

## Terms and Conditions for Use of the Internet

### *Student User: Terms and Conditions for Use of the Internet in the Gadsden School District*

Internet access is now available to students and teachers in the Gadsden County School District. We believe that the Internet offers vast, diverse and unique resources to both students and teachers. We believe that providing this access to the Internet will help students develop Information Skills that they will need throughout life. It will provide for unlimited resources for research and information gathering. With access, comes the availability of material that may not be considered acceptable in the context of the school setting. Even if teachers take precautions to restrict access to such materials, it is always possible that ingenious users could access controversial information. We, the Gadsden School District, believe that the valuable information far outweighs the possibility that users may find material that is not consistent with our educational purposes. End users of the Internet must adhere to strict guidelines and thereby, the Gadsden School 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 this school district. Transmission of the following is prohibited:

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

**Privileges** – The use of the Internet is a privilege, NOT a right. Inappropriate use will cancel all privileges. Principals will deem what is inappropriate use and may deny users rights to access due to misuse.

**Training** – It is the responsibility of each school to ensure faculty, staff and students are trained in effective use of the Internet.

**Permission** – Parents or guardians of student must sign and return a permission form before their child can have access to the Internet on a school campus.

**Netiquette** – All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- ◆ 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 guaranteed to be private.

**Security** – Security on any network is a high priority. The Superintendent's office must be notified if any security problem 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*
- ◆ *Uploading or creating computer viruses*
- ◆ *Altering desktop configuration to bypass the use of usernames/passwords*
- ◆ *Attempts to "hack" into unauthorized areas of a network*

**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.**

Parent or Guardian (If you are under the age of 18, a parent or guardian must also read and sign this agreement)

Student: \_\_\_\_\_ Identification # \_\_\_\_\_

***As the parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that the employees of the School board for Gadsden County will take precautions to eliminate access to material which is not of educational value. However, I also recognize it is impossible for the School Board of Gadsden County to restrict access to all such materials and I will not hold them responsible for materials acquired on this network. I hereby give permission to allow my child access to the Internet and certify that the information contained on this form is correct.***

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Internet access is now available to students and teachers in the Gadsden County School District. We believe that the Internet offers vast, diverse and unique resources to both students and teachers. We believe that providing this access to the Internet will help students develop Information Skills that they will need throughout life. It will provide for unlimited resources for research and information gathering. With access, comes the availability of material that may not be considered acceptable in the context of the school setting. Even if teachers take precautions to restrict access to such materials, it is always possible that ingenious users could access controversial information. We, the Gadsden School District, believe that the valuable information far outweighs the possibility that users may find material that is not consistent with our educational purposes. End users of the Internet must adhere to strict guidelines and thereby, the Gadsden School 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 this school district.

***Adult users are not to use this technology for personal reasons or business.***

**Transmission of the following is prohibited:**

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

**Privileges** – The use of the Internet is a privilege, NOT a right. Inappropriate use will cancel all privileges. Principals will deem what is inappropriate use and may deny users rights to access due to misuse.

**Training** – It is the responsibility of each school to ensure faculty, staff and students are trained in effective use of the Internet.

**Permission** – Parents or guardians of student must sign and return a permission form before their child can have access to the Internet on a school campus.

**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 guaranteed to be private.

**Security** – Security on any network is a high priority. The Superintendent’s office must be notified if any security problem 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
- ◆ Uploading or creating computer viruses
- ◆ Altering desktop configuration to bypass the use of usernames/passwords
- ◆ Attempts to “hack” into unauthorized areas of a network

***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 District Schools Internet Use policy.

Adult User’s Printed Name: \_\_\_\_\_

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

***Employee Business Systems and Internet Use***  
***Computer Operating and Security Guide***

Computer information systems are an integral part of business at the Gadsden County School District. Each year the school district makes a substantial investment in human and financial resources to create, maintain and protect these systems. The enclosed policies and directives have been established to:

- Safeguard the information contained in these systems
- Reduce business and legal risk
- Protect the good name of the Gadsden County School District
- Protect the investment mentioned above

**Violations**

Violations of this policy will result in disciplinary action in accordance with school board policy. Failure to observe these guidelines shall result in disciplinary action by the school board depending upon the type and severity of the violation, whether it causes any liability or loss of to the school district, and/or the presence of any repeated violation(s).

**Employee Responsibilities**

Each employee:

1. Shall be responsible for all computer transactions made with his/her User ID and password.
2. Shall not disclose passwords to others. Passwords must be changed immediately if it is suspected that your password has been compromised. Passwords should not be recorded where someone can easily find it, do not send it over the Internet, Intranet, e-mail, or any other communication line.
3. Should use passwords that will not be easily guessed by others.
4. Should log out and turn computers off when leaving a workstation for an extended period of time and at the end of the workday.
5. Should lock classrooms and offices when leaving for an extended period of time and at the end of the workday.
6. Should report unauthorized access of the system by another employee or student.

**Acceptable Use**

Depending on your position in the Gadsden County School District, you may be allowed access to one or more of the district-wide business systems, for example:

- Personnel/Payroll
- Financial
- Student

Only active employees or contracted personnel granted access to the database is authorized to use The Gadsden County School District business systems. Persons granted access are required to adhere to the "Employee Responsibilities" stated above and use the systems and their data strictly for the administration and management of business for the Gadsden County School District. The confidentiality and integrity of the data stored in these business systems must be protected at all times and are not to be discussed and/or used for purposes other than those relating to business being conducted on behalf of the Gadsden County School District.

## **Unauthorized Access**

Unauthorized access to data files and the business systems is prohibited. In addition any form of tampering, including snooping and hacking, to gain access to employee or student data is a violation of Gadsden County School Board policy and carries serious consequences.

## **Snooping**

Snooping into the Gadsden County School District's business computer system is a serious violation of Gadsden County School Board policy. If you have not been granted access, don't try to gain entry. If you accidentally identify a way to access information, report it to the technology department or your supervisor immediately. Watching other users enter information, and looking at data that doesn't belong to you, are prohibited. Obtaining, or trying to obtain, other users' passwords are violations of the Gadsden County School Board policy and are violations of state and federal statutes. If you observe someone snooping, report it to the technology department or your supervisor.

## **Confidentiality**

All information stored in the Gadsden County School District's business systems is considered confidential and you must receive permission to obtain and or use it. Accessing or attempting to access confidential data, without authorization, is strictly prohibited. Confidential information should only be used for its intended purpose. Using confidential information for anything other than its intended use is strictly prohibited.

Confidential information stored on computers is typically more difficult to manage than traditional paper documents that are sealed in an envelope, and locked in a filing cabinet clearly labeled CONFIDENTIAL. As such, it is important that users take extra care when working with confidential information stored on computers.

***Inappropriate use of the business system and the confidential data within will result in a permanent denial of access to student and or staff data, in addition to disciplinary actions by the school board. Depending upon the type and severity of the violation, termination of employment and legal action shall be sought.***

***Receipt of Employee Business Systems and Internet Use  
Computer Operating and Security Policy***

I have received and read the Gadsden County School District's Employee Business Systems and Internet Use Computer Operating and Security Guide. I understand that I am responsible for adhering to the policies and practices described therein. I understand that these policies may be added to, or changed by the GCSB at any time. I understand that I shall be held responsible for all computer transactions that are made with my User ID and password, unless proven otherwise. I further understand that it is my responsibility to report any violations of this policy that I witness, or become aware of, during the course of my employment.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Location (ex. School Name,  
Max Walker, Transportation)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date