

The School Board of Gadsden County  
**MR. ELIJAH KEY**  
SUPERINTENDENT OF SCHOOLS

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*Adult User: Terms and Conditions for Technology and Internet Use in the Gadsden School Public School District*

Internet access is now available to all employees in the Gadsden County Public School. **Adult users are not to use this technology for personal reasons or business.** We believe that the Internet offers vast, diverse and unique resources to our employees. We believe that providing this access to the Internet will help employees develop Information Skills that they will need in the workplace to be more productive. With access, comes the availability of materials that may not be considered acceptable in the work environment. We, the Gadsden School District, believe that the valuable information far outweighs the possibility that users may find materials that are not consistent with our educational purposes. End users of the Internet must adhere to strict guidelines and thereby, the Gadsden School Public District establishes the following guidelines for all Internet users within our organization:

**Acceptable Use** – The Internet will be used for communication, research, and collaborative work supporting the Educational objectives of the school district.

**Transmission of the following is prohibited:**

- Unauthorized Copyrighted material
- Threatening or obscene material
- Material protected by trade secret
- Commercial activities
- Political lobbying or advertisement

**Privileges** - The use of the Technology and Internet is a privilege, NOT a right. Inappropriate use will cancel all privileges.

**Training** - It is the responsibility of each school/department to ensure that faculty and staff are trained in effective use of Technology and Internet Use.

**Permission** – Employees must sign and return an **Acceptable Use Form** to have access to the Internet.

**Netiquette** - All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive language when communicating over the Internet.
- Use appropriate language. No swearing or vulgarities
- Never reveal personal information (address, telephone, etc.)
- Remember that e-mail is not private.
- Please check your grammar before sending an e-mail.

**Security** - Security on any network is a high priority. The Superintendent’s office must be notified if any security breach is detected.

**Every user must sign on to the network before accessing the Internet. He/she must use his/her assigned username and password. The use of another’s username/password is strictly prohibited.**

**Vandalism** – Vandalism will result in permanent cancellation of privileges! Vandalism will include:

- Malicious attempt to harm, destroy, or change data, hardware, or software
- Creating and/or uploading computer viruses
- Altering desktop configuration to bypass the use of usernames/passwords
- Attempts to “hack” into unauthorized areas of a network or computer/laptop
- Attempts to bypass the web filtering service or other methods to obtain Internet access.

*All terms and conditions as stated in this document are applicable to the Gadsden School District. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Florida and the existing policies of this school board.*

\_\_\_Yes, I accept the terms and conditions as set forth in the Gadsden County District Internet Use policy.

Adult User’s Printed Name: \_\_\_\_\_ School/Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Adult User’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

**BOARD MEETS FOURTH TUESDAY OF  
EACH MONTH EQUAL OPPORTUNITY  
EMPLOYER**

CATHY S. JOHNSON  
DISTRICT NO. 1  
HAVANA, FL 32333

STEVE SCOTT  
DISTRICT NO. 2  
QUINCY, FL 32351

LEROY McMILLAN  
DISTRICT NO. 3  
CHATTahoochee, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

KAREMA D. DUDLEY  
DISTRICT NO. 5  
QUINCY, FL 32353