

**Acceptable Use Policy  
Telecommunications, Networks & Internet  
Terms and Conditions  
Levy County School Board**

Telecommunications network facilities, such as Internet are to be used for providing expanded learning opportunities for students and educators. The district provided access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

Information retrieval from the network shall be deemed in the same manner as information retrieval from reference materials. Use shall be made of resources, with guidance from faculty and staff, which will enhance the learning environment. At the school, student access to and use of the network will be under teacher direction and monitored as any other classroom activity. Content filtering that screens incoming text and graphics is utilized to restrict user access to material that is consistent with the standards of selection of materials specified in Florida Statutes and with the educational mission, goals, and policies of the school district.

Network users must adhere to strict guidelines developed by the district committee. Teachers are required to enter into a Sponsoring Teacher Network Responsibility Contract and parents/guardians, students and district employees are required to enter into a Network Responsibility Contract developed by the district committee. If a district user violates any of these provisions, future access to the network will be denied. Violations may result in school disciplinary action or legal action. Signature on the contract is an obligation to comply with the terms and conditions.

The Levy County District Schools are subject to Florida Statutes regarding public information access. The guidelines are adopted and incorporated by reference in this rule.

### **Definitions of Terms**

|                          |   |
|--------------------------|---|
| <b>Internet</b>          | An "information highway" connecting thousands of computers and millions of individual people all over the world.        |
| <b>Network</b>           | An interconnected system of computers that can communicate with each other and share files, data and resources.         |
| <b>E-mail</b>            | An electronic messaging system which allows users to communicate directly with a specified user.                        |
| <b>Content Filtering</b> | A filtering device which safeguards the user from accessing unacceptable sites on the Internet. Levy County uses iBoss. |

## **Terms and Conditions for Use of Telecommunications, Networks & Internet**

**Each student, parent, teacher, and administrator should read this document carefully prior to signing the contract for network responsibility. Signature on the contract is an obligation to comply with the terms and conditions outlined in this document.**

### **INTERNET OVERVIEW**

**Internet is a telecommunications network accessible to all of Florida's public educators and students. The goal of the Internet is to promote educational excellence for all students in Levy County District Schools by facilitating resource sharing, accessing outside information and research, and encouraging technological innovation and worldwide communication.**

### **Internet Resources**

Internet serves as an electronic highway providing the opportunity to expand learning by connecting computers worldwide and millions of individual subscribers. Students, teachers, and administrators will have access to:

- Electronic mail communication (students who take dual enrollment or virtual school classes will have access to email);
- Global information and news as well as the opportunity to correspond with other institutions;
- Educational discussion groups on numerous topics ranging from the environment to music to politics. (ie: Fifth grade students discussing the Rain Forest with fifth graders in Brazil.)
- Access to many university libraries and others such as Library of Congress, Smithsonian Institution, NASA Spacelink, Educational Resources Information Center (ERIC), and Canadian Academic Libraries (CARL).
- On-line testing such as FCAT, End of Course, FAIR, etc.
- On-line instructional programs such as, Plato, FLVS, Levy virtual school, dual enrollment, etc.

### **Internet Warning**

With global access to information also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not appropriate for school-aged children. The Levy County School Board views information gathered from the Internet in the same manner as reference materials identified by schools. Specifically, the district supports resources that will enhance the learning environment with guidance from faculty and staff. A solution is in place (iBoss) to safeguard access to materials not serving an educational purpose in accordance to School Board policy and Pupil Progression Plan.

Student use of the network/internet will be under teacher direction and monitored as any other classroom activity. The school district is not able to prevent the possibility of user access to material that is not consistent with the educational mission, goals, and policies of the school district when access is obtained outside of the school.

## **User Guidelines:**

It is the school district's intent that the Internet and our telecommunications network be used in a responsible, efficient, ethical, and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a user violates any of these provisions, their access to the network/internet will be terminated and future access will be denied for a specified period of time. Violations may result in school disciplinary action. It also could result in legal action in situations where laws may have been violated. The signature(s) on the application form indicate that the user(s) have read the terms and conditions carefully and understand their significance.

**Acceptable Use:** Access to the network/internet must be in support of education and research that is consistent with the educational goals and policies of the Levy County School Board. Users are encouraged to develop uses which meet their individual needs and that take advantage of the network's functions: electronic mail, conferences, bulletin/discussion boards, databases, and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

**Privileges:** Network/internet access is a privilege. Inappropriate use will result in the cancellation of that privilege for an appropriate time commensurate with the misuse. Each individual who agrees with this acceptable use policy will receive information pertaining to the proper use of the network. School and district administrators will decide what is appropriate use.

**"Netiquette":** You are expected to abide by the generally accepted rules of network etiquette. Be polite. Use of vulgar or obscene language is an absolute violation of this contract. Do not reveal your address or phone number or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.

## **Unacceptable Uses of the Network Include:**

- Using the Internet for any illegal purpose including so called "hacking" over a network or online;
- Violating student or staff's rights to privacy including the unauthorized disclosure, use, and dissemination of personal information;
- Using profanity, obscenity, or other language which is absolutely forbidden;
- Sending or receiving pornographic text and/or graphics. (A content filtering device (iBoss) has been installed to prevent this from occurring in Levy County)
- Sending or receiving copyrighted materials, including computer software, without permission, or material protected by trade secret;
- Reporting personal communications without the author's prior consent;
- Using for commercial activities, product advertisement, or political lobbying.
- Using others' e-mail accounts without the owner's permission;

**Warranties:** The Levy County School Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Levy County School Board will not be responsible for any damages you suffer including loss of data. The district will not be responsible for the accuracy or quality of information obtained through this network/internet connection.

**Security:** Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on as another user will result in cancellation of your privileges for a

specified period of time. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

**Vandalism:** Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes the creation of or the uploading of computer viruses on to the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

**Updating Your User Information:** You may occasionally be required to update your password to continue network/internet access. Users should change their passwords frequently.

**Use of Network Resources:** There is a limit to the resources available for users on the network. Each user should attempt to conserve resources and allow others to access the network. Users are expected to observe reasonable time limits on the network.

**E-mail Etiquette:** Helpful to your e-mail success are the following items:

- Preparing text files for uploading before logging on;
- Making "subject" headings as descriptive as possible;
- Beginning messages with a salutation; restating the question or issue being addressed in a response;
- Choosing words carefully to avoid misunderstandings. Text does not permit the verbal or expression clues which are usually necessary when statements are intended to be funny or sarcastic;
- Ending messages with your name and your e-mail address to assist getting feedback or clarifications;
- Deleting e-mail files as soon as possible;

**Teachers:** Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate access to the network/internet, and for assuring that students understand if they misuse the network/internet they will lose their access privilege for a specified period of time.

**Contracts:** In order to access the network, teachers are required to enter into a Teacher Network Responsibility Contract. Parents/Guardians and students are required to enter into a Network Responsibility Contract.

**Exception of Terms and Conditions:** All terms and conditions stated in this document are applicable to all users of the network/internet. These terms and conditions reflect an agreement of all parties and shall be governed and interpreted in accordance with the laws of the State of Florida, the United States of America, and Levy County School Board Policies.

**Levy County School Board**  
**Student/Parent-Guardian/District Employee**  
**Network/Internet Responsibility Contract**

**Please Print All Information**

Users full name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Site: \_\_\_\_\_ Grade: \_\_\_\_\_

**Student/District Employee Agreement:**

I \_\_\_\_\_ understand and will abide by the Terms and Conditions for Use of Telecommunications and Networks/Internet in Levy District Schools. Unacceptable violations will result in losing my access privileges. In addition, violations may result in school disciplinary action and/or appropriate legal or criminal action being initiated against me.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian** (Required if applicant is under the age of 18.)

As the parent or guardian of this student, I have read the Terms and Conditions of the Levy County School Board Acceptable Use of Telecommunication and Networks/Internet Policy. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for Levy County School Board to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network/internet.

Further, I accept full responsibility for supervision of Internet use by my child outside a school setting. I hereby give permission to establish network/internet privileges for my child. I certify that the information contained in this application form is true and correct to the best of my knowledge and belief. (Please sign in the appropriate space below, either allowing or denying permission)

I give permission to establish network/internet privileges for my child.

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

**Parent/Guardian Name: (Please Print)** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**OR**

I do not give permission to establish network privileges for my child.

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

**Parent/Guardian Name: (Please Print)** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Levy County School Board**  
**Teacher Network/Internet Responsibility**

I have read the Terms and Conditions for Use of Telecommunications & Networks (Internet) in Levy County School District and agree to promote this agreement with the student. As the teacher I do agree to instruct the student on acceptable use of the network and proper network etiquette and will report and/or terminate privileges of any student using the network/internet unacceptably. I recognize and accept my responsibility to be present while network/internet access is being used by the student.

**Teacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher's Name: (Please Print)** \_\_\_\_\_

**Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator's Name: (Please Print)** \_\_\_\_\_