

Florida Union Free School District  
Employee/Student  
Responsible User Guidelines  
  
and  
  
Parental Permission

## ***Florida Union Free School District***

### ***Responsible User Guidelines***

#### ***Introduction***

The Florida Union Free School District's Computer/Technology Acceptable Use Policy dubbed:

- §4526 Computer Use in Instruction Policy,
- §4526.1 Internet Safety Policy, and
- §4526.2 Use of Email in the School District Policy

are used to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and comply with the Children's Internet Protection Act ("CIPA").

The Florida Union Free School District is committed to providing quality educational services to our staff, students and school community. As part of these services, the District may provide access for students and employees to the District's Computer System and Technology (DCST), which includes the District's wireless network. The access to or use of the DCST is intended for the purposes of education, school business, school operations, teaching, learning and duties. The DCST includes, but is not limited to: the Internet, including online services and electronic communications; hardware, such as computers; software; networks; information systems; electronic/digital files; and storage of data/information.

The District makes no warranties of any kind, either expressed or implied, for the DCST or the access provided. Furthermore, the District assumes no responsibility for the quality, availability, accuracy, nature, or reliability of the material or information provided on the DCST.

#### ***Acceptable Use***

Acceptable use of the DCST is for the purposes relating to a DCST user's status with the District. This guideline does not attempt to articulate all acceptable uses of the DCST. In addition, it is not the intention of this guideline to define all inappropriate usage. All users shall adhere to this guideline and the laws, policies and rules governing computers and computer networks, electronic communications, the Internet, and technology.

#### ***Prohibited Uses and Activities***

Prohibited activities include, but are not limited to:

- Use of the DCST that violates Federal law, State law, local law, regulations of the Commissioner of Education, New York State Education Law, or school board policies as labeled above.
- Use of the DCST for the reproduction or dissemination of information that violates privacy rights, copyright laws, licensing agreements, and policies and regulations of the District.
- Use of the DCST for commercial activity including advertising that is not related to work at the District.

- Unauthorized installation of software and hardware. Software from outside sources, such as home or from the Internet, is not authorized to be used on the DCST unless expressed written authorization has been obtained from District administration.
- Intentionally causing harm or damaging the DCST, including unauthorized modification of electronic information of others or the District. This includes hacking and other activities that may knowingly harm or disrupt the DCST or electronic information of others or the District. Use of the DCST or other services for malicious, fraudulent, or misrepresentative purposes is not acceptable.
- Creating, viewing, downloading, reproducing, or disseminating any material considered harmful to minors or any illegal material.
- Creating, viewing, downloading, reproducing, or disseminating any material that is obscene, offensive, abusive, racist, sexist, containing sexually explicit material, or is considered harassing, intimidating, or bullying.

### ***Website and web content***

The Internet and World Wide Web provide valuable connectivity and access to information. In terms of employees creating web pages, this should be done in collaboration with your school's Principal, supervisor, or designee. Employees are encouraged to use the many tools now available to create helpful and relevant web pages as part of their school or District's website. Every employee should proof read all content for appropriateness, spelling, and grammar. Adherence to the FERPA regulations is required. Sound practices relating to teacher, classroom, team, department, school or District websites and web content are to be followed.

### ***Good Practices***

In accordance with responsible computing and use of the DCST, users should follow the good practices to include but not limited to the list below:

- Each individual in whose name and access account is issued is responsible at all times for its proper use, whether used personally or by another employee with permission.
- Use technology to promote teaching and learning, foster academic and professional collaboration, to perform work activities, and to complete assignments.
- Provide input and feedback to the District's Computer Network Coordinator on improvements to technology and the use of technology.
- Log off whenever you are unable to monitor the computer you are logged onto or if you are no longer using the computer.
- Treat your password as confidential and ***never*** share it.
- Use of DCST should be consistent with guiding ethical statements and accepted/responsible educational computing standards.
- Respect the privacy of others.
- Shutdown the computer if you are the last person using it for the day.
- Observe computer etiquette and copyright laws.
- Report technical problems to the District's Help Desk system (Schooldude.com) or the main office if the Help Desk is unavailable.

- Report any person(s) who knowingly violates this guideline to the District's Computer Network Coordinator.

### ***No Privacy Guarantee***

While it is not the intent of the District to monitor electronic communications or an employee's or student's access and actions on the DCST, the District reserves the right to do so. This includes viewing any and all content (including but not limited to information, material, electronic communications, and files) that resides on, used in conjunction with, or used to access the DCST.

### ***Penalties for Improper Use***

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including but not limited to, suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

### ***Disclaimer***

The 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 use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. 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 District, its affiliates, or employees.

I have read, understand, and agree to abide by the provisions of the Acceptable Use Policy of the Florida Union Free School District.

Date: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent/Legal \_\_\_\_\_ Parent/Legal \_\_\_\_\_

Guardian Name: \_\_\_\_\_ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

*Please return this form to the school where it will be kept on file*

*It is required for all students and employees that will be using a computer network and/or Internet access.*