway providing the opportunity to expand learning by connecting computers worldwide and millions of individual subscribers.

Student, teachers, administrators, and employees will have access to:

- Worldwide electronic mail communications;
- Global information and news as well as the opportunity to correspond with other institutions;
- Public domain and shareware computer software of all types;
- Educational discussion groups on numerous topics ranging from the environment to music to politics; and,
- Access to many university libraries and others, such as Library of Congress, Smithsonian Institution, NASA Spacelink, Educational Resource information center (ERIC), and Canadian Academic Libraries (CARL).
- Web 2.0 tools that will allow users to interact and collaborate in virtual communities, where users are

active creators of content. Examples include social networking sites, blogs, wikis, video sharing sites, cloud services, web applications, mashups, etc.

D. Internet Warning.

- With worldwide access to information also comes the availability of material that may not be considered to be of educational value in the context of school setting. There may be some material or individual communications which are not appropriate for school-aged children. The District views information gathered from the Internet in the same manner as reference materials identified by schools. Specifically, the district supports resources that will enhance the learning environment with guidance from faculty and staff.
- At school, students access to and use of the network will be under teacher direction and monitored as any other classroom activity. The District is not able to prevent the possibility of user access to material that is not consistent with the education mission, goals, and policies of the School Board when access is obtained outside of the school.

E. User Guidelines.

Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the District's intent that the Internet and our communications network be used in a responsible, efficient, ethical, and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account will be restricted. Serious violations may result in school disciplinary action or legal action. The signature(s) on the application form indicate that the user(s) have read the terms and conditions carefully and understand their significance.

- **Acceptable Use.** The use of your account must be in support of education and research that is consistent with the educational goals and policies of the District. Users are encouraged to develop uses which meet their individual needs and that take advantage of the network's function; electronic mail, conferences, bulletin boards, data bases, and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.
- **Privileges.** The use of Internet is a privilege. Inappropriate use will result in the restriction of that privilege. Each individual who accepts an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is inappropriate use. Their decision is final. An account may be closed by the district at any time deemed necessary or by recommendation of the administration, faculty, or staff. The person in whose name an account is issued is responsible at all times for its proper use.
- **"Netiquette".** You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number, or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.
- **Unacceptable Uses of the Network;**
 - Using the Internet for illegal purposes;
 - Violating student or staff's rights to privacy;
 - Using the Internet without application of common sense;
 - Using profanity, obscenity, or other language which may be offensive to another user;
 - Sending or receiving pornographic text and/or graphics;
 - Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority.
 - Role playing games;
 - Sending or receiving copyrighted materials, including computer software, without permission, or material protected by trade secrets;
 - Reporting personal communications without the author's prior consent; and,
 - Using for commercial activities, product advertisement, or political lobbying.
 - Cyberbullying in any form, which may include efforts to harass, threaten, embarrass or intimidate students or school staff through the use of an electronic device.

F. **Warranties:** The District and FIRN make no warranties of any kind, whether expressed or implied, for the service it is providing. The District or FIRN will not be responsible for any damage you suffer including loss of

data. The District or FIRM will not be responsible for the accuracy or quality of information obtained through this Internet connection.

- G. Security. Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- H. Vandalism. Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes the creation of or the unloading of computer viruses on to the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- I. Updating Your User information. You may occasionally be required to update your registration, password and account information to continue Internet access. You must notify the District of any changes in your account information (address, school, etc.). Users should change their passwords frequently.
- J. Use of Network Resources. There is a limit to the resources available for users on the network. Each user should attempt to conserve resources and allow others to access the network.
- K. E-mail Etiquette. Helpful to your e-mail success are:
 - Preparing text files for uploading before logging on;
 - Making "subject" heading as descriptive as possible.
 - Beginning messages with a salutation; restating the question or issue being addressed in a response;
 - Choosing words carefully to avoid misunderstandings; text does not permit the verbal or expression clues which are usually necessary when statements are intended to be funny or sarcastic;
 - Ending messages with your name and your e-mail address to assist getting feedback or clarifications;
 - Logging off before editing and printing downloaded files; and
 - Deleting e-mail files as soon as possible as appropriate under public records law.
- L. Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and or assuring students understand that if they misuse the network they will loose their access privileges. Conference moderators are responsible for monitoring the context and tone of posted messages and or taking steps to delete offensive materials and to communicate with authors.
- M. Contracts. Parents and students are required to enter into a "Electronics Systems Responsible Use Agreement". Employees are required to enter into an Employee Electronics Systems Responsible Use Agreement". These forms shall be approved by the School Board.
- N. Exception of Terms and Conditions. All terms and conditions stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the United States of America, the state of Florida, and the School Board.

III. Employee Electronic Systems Responsible Use Agreement

School Board Policy 321

Please print all information

User's full name: _____

Home Phone: _____ Work Phone: _____

Employee Location: _____

Job Title: _____

EMPLOYEE AGREEMENT

I have read and understand the Terms and Conditions of the Electronic Systems Responsible Use Policy. I further agree to abide by the terms of the agreement (School Board Policy 321). I understand that violations may result in losing may access privileges. In addition, violations may result in disciplinary action including termination of employment and/or appropriate legal or criminal action being initiated against me.

Employee Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

IV. Student/Parent Contract

Student/Parent Network Responsibility Contract
School Board Policy 321

Please print all information

User's full name: _____

School: _____ Grade _____

STUDENT AGREEMENT

I understand and will abide by the Terms and Conditions of the Electronic Systems Responsible Use Policy. Violations may result in the restriction or suspension of my access privileges. In addition, violations may result in school disciplinary action and/or appropriate legal or criminal action being initiated against me.

Student Signature: _____ Date _____

PARENT

(Also required if student is under the age of 18)

As the parent or guardian of this student, I have read the Terms and conditions of the Electronic Systems Responsible Use Policy. I understand that this access is designed solely for educational purposes and the School District has taken reasonable precautions to supervise and filter Internet usage. I also recognize it is impossible for the District to restrict access to all controversial materials and I will not hold the district responsible for information acquired or contracts made on the network. Further, I accept full responsibility for supervision of Internet usage by my child outside of the school setting. I hereby give permission to establish network privileges for my child and certify that the information contained on this form is true and correct to the best of my knowledge and belief.

Parent Signature _____ Date _____

Parent Name (Please print) _____ Parent Work Phone: _____

V. The Code of Student conduct shall govern student discipline for student violation of this policy.