

CHAPTER 8.00 - AUXILIARY SERVICES

NETWORK ACCEPTABLE USE

8.60+

- I. The network system of the School District is available for all employees and students of the School District in order to provide them with equal access to the computing resources which serve public education. The network system is an electronic highway which connects thousands of computers all over the world and millions of individual subscribers. The term *network* may include electronic mail, worldwide Web browsing, or any method of connecting with other computer equipment. All personnel having authorization to use the network will have access to a variety of information.
- II. Some material on the network might not be considered to be of educational value in the context of the school setting. In addition, some material, individual contacts, or communications may not be suitable for school-aged children. The School District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the School District supports information retrieval from the network which enhances the research and inquiry of the learner and which faculty and staff direct. The School District network will filter inappropriate material. At each school, each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.
- III. The School District 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. This is particularly possible since access to the network may be obtained at sites other than school.
- IV. The School District recognizes the use of social media for communication and e-learning; however, only those networks/ services sanctioned by the School District may be used for classroom instruction or school sponsored activities without prior written approval of the Superintendent.
- V. At each school and facility owned or operated by the School District, in each room where computers are present, notices shall be conspicuously posted that state the following:

Users of the network system of the School District of Osceola County are responsible for their activity on the network. The School District has developed a network acceptable use policy. All users of the network are bound by that policy. Any violation of the policy will result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal. This notice shall also become part of the login process.

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- VI. The use of the network shall be consistent with the mission, goals, policies, and priorities of the School District. Successful participation in the network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the network.

Any use of the network for illegal, inappropriate, or obscene purposes, or in support of such activities, will not be tolerated. For compliance with the requirements of the Elementary and Secondary Education Act (ESEA) and the Children's Internet Protection Act (CIPA), please see procedures entitled "Student Internet and Network Use Procedures."

Examples of unacceptable uses of the network include, but are not limited to:

1. Violating the conditions of The Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida dealing with student's rights to privacy, employee rights to privacy, or violating any other section of the Code;
2. Using, accessing, visiting, downloading, or transmitting inappropriate material, messages or images such as pornography, profanity or obscenity;
3. Reposting personal communications without the author's consent;
4. Copying, sending (uploading) or receiving (downloading) commercial software in violation of copyright law or other copyright protection of trademarked material;
5. Using the network for financial gain or for any commercial or illegal activity;
6. Using the network for political advertisement or political activity;
7. Taking any actions that affect the ability of the School District to retrieve or retain any information contained on the computer equipment, in the data network system or acting to modify any software or any data without specific written permission;
8. Sending any student identifying information, via e-mail, over the network system, may be done only when the sender and receiver are members of the School District's adopted e-mail system;

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9. Creating and/or forwarding advertisements chain letters, mass mailings, get rich quick schemes, and pyramid schemes to individual mailboxes and/or mailing lists;
 10. Gambling or conducting any illegal activity;
 11. Posting personal views on social, political, religious or other nonbusiness related matters;
 12. Creating and/or forwarding messages, jokes, etc., which violate School Board harassment policies and/or create an intimidating or hostile environment.
- VII. Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority.
- VIII. The e-mail system and the hardware are owned by the School District and are intended for School District business use. Minor personal use of e-mail and the Internet by School District employees is acceptable, but should not interfere or conflict with School District business.

A. Employee Classifieds

1. The use of the Employee Classifieds section on the School District Resources site is intended for the use of School District employees only, and its use is limited to before and after work hours, break times, and lunch.
2. The Employee Classifieds section on the School District Resources site may not be used for:
 - a. commercial or personal business use;
 - b. the use of the system to distribute products as part of a home business, leasing of rental properties (including renting or subletting to roommates), real estate sales;
 - c. marketing for commercial purposes;
 - d. listings for persons other than employees;
 - e. the advertisement of non-School District events or activities; or
 - f. recommendations or disparagement of businesses.
3. The sale of items regulated by law or the sale of items that advertise items regulated by law (e.g., pharmaceutical products, alcohol, adult materials, etc.) is strictly prohibited.
4. The use of the Employee Classified section on the School District Resources site shall not otherwise violate any other School Board policy.

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5. The School District reserves the right to remove inappropriate postings and deny future access to violators of this policy and may subject the employee to discipline up to and including termination.
 - a. The Employee Classifieds section on the School District Resources site is a moderated site. Postings will not be fully viewable to others until reviewed by one of the designated conference moderators. Postings may not be approved for viewing until at least 24 hours later.
 - b. Employees may make three (3) postings per day; however, employees may list multiple items in a single posting.
 - c. Employees may not repost the same items:
 - within the same calendar week.
 - with reduced prices or with sold notices within the same calendar week.
 - d. Employees may not post something as “Urgent.” Urgent postings are reserved for the designated School District Resources site moderators.
 6. The School District courier service may not be used to deliver items to purchasers. Sellers are responsible for making appropriate arrangements with buyers.
- IX. School District business conducted by e-mail must be done using the e-mail account that the School District supplies. When an employee conducts official business of the School District via e-mail, any records requiring retention longer than the automatic three year time period shall be maintained and accessible in compliance with the Florida Public Records law and the School District Records Management Manual. E-mail shall not be used as the retention site for School District business records.
- A. Employees shall use the following format for e-mail signatures:
 1. Employee’s Legal Name
 2. Job Title(s)
 3. Award or Honor Designation (e.g., Teacher of the Year, etc.)
 4. School or Department
 - a. The official school or department logo may also be included if its memory size does not interfere with the inclusion of all other required elements of the School District format in

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Paragraph IX.A. of this policy.

5. Work Address
 6. Work Phone Number(s)
 7. Work Fax Number
 8. Work E-Mail Address
 9. School District Mission Statement
 - a. “Inspiring all learners to reach their highest potential as responsible, productive citizens”
 10. School District Vision Statement
 - a. “The School District of Osceola County will work in partnership with families and the community to ensure all learners develop the essential knowledge and skills to strengthen our thriving community.”
 11. Legal Statement regarding Florida Public Records Law
 - a. “The information contained in this e-mail message is intended solely for the recipient(s) and may contain privileged information. Altering the contents of this message is prohibited. This information is the same as any written document, may be subject to all rules governing public information according to Florida law, and shall not be altered in any manner that misrepresents the activities of the School District of Osceola County, Florida [FSC 1.24; FS Chapter 119]. If you received this message in error or are not the named recipient, please notify the sender, and delete this message.”
- B. No other information is permitted in e-mail signatures (e.g., personal quotations).
- C. The employee’s e-mail signature must use a sans-serif font that is compliant with federal guidelines for the Americans with Disabilities Act. Fonts include, but are not limited to, Arial, Calibri, etc., a minimum point size of 12, and high contrast colors such as black on a white background.
- X. Failure to adhere to this policy may result in suspending or revoking the offender’s privilege of access to the network and other disciplinary action up to and including

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termination of the employee or expulsion in the case of a student.

- XI. Any student shall be exempt from accessing the Internet upon request in writing from the parents to the principal, as defined by Florida Statutes and case law. The request for exemption shall expire at the end of each school year. It shall be the responsibility of the parent to renew the request annually.
- XII. The School District reserves the right to monitor and/or retrieve the contents of e-mail messages for legitimate reasons such as, but not limited to, ensuring the integrity of the system, complying with investigations of wrongful acts, or recovering from a system failure.
- XIII. School District employees' and students' passwords are confidential, and shall meet the following requirements in order to maintain network security:
 - A. Employees/ students shall change passwords when prompted by the School District's network or by School District-approved software program applications, or whenever the employee/ student feels his or her password may have been compromised;
 - B. Employee/ student passwords shall follow the standards established and approved by the Chief Information Officer, or designee;
 - C. Employees/ students shall type in passwords at each log in.
 - D. Employees/ students shall not share passwords and shall not set passwords to an automatic log in mode.
 - E. It may become necessary to know employee or student passwords for maintenance purposes. Only authorized computer maintenance personnel will be allowed to know passwords. Upon completion of the maintenance activity, the user will need to change his or her password.
- XIV. All Web sites representing any School District employee, school, or department, pursuant to their official School District role and duties must have their Web site hosted on a School District file server or School District approved hosting service. File server space, Web site design software, and technical assistance are provided to School District employees to facilitate posting of School District business-related Web pages. Using free or paid outside hosting services for public dissemination of School District business is not permitted.
- XV. Employees may choose to connect, pursuant to their duties, personal cellular telephones or other personal communication devices to the School District's

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guest network. Employees' personal devices connected to the School District's guest network may be subject to a public records request or official School District or law enforcement investigation.

- XVI. Students may choose to connect personal cellular telephones or other personal communication devices to the School District's guest network as outlined in the Student Internet and Network Use Procedures form (FC-820-2259).
- XVII. Employees and students shall not use personal data plans to establish connectivity to the Internet to circumvent the School District's filtered network for either instructional use or student access.
- XVIII. The School District reserves the right to log, monitor, examine, and evaluate all usage of its technology resources.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1000.21, 1001.43, F.S.

HISTORY:

**REVISED: 12/06/05, 05/01/07, 02/05/08, 10/21/08,
08/25/09, 07/13/10, 08/09/11, 02/07/12,
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FORMERLY: 3.21