

RIGHTS & RESPONSIBILITIES-ELEMENTARY

INTERNET & TECHNOLOGY

Acceptable Use Policy (AUP) for the Walton County School District Network and Internet

Reasons for this Policy: The Walton County School District ("School District") is providing computer network and Internet access for its students and employees. This service allows employees and students to share information, create and maintain school-based websites, research diverse subjects, and learn new concepts.

The School District has adopted this Acceptable Use Policy ("Policy") to set guidelines for accessing the computer network or the Internet service provided by the School District. Every year, students and employees who want computer network and Internet access for that upcoming school year need to sign and submit this Policy to the School District. Students who are under 18 also must have their parents or guardians sign this Policy. By signing this agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand the School District may revise the Internet Acceptable Use Policy, as it deems necessary. The School District will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students, employees and parents or guardians.

This Acceptable Use Policy must accompany any request for a Walton County School District network (WCSDnet) account that provides e-mail, access to the Internet or to any WCSD network server and use of a school district supplied computer. The student or employee is required to change their password the first time he or she uses the Account and routinely thereafter. Passwords for each Account should be kept in a secure location and should not be shared with other users.

The Account may only be used during the time the user is a student or employee of the School District. Anyone who receives an Account is responsible for making sure it is used properly.

The Account provided by the School District should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental, has received prior supervisor approval, occurs during their duty-free time and follows the acceptable use policy.

The use of technology resources and Internet access is to support education, research and to extend the resources of Walton County School District. All use of technology must be in support of education, research or enrichment and be consistent with the intended purposes. All users are required to follow all standards, policies, and procedures related to the use of technology in the Walton County School District. If a user is uncertain about whether a particular use of the network, a computer or the Internet is appropriate, he or she should consult a teacher, supervisor, administrator, or Technology Information Services Department. The user is ultimately responsible

for his or her actions and activities involving the network. Students, teachers and staff members will be informed of issues regarding network etiquette, security and vandalism with the understanding that any violation of the policy is unethical and may constitute a criminal offense or violation of the "Student Code of Conduct," and require appropriate disciplinary action.

Unacceptable Uses of the Walton County School District Network the Internet and WCSD supplied computers

The following uses of the Account provided by the School District are unacceptable:

I. Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:

- Selling or purchasing any illegal substance;
- Accessing, transmitting, or downloading child or adult pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
- Transmitting or downloading confidential information or materials that violate Federal copyright laws.

II. Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority.

- Unauthorized Instant Messaging clients.
- Peer-to-Peer (P2P) software used to download unauthorized music, video or content.

III. Uses that involve obtaining and or using unauthorized free e-mail sites as defined by the Walton County Schools Internet filtering solution.

IV. Uses that cause harm to others or damage to their property are unacceptable.

Unacceptable uses include, but are not limited to the following:

- Deleting, copying, modifying, or forging other users' e-mails, files, or data;
- Accessing another user's e-mail without their permission, and as a result of that access, reading or forwarding the other user's e-mails or files without that user's permission;
- Damaging computer equipment, files, data or the network;
- Circumventing security configurations (accessing proxy sites for the purpose of by passing authorized content filter solutions), modifying setup policies, modifying settings on machines, attaching unauthorized devices, modifying infrastructure;
- Using profane, abusive, or impolite language;
- Disguising one's identity, impersonating other users, or sending anonymous email messages;
- Threatening, harassing, or making defamatory or false statements about others;
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;

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- Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes";
- Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information that is protected by privacy laws.
- Using the network while access privileges are suspended or revoked.

V. Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:

- Using other user's Account passwords or identifiers;
- Disclosing one's Account password to other users or allowing other users to use one's Accounts;
- Getting unauthorized access into other user's Accounts or other computer networks; or
- Interfering with other user's ability to access their Accounts.

VI. Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:

- Selling or buying anything over the Internet for personal financial gain; or
- Using the Internet for advertising, promotion, or financial gain; or
- Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

VII. Connecting personal Network Devices (wired or wireless) to the Walton County School District Network is unacceptable. Unacceptable devices include, but are not limited to the following:

- Personal Laptops/workstations
- Personal MP3 Devices (iPod, etc.)
- Personal network enabled cellular phones (iPhone, Blackberry, etc.)
- Personal gaming consoles (Wii, PS3, X-Box 360, etc.)
- Personal Network Devices (Routers, Printers, Access Points, Switches, etc.)

INTERNET SAFETY

In compliance with the Children's Internet Protection Act ("CIPA"), the Walton County School District will implement a technology protection measure through filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials considered to be harmful. The software will work by scanning for objectionable words or concepts, as determined by the School District. (Note: CIPA does not

enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that the School District determine which words or concepts are objectionable. The Walton County School District currently blocks the categories of Adults Only, Alcohol, Chat, Drugs, Free Mail, Free Pages, Gambling, Hate/Discrimination, Illegal, Lingerie, Murder/Suicide, Nudity, Pornography, Profanity, School Cheating Information, Search Terms, Sex, Tasteless/Gross, Tobacco, Violence, and Weapons.) However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An Account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. **If an Account User sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.**

In compliance with CIPA, the School District and its representatives will implement a mechanism to monitor all minors' on-line activities, including website browsing, e-mail use, chat room participation and other forms of electronic communications. (Such a mechanism may lead to discovering a user has violated or may be violating this Policy. If this is found to be the case appropriate disciplinary actions may/will be taken including appropriate law enforcement agencies if necessary. Monitoring is aimed to protect minors from accessing inappropriate matter as well as help enforce this policy on the Internet as determined by the school board, local educational agency or other related authority. The School District reserves the right to monitor other users' (e.g., employees, students) online activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

Students and staff must understand and practice proper ethical use of this learning tool. Authorized personnel will supervise the use of computers, the internet and WCSDnet servers. All students and staff must have training regarding procedures, ethics, and security involving the use of the internet and WCSDnet resources prior to receiving access to the system.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Disciplinary actions will be tailored to meet specific concerns related to violations, and will be designed to assist the student or staff member in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves the violation of other provisions in Walton County Board of Education policies, the violation will be handled in accordance with the Board's general disciplinary policies and procedures. The Walton County Board of Education and its employees will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the WCSDnet system. Staff members should become familiar with this policy and should enforce the rules concerning appropriate use

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when their duties include supervision of students using the Internet and WCDnet resources. When, in the course of their duties, staff members become aware of a student violation of this policy, they should correct the student and address the matter in accordance with the local school and/or the school districts general disciplinary policies and procedures.

If a student under the age of eighteen accesses his/her WCDnet Account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the Account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school or district if they desire more detailed information about Internet filtering software solutions.

Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, Account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.

Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission. Account users will abide by all school district security policies.

Privacy Policy—The System Administrators and Technology Coordinator have the authority to monitor all Accounts, including e-mail and other materials transmitted or received via the Accounts. All such materials are the property of the School District. Account users do not have any right to or expectation of privacy regarding such materials. Parents and community members who wish to view such logs should submit a written request to the district Technology Information and Services Coordinator.

Procedures for viewing logs:

1. Submit a written request to the district Technology Information and Services Coordinator.
2. The District Communications and Technology Council, on network management, will evaluate the written request.
3. The council will make a decision as to the action to be taken.
4. All pertinent documentation will be forwarded to the Superintendent's office.
5. The Superintendent will present the council's report to the School Board and will make recommendations for action.
6. The School Board based upon all documentation and the council's report will make final decision.

Storage Capacity—To ensure that Account users remain within the allocated network server disk space, users with e-mail accounts should check their e-mail frequently and delete unwanted messages and other files or data that take up excessive storage space. The System Administrators will also routinely delete messages from Account users' inbound and outbound log files, messages saved to the archive folders on the system, and messages posted to the School District's web site.

Student Information—Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted permission.

PENALTIES FOR IMPROPER USE

The use of the Account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension, expulsion or dismissal from employment from the School District, or criminal prosecution by government authorities. The School District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

NETWORK ETIQUETTE (NETIQUETTE) FOR E-MAIL

Good citizenship on the network or Internet requires "netiquette" in sending e-mail to individuals or groups. On-line rules include the following:

- Use descriptive subject heading for e-mail.
- Begin with a salutation and end with a signature and an e-mail address.
- Restate the issue or question being addressed.
- Choose words carefully to avoid misunderstandings.
- Avoid all capital letters (SHOUTING) and inflammatory messages.
- Avoid cute graphics, long quotes, cartoons and chain letters.

Disclaimer—The School District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Accounts. The School District also denies any responsibility for the accuracy or quality of the information obtained through the Account. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the School District, its affiliates, or employees. Account users are responsible for any losses sustained by the School District or its affiliates, resulting from the Account user's intentional misuse of the Accounts.

Exception of Terms and Conditions—All terms and conditions as stated in this document are applicable to all users of the network. These terms and conditions 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. All users will sign and abide by the provisions of appropriate contract (Educator, Parent, Student, and Site).