

## CHAPTER 8.00 – AUXILIARY SERVICES

### TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60+

#### **Acceptable Use Agreement for EMPLOYEES:**

The Acceptable Use/Risk Guidelines are designed to provide employees with the District's expectations for the use of the district's electronic data and communication systems. The expectation for users is that the systems are only used to support the mission of the district, teaching and learning, and all associated support functions. Usage shall be work-related and meet the ethical standards for district employees set by the state and district.

#### **District Acceptable Use**

Due to current federal laws employees have little or no expectation of privacy when using the Internet at school (or at home when conducting school-related business). Employees should understand that all Internet usage at work is monitored and recorded.

1. All troubleshooting must go through the site Technology Contact.
2. Users must ensure the security of any account issued in their name. Giving students access to any district user account is a violation of School Board policy, HIPAA and FERPA. Confidential information such as Social Security number, password, or medical information, is private and requires protection with the highest levels of security, as prescribed by applicable laws, regulations, and standards. Measures taken to ensure the protection of confidential or sensitive information include but are not limited to:
  - a. Using strong passwords (i.e., at least eight letters and numbers and including a combination of at least three of the following: uppercase letters, lowercase letters, number, and symbols (e.g., !, @, ^);
  - b. Securing your workstation each time you leave it by locking it or logging off, and
  - c. Reporting suspected incidents of security violations.
3. School or district-related web sites (including blogs, wikis, etc.) must be maintained on a district-owned Web server or district-approved alternate host. All district Web-related policies shall be met. Employees must adhere to district Web guidelines. Teachers must pre-approve all content uploaded by students.
4. Email, web pages, and other Internet communications guidelines should be adhered to as follows:
  - a. Employees must read work-related email regularly. No employee is required to communicate with a parent or student via email.

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- b. Use of district-provided or related email and websites for non-educational purposes is prohibited. Examples include but are not limited to: jokes, chain letters, political advertisements, sales or profit-making activities, religious passages or any word or phrase that has religious connotations, and inspirational stories.
  - c. Email or website use for education-related petitions or fund-raising for non-profit/charitable events must be approved by site administrator or, if vendor-based, by the superintendent or designee.
  - d. The forwarding of email should be restricted to those messages that are obviously intended for another, can be better addressed by another or include consent to forward in the body of the message.
  - e. Signatures must be limited to the following information: Name, Title, Address, Phone, FAX, Web address, statements related to district/school initiatives, and/or a short legal disclaimer addressing confidentiality. Font formatting is optional.
  - f. Employees are required to retain/archive all messages they send “that are used to perpetuate, communicate, or formalize knowledge” and those that are received by other agencies in connection with official business. Non-essential emails that do not qualify as Public Record should be regularly deleted.
5. Emails containing student educational information should be limited to public/quantitative information (name, address, FCAT test scores, grades, AR scores, etc.) and **SHOULD ONLY BE SENT TO THOSE WITH AN EDUCATIONAL NEED TO KNOW**. Emails containing student behavioral, disciplinary, mental or physical health, ESE, or economic information should be treated with a higher level of care and should only be emailed to specific **EDUCATORS** with an educational need to know. Parents and guardians must submit a written request for any non-public record information regarding their student that they wish to receive via email. Further, they must confirm their continued desire to receive said email communication prior to the sending of each such email. **SCHOOLS ARE STRONGLY ENCOURAGED TO USE OTHER FORMS OF COMMUNICATION WHEN SENDING NON-PUBLIC INFORMATION TO PARENTS/GUARDIANS;** however, if the information is requested by a parent or guardian to be received via email, the school will use the following steps.
- a. Parent/Guardian written request parent/guardian during a conference.
  - b. A staff member maintains the original and gives a copy of the signed form to site administrator.
  - c. Parent/Guardian emails teacher or other staff member at the school to request the information addressed in the initial form, each time the information is desired.

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### Social Media and Networking Guidelines

The following Washington County Social Media and Social Networking guidelines are provided to help Washington County School District employees use social media and networking effectively, protect their professional and personal reputations, and follow state and/or district rules and policies. These guidelines have been developed from respected online education and industry sources. These guidelines are not intended to restrict your participation in social networking but rather to provide some direction if you choose to engage in social networking.

1. During the work day, employees will refrain from participating on any social networking Web site for personal reasons, even from personal equipment (i.e., their own Blackberry, iPhone, laptop, netbook, etc.)
2. Employees should avoid posting personal comments – on their page or someone else’s page – no matter whose equipment it is during lunch time and/or breaks since such activities will leave time-stamps that could be misinterpreted by others.
3. District Employees shall use caution and good judgment when using electronic communications (e.g., text messaging) and social networking sites. It is vital that when participating in Internet social media in a professional capacity that you are honest about whom you are, you are thoughtful before you post, and you respect the purpose of the community where you are posting.
4. You do not have control of what others may post on social networking sites; therefore, be aware that your conduct in your private life may affect your professional life. Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to you or the District.
5. Communication with students using social media:
  - a. Communicating with students on a social network increases an employee’s personal liability. It is advised that employees use great caution when creating “personal” social network pages, web pages, etc., that permit social interaction with students currently enrolled in the District.
  - b. Employees should notify parents of their intention to use social media to communicate with the student and the intended purpose of such communications. All ethical expectations for appropriate employee/student relationships should be followed.
  - c. Employees should refrain from providing their personal e-mail address to students currently enrolled in the District.
  - d. Employees should only provide their official District e-mail address as a way to communicate with students or parents regarding District and/or school-related business.
6. Refer to Student AUPs regarding parent permissions prior to posting student pictures, names, or works on the Web. Note that parent permission only extends to school related sites, not personal employee sites.

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7. It is urged that any information posted to or communicated through a social networking site not bring disfavor, embarrassment, or condemnation to the employee, student, or school district.
8. Be respectful to Washington County District Schools, other employees, parents, partners, and students.
9. Be aware that your online presence and actions captured via images, posts, or comments reflect on the teaching profession.
10. Avoid discussing district policies or work-related legal proceedings or controversies, including communications with district attorneys.
11. Avoid referencing or citing district partners without their express consent.
12. Private or personal information about other employees or students should not be disclosed. Information published in your social media posts should comply with the district's Data Security, Confidentiality, and Privacy policy. This also applies to comments posted on others' blogs, forums, and social networking sites.
13. Avoid unprofessional behavior with respect to social media and networking.
14. Behave professionally in your relationships with students. You are an educator with professional responsibility for the care of minor students. The differentiation of those roles is significant. There is a fine line between building a warm and caring relationship with students and becoming too personal with them. Be aware of that line and avoid crossing over into unprofessional behavior, e.g. spending private time with a student, exchanging text messages of a personal nature, or giving students access to your personal Facebook page or personal blog.

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**Washington County District Schools  
Employee Acceptable Use Policy Agreement Form**

I have read, understand, and agree to abide by the provisions included in the current Washington County District School Board Telecommunications Network/Internet Acceptable Use Policy. I further understand that any violation of the conditions included in the Policy is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges can be revoked, as well as disciplinary action and/or appropriate legal action taken.

I understand and agree in the event a third party makes a claim against the School District as a result of my use of the telecommunications network or Internet access provided by the School district, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access to use or use of the telecommunications network and Internet services provided by the School District. I also agree not to hold the School District responsible for materials improperly acquired or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred from my use of these services.

I understand that this agreement shall be governed by and construed under the laws of the United States of American and the State of Florida.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Cost Center

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed

***This form is to be kept on file in the cost center administrator's office. It is to be completed annually for any employee who uses the Washington County School District's Telecommunications network/Internet services.***