

Electronic Systems Responsible Use

Terms and Conditions

School Board of Levy County

The School Board of Levy County provides a variety of electronic communication systems for educational purposes. The electronic communications system is defined as the district 's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, internet access, email, and other technology designated for use by students and employees, including all new technologies as they become available. This includes access to the School Board of Levy County's electronic systems while on or near school property, in school vehicles and at school sponsored activities, and consists of the appropriate use of district technology resources via off-campus remote access.

1) 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. School personnel shall be informed of this system.
- b) Telephones will be available for personal emergencies. District phones may not be used for any personal calls that may incur additional charges.
- c) Logs shall be maintained of long distance calls by work locations. Logs shall be in a uniform format. 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.

2) Internet Use

- a) The School Board of Levy County is required to comply with state and federal data privacy laws. Employees are required to safeguard employee and student data they have access to in the course of performing their duties. They are required to safeguard their network/system credentials to protect student and employee data from hacks and unauthorized access. The District will provide employees with training in sound email and Internet security practices.
- b) As required by the Children's Internet Protection Act (CIPA), the School Board of Levy County educates staff and students regarding appropriate online behavior to ensure internet safety, including use of email and internet resources. An internet filter is maintained by the school district for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. The School Board of Levy County cannot guarantee that access to all inappropriate sites will be blocked. Log files are maintained on each device with a detailed history of all accessed. It is the responsibility of the user to appropriately use the device, network, and the internet.
- c) Each student, parent as defined by Florida Statutes, and employee of the District will be required to sign an agreement for network responsibility wherein they are acknowledging their obligation to comply with the terms and conditions outlined in this policy.
- d) Appropriate Use
 - i) Students may only open, view, modify, and delete their computer files.

- ii) Internet use at school must be directly related to school assignments and projects.
 - iii) Students will be assigned individual network accounts and email accounts and must use only those accounts and passwords that they have been granted permission by the district to use. All account activity should be for educational purposes only.
 - iv) Students must immediately report threatening messages or discomforting internet files/sites to a teacher.
 - v) Students must at all times use the district electronic communication system, including email when necessary, wireless network access, and Web 2.0 tools/resources to communicate only in ways that are kind and respectful. (Web 2.0 tools allow users to interact and collaborate in virtual communities, where users are active creators of content (i.e. wikis, video sharing sites, and cloud services).
 - vi) Students are responsible at all times for their use of the district electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- e) Inappropriate Use
- i) Wireless hotspots not provided by the School District are prohibited on the School District Network.
 - ii) Using the district's electronic communications system for illegal purposes, including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
 - iii) Using a Virtual Private Network (VPN) program to bypass the School District filtering and /or monitoring systems.
 - iv) Disabling or attempting to disable any system monitoring , filtering, or security measures.
 - v) Sharing usernames and passwords with others; and/or borrowing someone else 's username, password, or account access.
 - vi) Purposefully opening, viewing, using or deleting files belonging to another system user without permission, as well as their unauthorized disclosure or dissemination.
 - vii) Electronically posting personal information about one 's self or others (i.e., addresses, phone numbers, and pictures).
 - viii) Downloading or plagiarizing copyrighted information without permission from the copyright holder.
 - ix) Intentionally introducing a virus or other malicious programs onto the district 's system.
 - x) Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another 's reputation, or illegal.
 - xi) Gaining unauthorized access to restricted information or network resources.
 - xii) Using a computer or the network for illegal purposes.
 - xiii) Violating student or staff rights to privacy.
 - xiv) Using profanity, obscenity, or other language which may be offensive to another user.
 - xv) Sending or receiving pornographic text and/or graphics.
 - xvi) Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority.
 - xvii) Sending or receiving copyrighted materials, including computer software, without permission, or material protected by trade secrets.
 - xviii) Using for commercial activities, product advertisement, or political lobbying.

- f) Special Note: Cyberbullying. Cyberbullying is defined as the use of any internet-connected (electronic) device for the purpose of bullying, harassing, threatening, embarrassing or intimidating another student or school staff. Including, but not limited to:
 - i) Sending abusive or offensive text messages to cell phones, computers, or internet-connected game consoles.
 - ii) Posting abusive or offensive comments on someone's blog or social networking site (e.g., Facebook, Instagram, Snap Chat, etc.).
 - iii) Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
 - iv) Making it appear that the victim is posing malicious comments about friends to isolate him or her from friends.
 - v) Displaying the victim's personally identifiable information on a site to put them at risk of contact by predators.
 - vi) Sending abusive comments while playing interactive games.
 - vii) Recording and distributing media with the intent to manipulate or embarrass others.
- g) Internet Warning. At school, students' access to and use of the network will be under teacher direction and monitored as any other classroom activity. The School Board of Levy County 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.
- h) User Guidelines
 - i) Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the School Board of Levy County'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 responsible use agreement indicates that the user(s) have read the terms and conditions carefully and understand their significance.
 - ii) 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, databases, and access to the internet. Use of any other network or computing resource must be consistent with the rules appropriate for that network.
 - iii) Privileges. The use of internet access 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.
 - iv) "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, other users, or data on the network.

- i) Warranties. The School Board of Levy County makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damage you suffer, including loss of data. The School Board of Levy County will not be responsible for the accuracy or quality of information obtained through this internet connection.
- j) 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.
- k) Vandalism. Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, accessed through the internet, or accessed on other networks. This includes the creation of or the uploading or downloading of computer viruses through the Internet or other host sites. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- l) Email Etiquette. Helpful to your email success are:
 - i) Preparing text files for uploading before logging on;
 - ii) Making "subject" headings as descriptive as possible;
 - iii) Beginning messages with a salutation; restating the question or issue being addressed in a response;
 - iv) Choose words carefully to avoid misunderstandings; text does not permit the verbal or nonverbal clues which are usually necessary when statements are intended to be funny or sarcastic;
 - v) Ending messages with your name and your e-mail address to assist getting feedback or clarifications;
 - vi) Logging off before editing and printing downloaded files,
 - vii) Deleting e-mail files as soon as possible as appropriate under public records law, and
 - viii) Never using your district email for personal business or personal account creation or authentication with third-party websites or apps.
- m) Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and/or ensuring students understand that if they misuse the network they will lose their access privileges. Conference moderators are responsible for monitoring the content and tone of posted messages and/or taking steps to delete offensive materials and to communicate with authors.
- n) Contracts. Parents and students are required to enter into an "Electronics Systems Responsible Use Parent/Student Agreement." Employees, registered volunteers, and guest network users are required to enter into an "Electronics Systems Responsible Use Employee/Visitor Agreement."
- o) 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 of Levy County.

Electronics Systems Responsible Use Employee/Visitor Agreement

I have read and understand the Terms and Conditions of the Electronic Systems Responsible Use Policy and SBLC Policy 6.56 Social Media. I agree to comply with these policies and understand that violations may result in losing my 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 Name (Printed): _____

Work Site: _____ Phone Number: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Electronics Systems Responsible Use Parent/Student Agreement

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 Name (Printed): _____ Grade: _____

Student Signature: _____ Date: _____

School: _____

Parent/Guardian Agreement (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 education purposes and that the School Board of Levy County 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/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____