

## **Jackson County School Board Acceptable Use Policy**

The Jackson County School Board's telecommunications network provides an exciting opportunity to expand learning for students, parents, and educators. The fundamental goal of the network is to provide Jackson County students and educators with equal access to the computing resources which serve public education. Schools in the district will have the capacity to connect to the Internet. However, with this opportunity comes the responsibility for appropriate use.

### **Network Resources**

The Internet serves as an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, teachers and administrators will have access to the following:

- Worldwide electronic mail services;
- Global information and news, as well as the opportunity to correspond with other institutions;
- Public domain and shareware computers software of all types
- Discussion groups on a plethora of topics ranging from Chinese cultures, to the environment; to music, to politics;
- Access to many universities, community colleges, library catalogs;
- Sites all over the world

Classroom resources will be expanded enormously by making information and people from all over the world available to students, teachers, and media specialists. It brings instant access to original source material, general information, data, images, and computer software. It makes contact with people possible, bringing into the classroom experts from all over the world, new and old friends, and colleagues. Such access spawns individual and group projects, collaboration, curriculum materials, and idea sharing. As a hand-on classroom tool, networks can motivate students. Because class, race, ability and disability are removed as communication factors or barriers, the Internet is a natural tool for addressing the needs of all students.

### **Network Warning**

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, individual contacts or communications which are not suitable for school-aged children. The Jackson County School Board views information retrieval from the Network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the Jackson County School Board supports those materials which will enhance the research and inquiry of the learner with directed guidance from faculty and staff.

However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. At school, each student's access to and use of the Network will be under the teacher's direction and monitored as a regular instructional activity. The Jackson County School Board, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the Jackson County School Board since access to the Network may be obtained at sites other than a school.

## **Jackson County School Board's Employee Use of Network and Systems**

The Jackson County School Board reserves the right to audit its networks and systems on a periodic basis to ensure compliance with this policy. For security and network maintenance purposes, authorized individuals within Jackson County School Board may monitor equipment, systems and network traffic at any time.

The following activities are, in general, prohibited. Under no circumstances is an employee of the Jackson County School Board authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the Jackson County School Board's owned resources.

The following activities are strictly prohibited, with no exceptions:

### **System and Network Activities**

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Jackson County School Board.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Jackson County School Board or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Posting, accessing, downloading, storing or printing materials that are considered pornographic, obscene, or inappropriate for educational purposes or which may be offensive to another user;
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Jackson County School Board computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any Jackson County School Board account.
9. Use of Jackson County School Board's network and systems for personal, non-school related activities.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

11. Port scanning or security scanning is expressly prohibited unless prior notification to the Jackson County School Board MIS Department is made and granted.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
15. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
16. Providing information about, or lists of, Jackson County School Board's employees to parties outside the Jackson County School Board.

### **Email and Communications Activities**

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within the Jackson County School Board's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the Jackson County School Board or connected via Jackson County School Board's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

### **Blogging**

1. Blogging by employees, whether using Jackson County School Board's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Jackson County School Board's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Jackson County School Board's policy, is not detrimental to Jackson County School Board's best interests, and does not interfere with an employee's regular work duties. Blogging from Jackson County School Board's systems is also subject to monitoring.

2. Jackson County School Board's Confidential Information policy also applies to blogging. As such, employees are prohibited from revealing any Jackson County School Board confidential or proprietary information, trade secrets or any other material covered by Jackson County School Board's Confidential Information policy when engaged in blogging.
3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of the Jackson County School Board and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Jackson County School Board's Non-Discrimination and Anti-Harassment policy.
4. Employees may also not attribute personal statements, opinions or beliefs to the Jackson County School Board when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of the Jackson County School Board. Employees assume any and all risk associated with blogging.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Jackson County School Board's trademarks, logos and any other Jackson County School Board intellectual property may also not be used in connection with any blogging activity.

#### **Employee Responsibility with Respect to Students**

School employees are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for assuring that students understand that if they misuse the network they will lose their privilege to use the network.

#### **Enforcement**

Any employee of the Jackson County School Board found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

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The School District of Jackson  
County  
Marianna, FL 32447

**Jackson County School Board Employee Contract**  
**Acceptable Use Policy**

**I have read the Acceptable Use Policy, and I accept full responsibility for following the guidelines as listed in this Plan. It is understood that in my role as an employee of the Jackson County School Board, if I misuse the terms of the Acceptable Use Policy then I may be subject to disciplinary action, up to and including termination of employment.**

**I accept full responsibility for materials acquired by students while under my direct supervision. If I am the supervising teacher, I do agree to instruct my students on the acceptable of the network and systems along with proper network etiquette.**

Employee Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Jackson County School Board's Student Use of Network and Systems**

It is a general policy that the Network will be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Jackson County School Board. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving access. Any user violating the rules and guidelines in this Acceptable Use Policy, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other District Disciplinary options.

### **Acceptable Use:**

Acceptable uses of the network are activities which support learning and teaching in Florida. Users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences (video or audio), bulletin boards, data bases, and access to the Internet. The following will be conditions of internet use:

1. Students are to receive instruction in the proper use of the Internet
2. Students are required to sign a contract indicating their understanding and acceptance of the district's guidelines. They may then use the Internet in a supervised classroom environment
3. Parents must give their permission for their child to use the Internet for educational purposes by signing the parent or guardian contract. Parents also have the option of denying permission for their child to use the Internet.
4. School employees are required to sign a contract indicating their understanding and acceptance of their responsibility to monitor student network use for students under their supervision.

### **Unacceptable Uses: (Non-Exhaustive Listing)**

1. Violating the conditions of the Education Code dealing with student's rights to privacy
2. Posting, accessing, downloading, storing or printing materials that are considered pornographic, obscene, or inappropriate for educational purposes or which may be offensive to another user
3. Using someone else's account or password at any time
4. Downloading or installation of any commercial software, shareware, or freeware onto hard drives, network drives or disks, without written permission from the Network Administrator
5. Copying other people's work or intruding into other people's files
6. Threatening to or trying in any way to interfere with or hack into the computer systems at Jackson County Schools, or anywhere, in an effort to obtain private information, have the computer malfunction, or destroy data
7. Using the network for advertising, soliciting, or harassment of any kind
8. Using the network for personal financial gain or for any commercial or illegal activity
9. Copying commercial software in violation of copyright law
10. Plagiarism or reposting personal communications without the author's prior consent

11. Violating any federal or state law regarding network access or downloading of files

### **Safety and Security:**

1. Students will demonstrate personal responsibility by agreeing never to get together with someone they meet online without first checking with parents and teachers
2. Students will tell their teachers right away if they come across any information that makes them feel uncomfortable
3. Students will not respond to any messages that are mean or in any way make them feel uncomfortable
4. Users, who identify a security problem on the Internet or the Jackson County network, are responsible to notify a system administrator. Users should not demonstrate the problem to other users
5. Users should not use another individual's account without written permission from that individual
6. Security on any computer system is a high priority, especially when the system involves many users.

### **Student Privacy**

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the web for students whose parents have returned the form asking that such information not be released.

1. Only first names be used in published student work
2. Pictures that are a part of student publishing should not include identifying information
3. Under no circumstances should a student's home address or phone number be included
4. If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's
5. In special circumstances with parent-signed release, identifying information can be added.

### **Network Etiquette**

1. Be polite. Do not get abusive in your messages to others
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language
3. Do not engage in activities which are prohibited under state or federal law
4. Always try to do your best writing, and proofread and edit your messages
5. Choose words carefully to avoid misunderstanding; electronic text is devoid of context clues which convey shades of irony, sarcasm, or harmless humor

6. Do not use the network in such a way that you would disrupt the use of the network by other users
7. All communications and information accessible via the network should be assumed to be private property
8. Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space

**Jackson County School Board's Network Management Guidelines:**

The network management accepts no responsibility for harm caused directly or indirectly by use of the district network or internet. Use of any information obtained via the Internet is at the user's own risk. The Jackson County School Board specifically denies any responsibility for the accuracy or quality of information obtained through its network services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

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 may occur from time to time.

The Jackson County School Board reserves the right to review or delete any material on user or e-mail accounts and to monitor fileserver space in order for the school board to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-accounts and fileserver space, the Jackson County School Board shall respect the privacy of user-accounts.

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The School District of Jackson  
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**Parent Or Guardian Contract**  
**Acceptable Use Policy**

As the parent or guardian of \_\_\_\_\_ ,  
I have read the Terms and Conditions of the Jackson County School Board's Acceptable Use Policy.  
I understand that this access is designed for educational purposes. However, I also recognize it is impos-  
sible for the Jackson County School Board to restrict access to all controversial material or sites and I  
will not hold them responsible for materials acquired by my child or guardian from the network.

\_\_\_\_\_ I give my permission for my child to use programs on the school network and the internet.

\_\_\_\_\_ I give my permission for my child to access programs on the school network only

\_\_\_\_\_ I would prefer my child have no access to programs on the school network or the internet

I certify that the information contained on this form is correct

Parent or Guardian (please print) \_\_\_\_\_

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

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

This form must be signed by a Notary Public and returned to the school before your child will have  
access to the school network and the internet.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Typed, printed or stamped name of Notary

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Notary Public Commission Number

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Marianna, FL 32447

**Student Network Contract**  
**Acceptable Use Policy**

The Jackson County School Board's Network is an electronic network serving public education which accesses the Internet. The Internet is an information highway connecting thousands of computers all over the world and millions of individual people. I understand that I will have access to the Internet and with this access comes the availability of some material that may not be considered to be of educational values within the context of the school setting.

Efforts will be made to direct students to educationally related material. However, on a global network it is impossible to control all materials and sites. I believe that the valuable information and interaction available on the world wide network far outweigh the possibility of users gaining access to sites that are not acceptable.

I understand that if I violate the attached Acceptable Use Policy and guidelines established by the Jackson County School Board, I will have my access to the network denied and terminated. My signature indicates that I have read the Acceptable Use Policy of the Jackson County School Board and that I understand the significance of the terms and conditions of the Policy.

Student's Signature (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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User's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Date \_\_\_\_\_