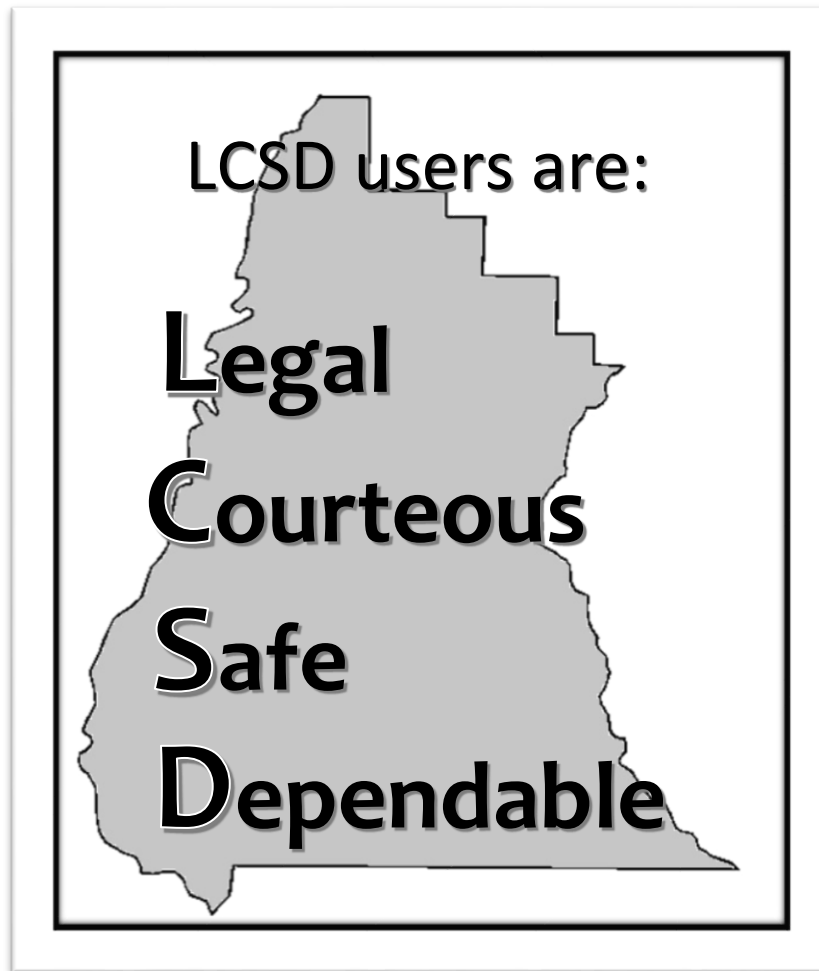




Liberty County School District Employee Acceptable Use Policy



The policies, procedures, and information within this document apply to all technology used in Liberty County Schools.

Electronic instructional materials are selected by Liberty County School District (LCSD) to implement, enrich, and support the educational program for students. These materials must serve the curriculum needs and interests of individual employees. Policies are in place to assure the selection of materials of the highest quality and appropriateness. **The policies contained within this document are to serve as legal and acceptable use of the Liberty County School District network.**

LCSD Employee Acceptable Use Policy (EAUP) establishes policies and guidelines for the use of internet and the district's wide area network employees. **The use of this electronic resource is a privilege not a right.** Failure to adhere to the policy will result in the revocation of the user's access privilege. At school, student access to the district network and the use of the internet will be under teacher direction and will be monitored as any other classroom activity.

Thus, it is the intention of Liberty County School District that all technology resources will be used in accordance with all school system policies and procedures. LCSD is committed to complying with local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all employees of LCSD will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities and Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)

All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from Liberty County School District campus is subject to all school system policies and guidelines as well as local, state, and federal laws.

Violations of this policy will be handled in a manner consistent with the LCSD Board Policies and applicable Florida Laws.

I. LIMITATION OF LIABILITY:

- A. The Liberty County School District makes no guarantee that the functions of the services provided by or through LCSD will be error-free or without defect.
- B. The Liberty County School District will not be responsible or liable for:
 - any damage suffered, including but not limited to, loss data or interruptions of service
 - the accuracy or quality of the information obtained through or stored on the system
 - financial obligations arising through the unauthorized use of the system
 - any information collected or disseminated through the LCSD network by any unauthorized individual(s)

II. ACCESS:

- A. The use of all LCSD technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation. Moreover, users of LCSD technology must be aware that Liberty County Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.
- B. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but LCSD cannot ensure that such security will not be penetrated or breached, and cannot assume any liability arising out of any such penetration or breach of security.
- C. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided to, or approved for him/her.
- D. Individuals may not attempt to log in to the network using any network account and/or password other than the login(s) assigned to him/her or allow someone to use his/her network, email, or the internet.
- E. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside Liberty County Schools. Any such unauthorized usage shall be reported immediately to the school principal and/or the District Technology Team.
- F. Individuals identified as a security risk will be denied access.
- G. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
- H. Individuals must not attempt to disrupt any computer services or data by engaging in activities including, without limitation, spreading viruses, spamming, excess network and/or internet activity, or modification of equipment or infrastructure.
- I. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering system, either with or without malicious intent.
- J. Personal technology related devices such as but not limited to laptops, smartphones, iPods, tablets, etc. used on school grounds are subject to all items covered in this policy and should not access local area network or wide area network resources. Public internet access is available for approved visiting devices and is subject to the conditions outlined in this policy and all other school system policies and guidelines as well.
- K. School/District system administrators and the District Technology Team as needed will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts.
- L. No network device such as a router or access point shall be allowed on the district network unless provided or approved by technology staff.

III. PRIVACY:

- A. To maintain network integrity and to insure that the network is being used responsibly, the District Technology Team and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored at any time, without notice.

- B. Users should not have any expectation that their use of technology resources, including files stored by them on the LCSD network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur.
- C. Because communications on the internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. Liberty County Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the internet, an email facility, telephone, or otherwise.
- E. Reasonable steps and procedures will be taken to secure student records, media center collections and accounting information. Such information shall be backed up in a routine manner.
- F. Users are encouraged to avoid storing personal and/or private information on the district and/or schools' technology resources.

STUDENT TECHNOLOGY VIOLATIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of electronic devices has the potential to earn disciplinary consequences such as, but not limited to those outlined in the Instructional Contract, LCSB Board Policies, Florida Code of Ethics for Educators or all other applicable Florida Laws. Employees are strictly prohibited from the following actions (Liberty County School District reserves the right to modify this list at any time).

Technology Violation Infraction Level 1 – Using technology in a manner that is not harmful or destructive.

- Streaming music and playing unauthorized games
- Violating the rights of copyright owners
- Spamming: Sending mass or inappropriate emails
- Using the internet to access personal (non-school related) accounts i.e. non-school provided email accounts, Facebook, other social media sites, etc.
- Leaving mobile device unattended
- Using the camera on the mobile device without permission
- Using technology for something other than school work
- Changing or deleting any default settings on any device

Technology Violation Infraction Level 2 – Using technology in a manner that may be harmful, destructive, or unethical.

- Bypassing the district web filter to gain unauthorized access
- Installing or downloading software that is not sanctioned by LCSD
- Using unauthorized chat rooms, sites selling term papers, book reports and other forms of student work
- Providing/using personal information, without the permission and supervision of their parents or a school staff member, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, email, etc.
- Downloading unauthorized apps, extensions, and media
- Neglecting to provide adequate care for device resulting in damage
- Plagiarizing

Technology Violation Infraction Level 3 – Inappropriate use, distribution of illegal or improper material, modification, or intentional destruction of hardware, software, or data.

- Using technology resources to engage in any activities, which interfere with or compromise the safety and security of the district's technology resources, employees, or students
- Attempting to gain unauthorized access (i.e. hacking) into commercial or governmental sites which may result in criminal prosecution
- Accessing inappropriate websites (sites containing information that is violent, illegal, sexual, etc.)
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Using the school's internet/email accounts for any illegal activity
- Participating in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalizing (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmitting or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients (i.e. cyber bullying)
- Damaging devices caused by lack of care on multiple occasions

IV. INTERNET USE:

- A. Employees gain access to the internet by agreeing to conduct themselves in a considerate and responsible manner by completing signature page.
- B. Employees who are allowed access to the internet have the capability of accessing material that has not been screened.
- C. Internet activity can and will be monitored, along with other aspects of technology usage.
- D. Internet access for all users is filtered, but we cannot guarantee that all harmful sites are blocked.
- E. Successful or unsuccessful attempts to bypass the internet filter by using proxies or other resources are a violation of this policy.
- F. Users will not post or transmit any personal contact information about themselves or other people. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc. Exceptions include college registrations, online tests and any other LCSD approved use.
- G. Users shall promptly disclose to his/her immediate supervisor, administrator or member of the District Technology Team or school tech, any message received that is inappropriate or makes the user feel uncomfortable.

V. DIGITAL CITIZENSHIP

LCSD digital devices should be used for educational purposes and employees are to adhere to the EAUP and all corresponding administrative procedures at all times. While working in a digital and collaborative environment, employees should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I

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will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.



Liberty County School District Employee Acceptable Use Policy Agreement Form

1. I have read and agree to follow the Liberty County School District's Employee Acceptable Use Policy. Any failure to comply may terminate my privileges.
2. I agree to practice appropriate digital citizenship and responsible social networking.
3. I understand that my digital device(s) will be monitored online and/or physically inspected at any time without notice.

Employee Acceptable Use Policy Agreement

- ☐ I have read, understand, and agree to the Liberty County School District's Acceptable Use Policy for use of the LCSD's Network and the internet. I agree to use the district's network and technology resources in accordance with the Employee Acceptable Use Policy.

Employee Name: _____ (please print)

School: _____ (school name)

Employee Signature: _____ Date: _____

Employees: Please return this signed form to your principal or supervisor.

Principals: Retain a copy on file and forward a copy to the Office of Assistant Superintendent.