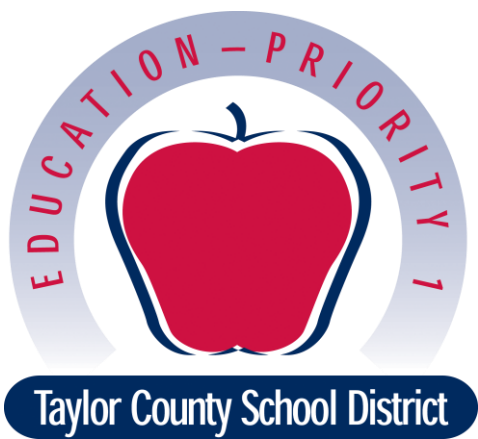


The School Board of Taylor County

Information Technology Acceptable Use Policy & Procedures



Policy Highlights

This policy will provide guidelines for the use of information technology in the Taylor County School District. Acceptable uses of the network are activities which support learning and teaching.

(1) All use of information technology services 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) Network accounts shall be used only by the authorized users of the accounts for the purposes specified. All communications and information accessible via the networks are the property of the School Board. Misuse shall result in the removal of participant access rights and authorization. Authorized users shall be ultimately responsible for all activity under their account and password.
- (b) Any use of the District's information technology for illegal, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the District's mission, goals, policies or procedures.
- (c) Any use of the District's information technology for commercial purposes, product advertisement or political lobbying shall be prohibited.
- (d) No guarantee can be made for the privacy of any communication on the network.
- (e) All network users shall adhere to the rules of copyright regarding software, information and the attribution of authorship.
- (f) The District cannot completely eliminate the possibility of unwanted access to users, nor can users be completely prevented from accessing services or 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 District information technology.
- (g) Student use of the network shall be properly supervised.
- (h) Use of the network shall require a signed agreement to adhere to the acceptable use policy.

Information Technology Acceptable Use Policy

The School Board of Taylor County

Introduction

The Taylor County School District provides an exciting opportunity to expand learning for students and teaching for educators with the use of information technology. With this opportunity comes the responsibility for appropriate use.

Overview

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District supports resources that will enhance the learning environment with *directed guidance* from the faculty and staff. The School Board does employ filtering technology that in most cases will block obscene, pornographic, harmful and other material inappropriate. It is impossible to control all materials on a global network, and a user may discover inappropriate information even with special controls in place, and even with close adult supervision in effect.

Guidelines

Access to information technology is a privilege, not a right. If a user violates any of the acceptable use provisions outlined in this document, access to the network may be revoked. Some violations may also constitute a criminal offense and may result in school disciplinary or legal action.

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

School and district administrators will make the final determination as to what constitutes acceptable use and their decision is final.

2) Netiquette

- Be polite.
- Do not use vulgar or obscene language.
- Use caution when revealing personal information.
- 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.

3) 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 may 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.
- Users may not connect computer equipment that is not School Board property to the network without prior authorization from the MIS Department.

4) Penalties

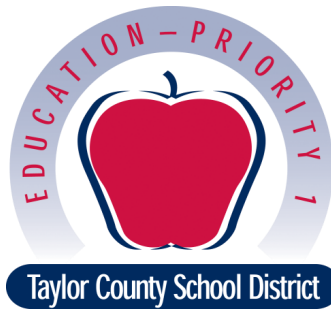
- Any user violating these provisions, applicable state and federal laws, or posted classroom and district rules is subject to loss of network privileges and any other District disciplinary options, including criminal prosecution.

7) Unacceptable use

Unacceptable uses of electronic facilities include but are not limited to:

- Violating the conditions of the Florida State Board of Education's Administrative Rules dealing with students' rights to privacy
- Using profanity, obscenity or other language which may be offensive to another user
- Violating copyright law
- Using the network for personal financial gain or for any commercial or illegal activity
- Activities that do not adhere to the District's mission, such as chain letters
- Partisan political activity, political or religious advocacy, or activities on behalf of organizations having no affiliation with Taylor County Schools
- Unauthorized fundraising or similar activities, whether for commercial, personal or charitable purposes, unless specifically authorized by the Superintendent or his/her designee
- Accessing, storing, processing, displaying, possessing, printing, or distributing offensive or obscene material such as pornography, hate literature, sexually offensive or other inappropriate information
- Annoying or harassing another person, such as by sending undesirable e-mail or displaying uninvited web sites or by using lewd or offensive language in an e-mail message.
- 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
- Any other usage that may create a potential legal liability for the district or compromise the school district in any way

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.



IT ACCEPTABLE USE POLICY AGREEMENT: STUDENT

PLEASE PRINT ALL INFORMATION:

Student's Full Name: _____

Parent/Guardian Full Name: _____

STUDENT AGREEMENT:

I understand and will abide by the Taylor County School District Information Technology Acceptable Use Policy. I further understand that any violation of the terms and conditions of the Agreement or District Policies may constitute a criminal offense. Violations may result in the loss of my access privileges, school disciplinary action, and/or appropriate legal action.

Student Signature: _____ Date: _____

PARENT OR GUARDIAN AGREEMENT (Also required if applicant is under the age of 18)

As the parent or guardian of this student, I have read the Taylor County School District Information Technology Acceptable Use Policy. I understand that this access is designed solely for educational purposes and the Taylor County School District has taken reasonable precautions to supervise Internet usage. However, I also recognize that it is impossible for the district to restrict access to all information or materials and I will not hold them responsible for materials acquired on the network. I also accept full responsibility for supervision of my child or ward outside of the school setting and at home. I hereby give permission to establish an account for my child and certify that the information contained on this application is true and correct to the best of my knowledge and belief.

Parent/Guardian Signature: _____ Date: _____



IT ACCEPTABLE USE POLICY AGREEMENT: EMPLOYEE

PLEASE PRINT ALL INFORMATION:

Employee's Full Name: _____

EMPLOYEE AGREEMENT:

I understand and will abide by the Taylor County School District Information Technology Acceptable Use Policy. I further understand that any violation of the terms and conditions of the Agreement or District Policies may constitute a criminal offense. Violations may result in disciplinary and/or appropriate legal action.

Employee Signature: _____ Date: _____