



The Nassau County School District

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EMPLOYEE ACCEPTABLE USE POLICY for the DIGITAL NETWORK of the NASSAU COUNTY SCHOOL DISTRICT 2017-2018

I. PURPOSE

The Nassau County School District provides employees and students with access to the District's electronic communication system (Wide Area Network), which includes Internet (e-mail) and telephone access, and any future electronic digital communication devices. The Internet Service is obtained through The State of Florida Department of Managed Services. The purpose of this policy is to set forth procedures and guidelines for access to this network and employees' and students' acceptable use of it.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding employee and student access to the school district computer system and to the Internet, the school district considers its own stated educational mission, goals, and objectives. Access to the school district digital network and to the Internet enables explorations of thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district network and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.

III. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. If there are violations of this privilege, depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

The superintendent is charged with establishing employee, student, parent, and web page guidelines that are found in the procedural handbook of the Nassau County Schools.

EMPLOYEE GUIDELINES

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. If a district user violates any of the acceptable use provisions outlined in this document, his/her account may be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other District Disciplinary options.

1.) Acceptable Use of the Digital Network of the Nassau County School District:

- Will be in support of education and research consistent with district policy.
- Behavior, when using the Internet, will abide by the pillars of CHARACTER COUNTS! Trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Will be consistent with the rules appropriate to any network being used/accessed.
- Prohibits threatening or obscene material.
- Prohibits the distribution of material protected by trade secret.
- Is not acceptable for commercial activities.
- Prohibits product advertisement or political lobbying.
- Prohibits the addition of any networking components, i.e., wireless access points, without prior written permission.
- Prohibits the use of home personal computers/laptops/smart phones on the District network.
- Requires that employees sign a school acceptable use agreement that is kept on file each new school year.

2.) Netiquette and e-mail

Electronic mail is not guaranteed to be private, and is subject to Florida's Public Records Law (Chapter 119, Florida Statutes.)

- Users will be polite.
- Users will not use vulgar or obscene language.
- Users will not transmit, upload, download, store, print, post or distribute pornographic, obscene, sexually explicit, or educationally inappropriate material or messages.
- Users will delete, immediately upon receipt, any inappropriate material, images or messages.
- Users will exercise caution when revealing their District e-mail address.

Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. For questions or complaints, please call (904) 491-9900.

- Users will abide by generally accepted rules of network etiquette and will not recklessly post false or defamatory information about a person or organization, harass another person, nor engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not initiate or transmit e-mail (such as chain letters) that is not in support of education and research consistent with District policy.
- Before a bulk e-mailing is sent, users must contact the Office of Technology Services for District guidelines and procedures.
- Users will not transmit email that includes personal or confidential information about students or other employees, of any sort, even if requested by a parent. This restricted information includes, but is not limited to:
 1. Student information including address, phone numbers and ID numbers
 2. Specific student information about discipline
 3. Grades
- Postings of other pertinent, non-restricted information will be permitted in email, school news and school conferences within the District email system.
- Postings of potentially restricted information will be done in the "Restricted" conference folder in the District email system. Restricted information includes, but is not limited to:
 1. Attendance lists
 2. OSS/ISS lists
 3. Detention lists
 4. Field trip lists
- Any violations of the above procedures should be reported to the Director of the Office of Technology Services.

3.) Copyright

- Users of the Nassau County Schools' digital network will not engage in copyright infringement.
- Users will make a standard practice of requesting permission from the holder of the copyright if their use of the material has the potential of being considered an infringement, since the extent of copyright protection of certain works accessed through the Internet or posted to the Internet remains legally unclear.
- Users will not plagiarize work(s) that they find on the Internet.

4.) Security

- Users should notify the Director of the Office of Office of Technology Services if a security problem is identified.
- Users will not reveal any account password or allow other persons to use their account.
- Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the District digital network.
- Users will notify the District system administrator of any change in account information.
- Users may be occasionally required to update registration, password and account information in order to continue Internet access.

5.) Department, School, and Teacher Websites

Department, school, and teacher websites must be published through the District and support the educational mission, goals, and objectives of the Nassau County Schools. In order to use a student's name, picture, creative work, and/or writing on a webpage, the student must have a signed Acceptable Use Policy granting parental permission for the use of the student's information and/or material. Webpage's shall not contain a student's address, phone number, or location throughout the school day. Students will not have user rights to publish content to Websites. If the teacher chooses to allow discussion boards within their district class webpage, discussion posts must have teacher approval before being visible to the class. Discussion boards may not be created with anonymous posts by students.

6.) Limited Expectation of Privacy

The Nassau County School District owns and operates all hardware, software, and data on the digital network. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district digital network. School district employees should be aware that data and other materials in files maintained on the school district digital network might be subject to review, disclosure or discovery under Florida Statutes (Chapter 119, Florida Statutes).

- Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

7.) Limitation of Liability

- The District makes no guarantee that the functions or services provided by or through the District system will be error-free or without defect.
- The District is not responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service.
- The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- The District will not be responsible for financial obligations resulting from the unauthorized use of the system.

8.) Vandalism/Harassment

- Vandalism and/or harassment will result in the cancellation of the offending user's account.
- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, deliberate attempts to degrade or disrupt equipment, software or system performance or by creating or spreading viruses.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

9.) Penalties

1. Any user violating these provisions, applicable state and federal laws, or posted classroom and District rules is subject to loss of network privileges and any other District Disciplinary options, including criminal prosecution.
2. School and District administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. For questions or complaints, please call (904) 491-9900.

Please initial _____



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Please Initial All Pages & Return To:
The Office of Technology Services Department

Employee Name: _____
Please Print

Employee Number: _____
Please Print

School: _____
Please Print

Employee's Position: _____
Please Print

ACCEPTABLE USE AGREEMENT

All terms and conditions as stated in the ACCEPTABLE USE POLICY for the DIGITAL NETWORK of the NASSAU COUNTY SCHOOL DISTRICT are applicable to all users of the network. These provisions 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 of America.

I understand and will abide by the ACCEPTABLE USE POLICY for the DIGITAL NETWORK of the Nassau County School District. I further understand that any violation of Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, district disciplinary action and/or appropriate legal action may be taken.

User Signature: _____

Witness: _____

Date: _____

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