

St. Lucie Public Schools

**Telecommunications
Acceptable Use
Agreement
Employee Copy**

Board Policy 6.32 page 69

Authorized Interactive Telecommunication Use.

This policy will provide guidelines for District participation in and use of telecommunication services, networks, and websites for administrative and instructional purposes. District use of these is intended to advance and promote world class public education in St. Lucie County for all students. Telecommunication services, networks, and websites permit access and exchange of information between and among schools, school offices, and members of the global community. Collaboration and exchange of information is encouraged between and among students, teachers, and expert resources state-wide, nationally, and world-wide; the Florida Department of Education and other state, national, and international educational entities; and electronic bulletin boards.

(1) District participation in any telecommunication services network shall provide for the following elements:

- (a) Electronic messaging services, file transfer, and electronic conferencing capabilities for public school and District employees and authorized students;
- (b) Intuitive, graphical user interfaces;
- (c) Accessibility for the user via properly equipped microcomputers from a range of vendors; and
- (d) Opportunities for wider networking (interstate and international) by promoting appropriate access and use of full internet and other telecommunication services where economically feasible.

(2) All use of telecommunication services and networks shall be consistent with the mission, goals, policies, and priorities of the District. Successful participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a professional, responsible, ethical, and legal manner while using the network.

- (a) District accounts shall be used only by the authorized users of the accounts for the purposes specified. All communications and information accessible via the telecommunications services or networks are the property of the School Board. Misuse shall result in the removal of the participant's access rights and authorization. Each authorized user shall be ultimately responsible for all activity under his or her account and password.
- (b) Any use of District telecommunications services or networking for illegal, inappropriate or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities include all acts defined as a violation of local, state, or federal laws. Inappropriate use includes any act that violates or is inconsistent with the District's mission, goals, policies, or

procedures. Obscene activities include all acts that violate generally accepted social standards for use of a publicly-owned and operated communication vehicle.

(c) Any use of District telecommunications services or networks for commercial purposes, product advertisement, or political lobbying shall be prohibited.

(d) No use of District telecommunications services or networks shall serve to disrupt the use of the network by other users.

(e) Unlimited and open-ended use of District telecommunications services or networks in terms of access time cannot be accommodated inasmuch as supportive financial resources remain finite. Users shall exercise prudence and “fairness” in the shared use of limited resources.

(f) No guarantee can be made for the privacy of any communication on the network; authorized system administrators may access private correspondence and files if a user is believed to be in violation of this policy.

(g) All network users shall adhere to the rules of copyright regarding software, information, and the attribution of authorship. Reposting personal communications without the author’s permission or bulletin board messages without proper attribution is also prohibited.

(h) All members of the St. Lucie Public Schools’ community shall be granted free and equal access to as many network services as school resources and availability of technology may permit.

(i) To the extent reasonably possible, users of school-sponsored telecommunications services and networks shall be protected from harassment, unsafe, unwanted, or unsolicited contact. Users shall be made aware, and shall acknowledge their awareness, that the designers of the network cannot eliminate, or in some cases properly restrict, the possibility of unwanted access to users. Nor can users be completely prevented from accessing services of information that is offensive to or inappropriate for certain groups of users. Individual users must be responsible for their own access and conduct in using telecommunications services and networks. This responsibility and accountability for such conduct will be clarified through the access authorization forms and training.

(j) Public school student use of the telecommunications services or networks through school equipment or authorization shall be properly supervised and shall require prior written approval from parents/guardians.

(3) The Superintendent or designee shall be responsible for authorizing use of telecommunications services or networks in accordance with this policy.

(a) Specific procedures for school and District individual staff, student, or parent use of telecommunications services or networks shall be developed and periodically reviewed in accordance with this policy.

(b) Each school or site administrator shall designate a person responsible for distributing access forms, authorizing access, and maintaining all appropriate documentation.

(4) Website Postings by Schools and Staff

(a) School and Department Websites

(i) Schools and departments may post an intra-local area network (LAN) website on their local school based server. Each school website shall be available throughout the school via the school's LAN and throughout the District via the District's wide area network. A website posted on a school's local server shall not be available to the world wide web via the internet.

(ii) Schools and departments desiring to post a website for public access via the internet shall submit the proposed website to the Management Information Systems/Data Processing (MIS) Department for posting on the District's web server. The MIS Department will publish guidelines for the content and format of public websites posted on the District's web server.

(b) Staff Websites

(i) District staff may seek to include a "class" or "teacher" web page as part of the involved school's public website. In this event, staff shall coordinate with the school website contact person to arrange for inclusion of the class or teacher web page as a part of the school's website.

(ii) Individual staff members may also opt to build a web page on an outside server. If a staff member builds and publishes a web page on a server other than the School Board's website, discretion should be exercised when building hyperlinks to other pages. Any web page published on an outside server shall not represent or purport to represent either the school or the School Board. Any staff web page published on an outside server should clearly indicate that the site is published by the individual. The following statement, in type or font size no smaller than that used in the main text or body of the web page, is sufficient notice on nonrepresentation:

This website is created and maintained by [name of individual], who is solely responsible for its content. The School Board of St. Lucie County, Florida, [name of school], and representatives for the School Board and the School (i) have not reviewed or approved the content of this site, and (ii) do not sponsor or endorse the content of or any view expressed on this site.

Student photos or confidential student records should not be placed on or accessible through a staff member's private website.

(5) District communication equipment including telephones, cell phone, and facsimile or other electronic transmission at School Board expense shall be used for designated purposes and shall not be used for personal or non-school purposes except as provided

herein or in administrative procedures.

(a) An employee shall not make a personal long distance call or send a facsimile or other electronic transmission at School Board expense. An employee who violates this rule shall be required to pay for the call or facsimile, and such action shall be reported to the Superintendent at the discretion of the site administrator.

(b) All long distance telephone calls, facsimiles, or other electronic transmissions that relate to extracurricular activities of the school, including athletics, shall be paid from the school's internal funds collected for the specific activity.

(c) Prior authorization for all long distance calls and facsimiles shall be given by the principal or site administrator.

(d) Any long distance telephone calls made by a School Board member and charged to the District office shall be paid by the School Board, provided the purpose of the call was to conduct School Board business.

(e) Employees provided with a cellular phone at the expense of the District will restrict their use of such phones to the purposes outlined in the use agreement.

(f) The Accounts Payable Department shall review telephone, cellular phone, and facsimile bills and shall refer excessive or questionable bills to the Superintendent or designee for consideration.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 386.201- 386.209, 1001.43, 1012.22, F.S.

History: Adopted: 03/30/2004

Internet Acceptable Use Policy

St. Lucie Public Schools

Introduction

St. Lucie Public Schools provide an exciting opportunity to expand learning for students and educators through the Internet. With this opportunity, comes the responsibility for appropriate use. Therefore, we request that you carefully read this document and the attached School Board Policy prior to using the Internet.

Overview

The Internet is an electronic communications network, which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students, is to promote educational excellence in the St. Lucie Public Schools by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications, which are not suitable for school-aged children. St. Lucie Public Schools views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with *directed guidance* from the faculty and staff. The District does employ filtering technology that in most cases will block obscene, pornographic, harmful and other material inappropriate to minors. While exploration and manipulation of resources is encouraged, it is realized that it is impossible to control all materials on a global network and that an industrious user may discover inappropriate information even with special controls in place, and even with close adult supervision in effect.

In the schools, student access to, and use of, the Internet will be available only through a teacher/staff account and, as such, should be under teacher direction and monitored as any other classroom activity. **Direct supervision is required.** The District, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district, since Internet access may be obtained outside of the school setting.

Guidelines

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. If a district user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in school disciplinary or legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other District Disciplinary options.

1) Acceptable Use

- Must be in support of education and research consistent with district policy
- Must be consistent with the rules appropriate to any network being used/accessed
- Unauthorized use of copyrighted material is prohibited
- Threatening or obscene material is prohibited
- Distribution of material protected by trade secret is prohibited
- Web site posting must be in accordance with District Policy 2.26 and established guidelines
- Use for commercial activities is not acceptable
- Product advertisement or political lobbying is prohibited
- Student Internet Interpersonal communications (ie chat room, Instant Message, Blog, Wiki) requires authorization of teacher or administrator

2) Privileges

- Access to the Internet is not a right, but a privilege
- Unacceptable usage will result in cancellation of account
- Training will be provided for each individual applying for an account

3) Netiquette

- Be polite
- Do not use vulgar or obscene language

- Use caution when revealing your address or phone number (or those of others)
- Electronic mail is not guaranteed to be private, and is subject to Florida's Public Records Law
- Do not intentionally disrupt the network or other users
- Abide by generally accepted rules of network etiquette

4) Security

- If you identify a security problem, notify a system administrator immediately
- Do not show or identify a security problem to others
- Do not reveal your account password or allow another person to use your account
- Do not use another individual's account
- Attempts to log on as another user will result in cancellation of privileges
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access
- User must notify the district system administrator of any change in account information
- User may be occasionally required to update registration, password and account information in order to continue Internet access
- User may not connect computer equipment that is not School Board Property to the network without prior authorization from an administrator
- If you accidentally access inappropriate material or witness another user accessing inappropriate material, notify your teacher or school administrator immediately.

5) Vandalism/Harassment

- Vandalism and/or harassment will result in the cancellation of the offending user's account
- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the intentional sending of unsolicited e-mail perceived by the receiver to be "harassment".

6) Penalties

- Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to loss of network privileges and any other District Disciplinary options, including criminal prosecution
- School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final

7) Video and Audio Podcasts

- All School or Department Podcasts must reside on, and be hosted by, District Equipment. Under no circumstances can information generated by the School District, and published be contained on unauthorized equipment. Internet Podcasting sites are not approved sites for uploading podcasts. No Podcast shall be published without authorization of the Principal/Director or designee of a school or department.
- All Podcasts should adhere to the District Podcast Design Standard Rubric.
- All Podcasts must reflect only educational, technological, or community information that affects the School or Department. Information not related to the educational process, such as commercial endorsements or community information not related to School or Department activities, cannot be posted.
- Designers of Podcasts must be identified as the designer somewhere in the introduction. The identification should list their name (first only for students) and school or department for Saint Lucie District Schools. All student works will be published through the classroom teacher but approved by the Principal or designee.
- All Podcast must state the District's Disclaimer Policy.

The text of the disclaimer is:

The MIS Department of The School District of Saint Lucie County maintains Internet access and related services for the users on its wide area network. Please note the following:

The School District of Saint Lucie County makes every reasonable effort to assure the accuracy of information provided on websites under its direct control. However, the School District makes no warranty or guarantee that the information found on or via District Web Sites is accurate, authoritative or factual.

This will be verbally stated on audio Podcasts and will be provided on a typed slide on a video Podcast.

References to commercial products or trademarks, either directly (by name) or indirectly, on Podcasts are for informational purposes only and do not constitute an

endorsement of any company and/or product by the School District of Saint Lucie County, nor does The School District assume any liability for information accessed at other sites outside of its direct control.

If you feel that information you have obtained from a Podcast is inaccurate or offensive, we suggest you contact the original producer/distributor of that information.

- Podcasts must not be used as a forum for political or personal philosophy. They can, however provide information provided there is no violation of the Telecommunications Board Policy.
- Schools and Departments hosting a podcast are responsible for keeping all data in the pod cast current. Old, out-of-date information should be “trimmed” regularly and Podcasts that are no longer relevant should be removed from the host site.
- Concern must be paid to the intellectual property rights of others. Information and graphics shall not be placed in a Podcast without prior approval of the author. If permission is then granted, appropriate acknowledgement shall be made.
- Signed permission is required for any pictures of students shown in the video Podcast, even pictures that do not have identifiable people in them. If student names are to accompany the picture, only first names may be used. All reasonable efforts must be made to insure the anonymity of any student’s pictures that will appear in a video Podcast. Signed permission is accomplished using the School District’s “Consent and Release for Photography/Videotaping” form”.

8) Electronic Mail

- **Introduction:** The School Board accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network operators take every possible precaution to safeguard the privacy of e-mail, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users have occurred from time to time. Electronic mail is subject to random monitoring.
- **Student email:** Student e-mail accounts are only available in special instances where required in the curriculum. These e-mail accounts must be requested by the school principal to the MIS department for addition to the student mail server. A separate “student” mail server is maintained for these accounts which only allows e-mail to travel from and to the trusted institutions required as part of the curriculum.
- **Acceptable Use:** Acceptable uses of the E-mail/electronic office system are activities which support the user's job assignment within the guidelines and policies of the School District of Saint Lucie County, the Florida Department of Education, and the laws of the State of Florida. Users are encouraged to make full use of these electronic

facilities in the pursuit of their jobs and assignments, provided such use complies with Board Policy.

- **Unacceptable Use:** Unacceptable uses of electronic facilities include but are not limited to:
 1. Violating the conditions of the Florida State Board of Education's Administrative Rules dealing with students' rights to privacy (SB6A-1.0955).
 2. Using Profanity, obscenity or other language which may be offensive to another user.
 3. Copying commercial software or other copyright protected material in violation of copyright law.
 4. Using these electronic services for personal financial gain or for any commercial or illegal activity.
 5. Time-wasting activities that do not adhere to the District's mission such as chain letters.
 6. Partisan political activity, political or religious advocacy, or activities on behalf of organizations having no affiliation with Saint Lucie County Schools, the State of Florida, the United States Government, or a bona fide professional non-profit educational organization or advocacy group.
 7. Unauthorized fund raising or similar activities, whether for commercial, personal or charitable purposes, unless specifically authorized by the Superintendent or his/her designee.
 8. Accessing, storing, processing, displaying, possessing, printing, or distributing offensive or obscene material such as pornography, hate literature, sexually offensive or other inappropriate information.
 9. Annoying or harassing another person by sending undesirable e-mail or displaying uninvited web sites or by using lewd or offensive language in an e-mail message.
 10. Making racist or sexist comments or any other statements which demean a person because of his/her race, sex, sexual orientation, national origin, age, disability, color, or religion.
 11. Any other usage that may create a potential legal liability for the district or compromise the school district in any way.

- **E-mail management and privacy:** The E-mail/electronic office system is the property of the School Board of Saint Lucie County. All E-Mail messages written using the system are also the property of the District. Never consider electronic communications to be private. Treat electronic communications the same as written hard copy communications with regard to propriety and openness. The District reserves the right to review all electronic correspondence that use District systems and facilities.

- **Account Responsibilities:** The person in whose name an account/user ID is issued is responsible at all times for proper usage. Users should change their passwords frequently and should never reveal their password to any other person, including help desk personnel or their manager or personal secretary/assistant. Passwords must be selected in a manner that avoids names, dates, and other combinations that would

make guessing them possible. Good passwords are at least 6 characters long and include both letters and numbers

- **Capacity and Conservation of Resources:** Users must be aware of the finite capacity of the electronic office systems and must cooperate with Information Technology to conserve resources. The storage of documents and other items uses system resources which are finite and limited; failure to use these resources wisely could result in system outages and thus deprive others from getting their work done. Users are expected to:
 1. Open their E-mail on a regular basis (at least daily, if possible), delete unneeded items, and file items needed for future reference appropriately so as not to fill up their incoming mail file (in-basket). Failure to do so will result in that user ID being deleted from the system along with all associated files and records including all unopened E-mail.
 2. Delete unneeded items from their mail logs on a regular basis and keep mail logs organized so that they can be easily maintained.
 3. Send E-mail to concerned parties only.
 4. Use the E-mail system's delegation or forwarding facilities (which ever is available and/or appropriate) whenever they are out for extended periods of time. Passwords are never to be shared with anyone.
 - **Government-in-the-Sunshine Law Adherence:** Most E-mail messages, created or received in the transaction of official School District business, are public records, open to public inspection according to provisions in Chapter 119, Florida Statutes. Depending on the content and topic of a particular message, it may or may not be exempt from public inspection under Florida's Public Records Law. Each user is individually responsible for maintaining the public accessibility of his/her own incoming and outgoing E-mail messages as required by the Public Records Law. Questions relating to whether or not the content of a particular E-mail message constitutes a public record should be directed to the District's MIS Director or Public Information Officer. As a general rule, information that is known to be exempt from public inspection (for example, confidential student records/data and some personnel information) should not be included in any E-mail message.
 - **Retention of E-mail Messages:** District employees are encouraged to delete messages on a daily basis, immediately after reading, replying, or taking other action concerning a particular message. If, according to State mandated records retention schedules , the content of an E-mail message possesses long term business value, employees are required to print the message and place it in the proper paper file for further retention. Four record categories are described below to assist users in determining the retention requirement of E-mail messages. **It is important to note that an estimated 90% of E-mail messages typically fall under the categories of non-record materials, notices with no business value, or transitory messages and therefore should be deleted by both the sender and receiver immediately after the administrative value is lost.**
- ✓ ***CATEGORY #1 - Non-Record Materials (delete at will)***

The following examples are materials (not records) that may not be appropriate for E-mail and may be deleted at any time:

Lost jewelry/keys notice.

Birth/death/funeral announcements.

Party announcements (baby shower, wedding shower, retirement, bon voyage, etc.).

Any E-mail not received or created in the course of School District business.

✓ **CATEGORY #2 – Notices with No Business Value (delete at will)**

This category includes information with no business value after receipt and review. Examples include internal office announcements such as:

"Joe Smith called, please call back"

"Is this afternoon's meeting still on?"

"Tomorrow's staff meeting location has been changed to conference room #202."

✓ **CATEGORY #3 – Transitory Messages (delete after administrative value is lost)**

The Florida Department of State, Bureau of Archives and Records Management's most recent publication of the *General Records Schedule for Local Government Agencies (GS1-L)* [Word document] includes a new record series category that covers a large percentage of typical E-mail messages. The category title is "Transitory Messages", which has the following definition:

"This records series consists of those records that are created primarily for the communication of information, as opposed to communications designed for the perpetuation of knowledge. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. The informal tone of transitory messages might be compared to the communication that might take place during a telephone conversation or a conversation in an office hallway. Transitory messages would include, but would not be limited to: E-mail messages with short-lived, or no administrative value, voice mail, self-sticking notes, and telephone messages."

The retention requirement for all transitory messages is "retain until obsolete, superseded or administrative value is lost."

✓ **CATEGORY #4 – Official Records (retain as required)**

E-mail messages that pertain to a particular District business transaction, project/case file, board action, or student/personnel issue must be retained as long as all other documentation that pertains to the same transaction/project/case/action/issue. The Saint Lucie County School District Records Retention Schedule must be referenced to determine the specific retention requirement for E-mail messages that fall under this category. Questions relating to which record series is applicable for a particular E-mail message should be directed to the Records Center department of MIS.

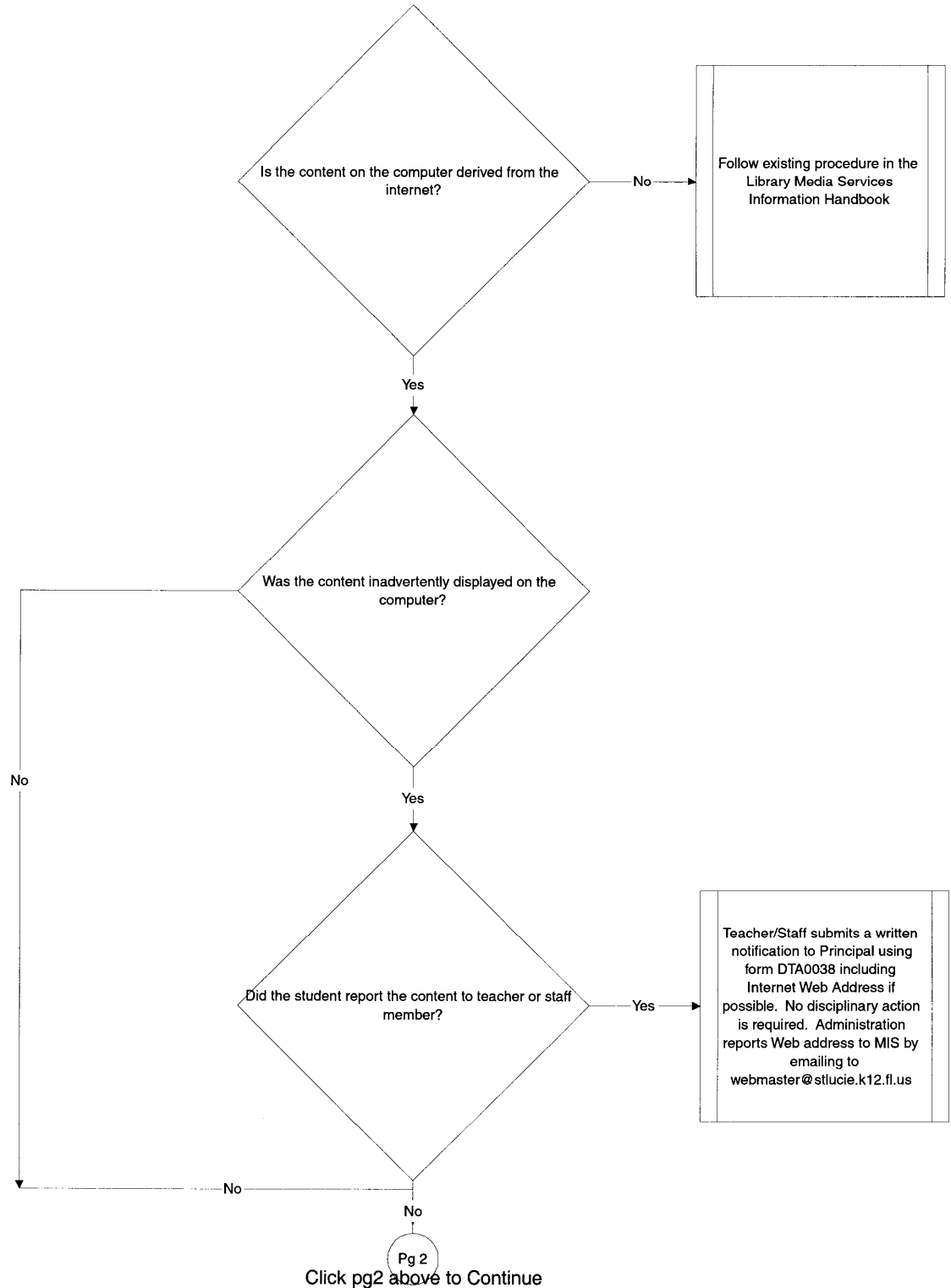
The St. Lucie County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The St. Lucie County School District will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

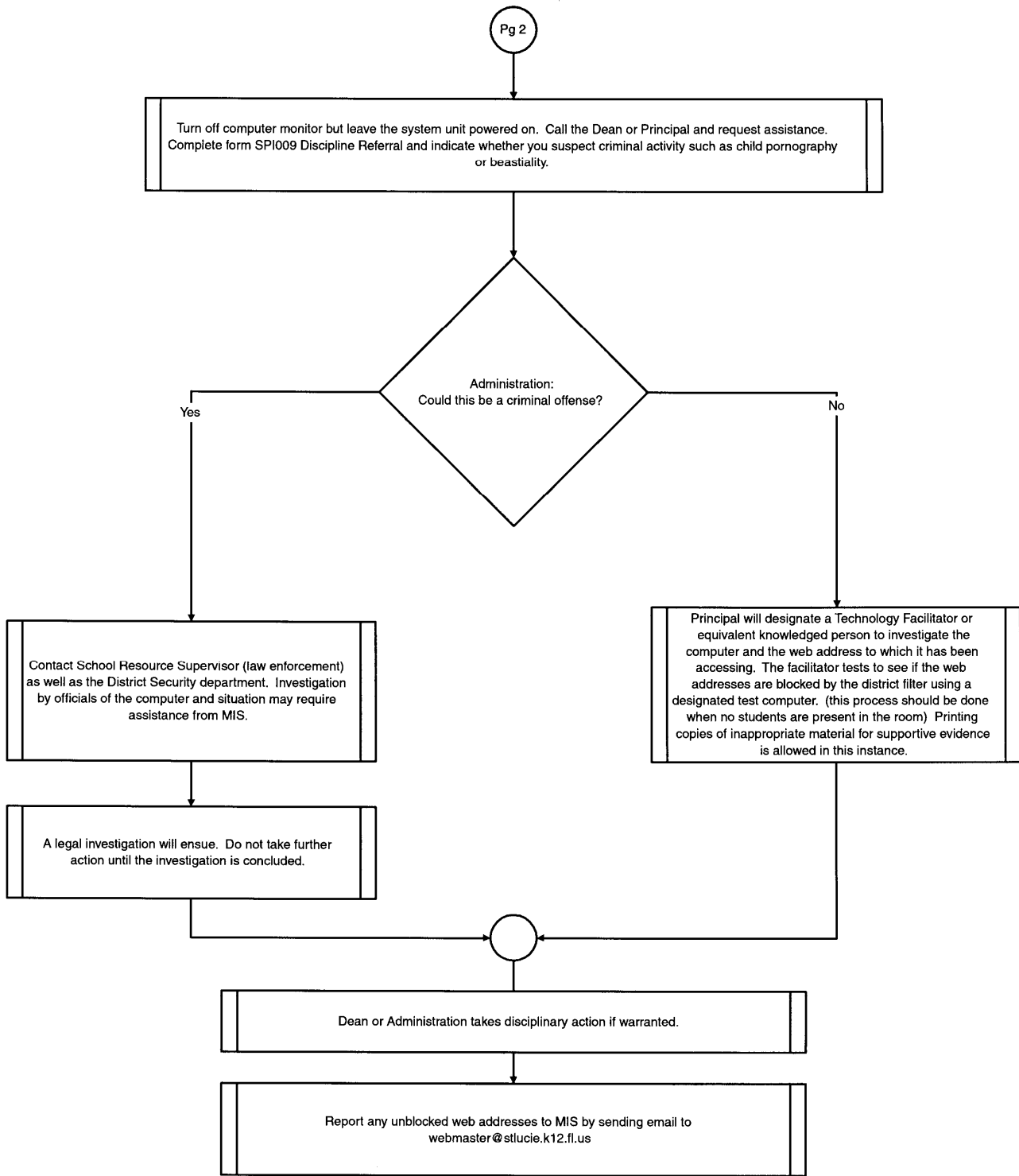
All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida and the United States of America.

I understand and will abide by the St. Lucie County School District Acceptable Internet Use Policy. I further understand that any violation of this Acceptable Internet Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, district disciplinary action and/or appropriate legal action may be taken.

Procedure when students access inappropriate** content on a computer

Monday, September 25, 2000

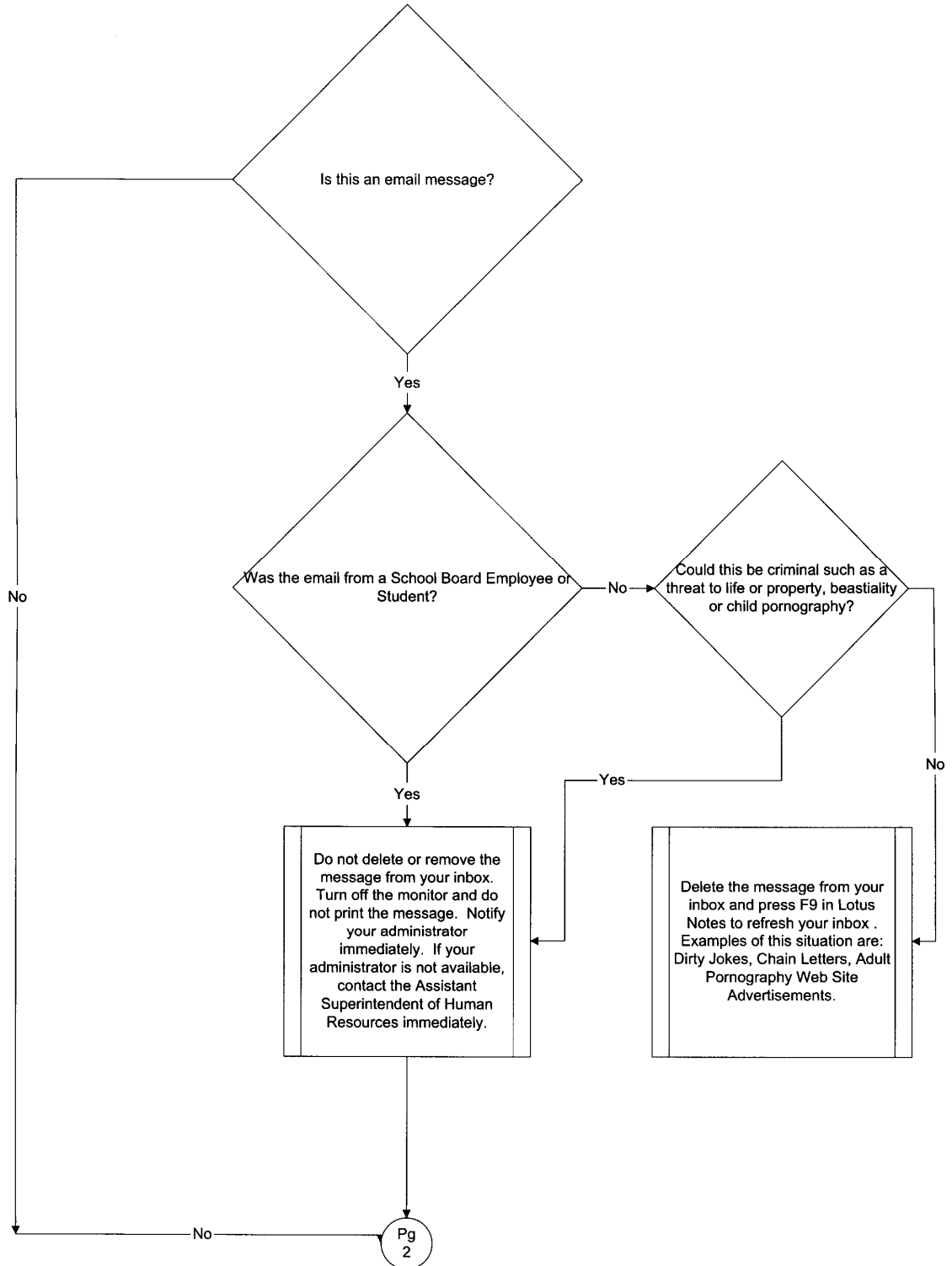


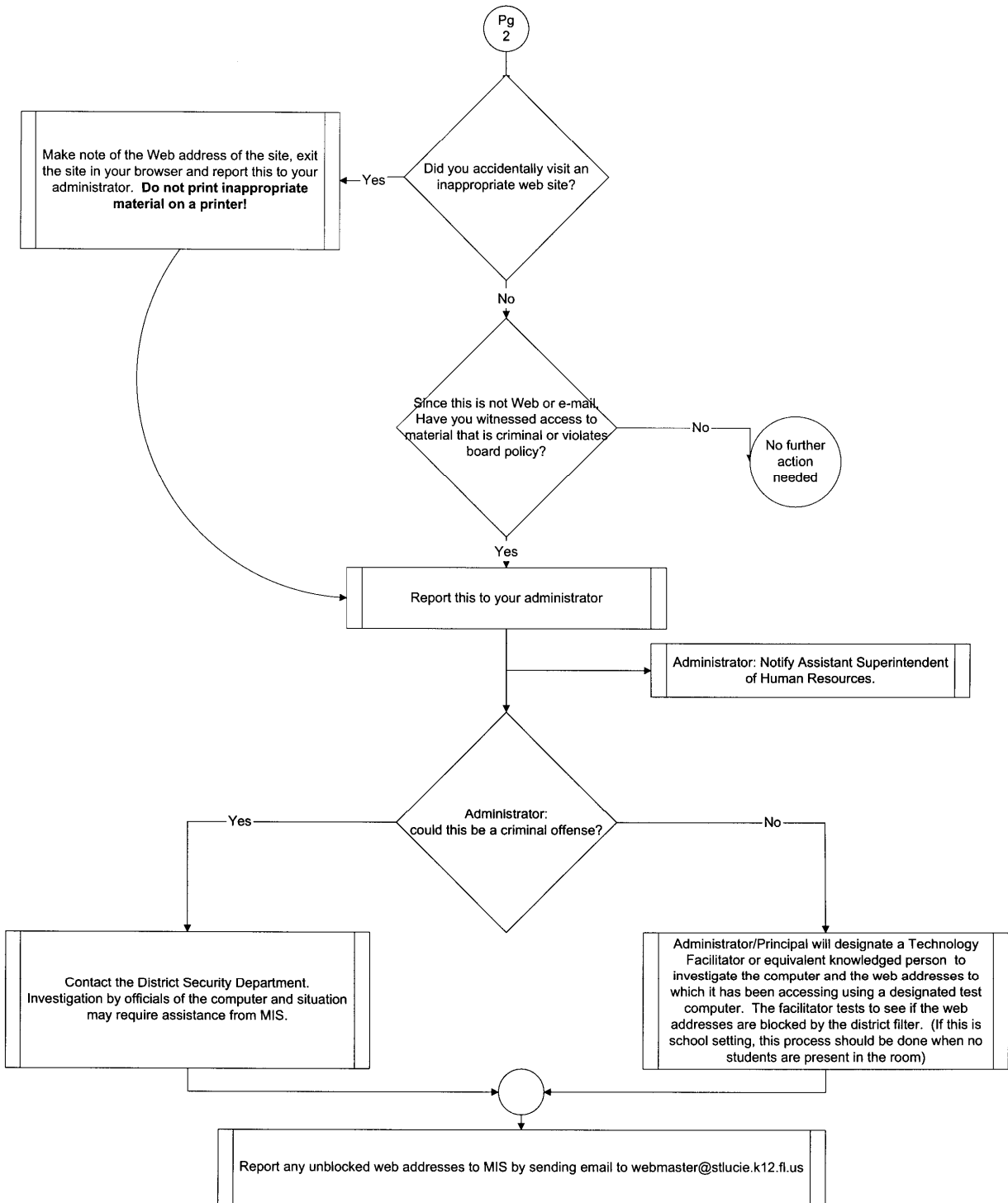


Note to Staff: DO NOT print or reproduce any criminally related material such as bestiality or child pornography
Note to Principal: Contact parents regarding any incident

**** Inappropriate as defined in board policy 2.25 & Telecommunications AUP
This document for staff use only and should not be distributed to students!**

Procedure when staff access or receive inappropriate** content on a computer
Wednesday, March 12, 2003





**** Inappropriate as defined in board policy 2.25 & Telecommunications Acceptable Use Agreement**