

**6Gx53-9.001 TECHNOLOGY ACCEPTABLE USE POLICY:**

The Polk County School District offers access to network resources and the Internet. The use of the network and the Internet must be in support of educational and professional activities that are consistent with the educational goals and policies of the Polk County School Board. The user is responsible at all times for its proper use. Superintendent or designee may examine files to determine if a user is acting in violation of any district policies. Failure to comply with these policies may result in disciplinary action, legal action and/or cancellation of access. Changes in policies and guidelines will be periodically posted via email. Employees are responsible for all noticed changes.

I. Terms and definitions:

- A. The network is defined as all computers and other devices that are interconnected to the District local/wide area network and are the sole property of the Polk County School District.
- B. The Internet is defined as a network of libraries, databases and resources beyond the District local/wide area network
- C. Electronic Communication includes, but is not limited to, email, blogs, podcasts, discussion boards, web sites, video conferencing and virtual classrooms.
- D. Portable electronic devices include, but are not limited to, laptop computers, personal digital assistants (PDAs), cellular telephones, recording and/or storage devices.
- E. Web Page - A document designed for viewing in a web browser. Typically written in hypertext markup language (HTML).

II. Network and Internet Use:

- A. Users should take precautions to protect access to their account(s).
  - 1. Network passwords must be complex.
  - 2. Network passwords of employees must be changed every 120 days.
  - 3. Users must not compromise the privacy of their password by giving it to others or exposing it to public view. In the normal course of system administration, the system administrator may have to examine user files to gather information to diagnose and correct problems; in such instances, users should then change their passwords to maintain security.

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4. Users may be required to supply security questions and/or answers that may be used to verify their identity. It is the user's responsibility to ensure that the answers to these questions are confidential. Unauthorized use resulting from negligence in maintaining security will be the responsibility of the user.
- B. All security issues should be reported to school/district technology personnel immediately.
- C. Prohibited use includes, but is not limited to:
1. Violations of federal, state and local laws and regulations:
    - a) Copyrighted and/or trademarked material
    - b) Threatening, obscene or profane material
    - c) Licensing agreements
    - d) Plagiarism
  2. Vandalism, which is defined as malicious attempt to harm or destroy network resources, data of another user, the Internet, or other networks. This includes the creation of, or uploading of, computer viruses on the Internet or host site.
  3. Use of the Internet or network for financial gain, product advertisement, commercial activities, political campaigning, or illegal activity of any description
  4. Unauthorized use of another individual's network access including use of another individual's network username and password
  5. Consuming large amounts of bandwidth, resulting in disruption of the network, including but not limited to:
    - a) Network/Internet games
    - b) Streaming video and audio
    - c) Non-educational teleconferencing
    - d) Downloading very large files without prior approval of technology staff

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6. Hacking or any attempt to gain access to networks, including but not limited to:
  - a) Browsing networks to obtain IP addresses and other network information.
  - b) Accessing the networks without prior authorization.
  - c) Using network resources or other resources with the intent of preventing or interfering with the transmission of voice, data, pictures, or anything that can be transmitted over the network.
7. Trespassing on others' work, files or folders, and attempting to, or taking action to access, modify, harm or destroy data of another user.  
Playing games without educational value.
8. Using the computer resources for non-academic activities when other users require the system for academic purposes.
9. Circumventing proxy servers, firewalls or other filtering software.
10. Accessing chat rooms or instant messaging unless there is a legitimate work-related or educational purpose.
11. Blogging and discussion board activities during working hours unless there is a legitimate work-related or educational purpose.

D. Student Specific:

1. Students have the privilege of using school/district computers, which include the internet, unless said privilege has been revoked in writing by parental opt-out form or suspension of privileges for violations of Student Code of Conduct or this policy.
2. Student's access to and use of the school/district computers shall be under the direction of a school staff member and monitored as an educational activity.
3. Students are responsible for avoiding access to inappropriate material and reporting incidents should they occur.
4. Student users must always get permission from their teachers or facilitators before using the network, the internet, or accessing any specific file or application.
5. Disciplinary action shall consist of any combination of consequences as listed in the Student Code of Conduct Section 7.09 Computer Misuse and this policy.

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III. Electronic Communication:

- A. Most electronic communication is a matter of public record and should never be considered private or secure
- B. Electronic mailbox content (i.e., calendar items, messages and attachments) is archived for a period of five years beginning April 2009.
- C. Any electronic mailbox content that meets records retention laws beyond five years should be stored in accordance with Bureau of Archive Management and GS-1.
- D. Unauthorized use includes, but is not limited to:
  - 1. The creation and exchange of offensive, harassing, obscene, or threatening communication.
  - 2. The creation and exchange of communication that uses impolite, abusive, or objectionable language
  - 3. The exchange of privileged, confidential, or sensitive information outside of the organization or outside the defined privileged group
  - 4. The creation and exchange of advertisements, solicitations, chain letters, SPAM and other unsolicited e-mail
  - 5. The creation, storage, or exchange of information in violation of copyright laws
  - 6. Reading or sending communication from another user's account, except under proper delegate arrangements
  - 7. Altering or copying a communication or attachment belonging to another user without the permission of the originator
  - 8. The installation and use of Hotbars application and similar third party email enhancements
  - 9. Using stationery other than what is currently available in Microsoft Outlook
  - 10. Using electronic communication in ways that violate School Board policies, the Student Code of Conduct, or district procedures
  - 11. Activities which cause congestion of the network or otherwise interfere with the work of others

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12. Impersonating any other person, entity, or organization or misrepresenting your affiliation with any other person, entity, or organization.
  13. Representing personal views as those of the Polk County School District.
  14. Automatic forwarding of any communication from inside the District network to an outside network.
- E. The principal/supervisor must be notified immediately of any unauthorized use of your account or any other breach of security. Unauthorized use resulting from negligence in maintaining security will be the responsibility of the user.
- F. Email addresses should not be sold to or shared with outside sources without proper authorization.

IV. Purchasing and Installing Software:

- A. Specifying User Requirements for Software - All requests for new applications systems or software enhancements must be presented to IST Management with a Business Case with the business requirements presented in a User Requirement Specification document.
- B. Using Licensed Software - To comply with legislation and to ensure ongoing vendor support, the terms and conditions of all End User License Agreements are to be strictly adhered to.
- C. Implementing New /Upgraded Software - The implementation of new or upgraded software must be carefully planned and managed, ensuring that the increased Information Security risks associated with such projects are mitigated using a combination of procedural and technical control techniques.
- D. Through the Process for Utilizing Resources Effectively (PURE), all instructional software not on the District Adopted Instructional Materials list must be submitted on the Network Software and Information form prior to purchase and/or installation. The district Product Integration and Evaluation (PIE) committee must approve all internet/network based curriculum or resources for interoperability.
- E. Users should not connect or install any personally owned software to or in the district's technology resources without the prior approval of the appropriate school/district technology personnel.

V. Electronic Device and Security:

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A. Security and Connectivity

1. Devices need to be with the designated user at the work location and connected to the district network. The network connection allows for regular anti-virus and Windows updates.
2. Devices must be secured in designated user's work location when not in use.
3. Devices must be protected from damage and theft.
4. Devices can be configured for use at home as well as at school. In order to configure at home connectivity, the users' ISP (Internet Service Provider) and home office environment may need to be discussed with authorized technical support personnel.
  - a) Installation of certain ISP software on web-enabled devices is strictly prohibited as it interferes with connectivity on the District's network (e.g. AOL, Verizon DSL).
  - b) If ISP software is necessary, the user shall contact authorized technical support personnel for installation.
5. Off campus forms should be completed before technology equipment is removed from District property.
6. Users should not attempt to repair district owned technology resources. All requests for repair or service should be forwarded to the school/district technology personnel.
7. Users should not connect or install any personally owned computer hardware or hardware components to or in the district's technology resources without the prior approval of the appropriate school/district technology personnel.
8. Personally-owned devices that are connected to the network must be used in compliance with this Acceptable Use Policy.
9. The District is not responsible or liable for issues and/or damages caused by the connection of personal devices to the District's network.
10. The use of personal devices (jump or flash drives, including wireless devices) is allowed for an educational or instructional purpose with his or her instructor's prior permission and supervision. Any personal devices utilized in concert with District hardware will continue to be the responsibility of the user. Technical support, maintenance and care for

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non-District owned equipment is the responsibility of the owner or student and use of such devices is at his/her own risk;

B. General Use

1. When applicable, users will participate in any required training.
2. School/District funds may be used, when available, to purchase any necessary District approved add-ons and accessories (e.g. additional battery pack, mouse, monitor, pen drive) and such purchases then become the property of the Polk County School District.
3. Users will not install any unauthorized programs or applications onto their device.
4. Devices are intended for use by the designated employee.
5. Users are responsible for the appropriate use of their assigned device and anything stored on the device.
6. All data stored on the device is the responsibility of the employee and the District cannot guarantee recovering lost or deleted information. The employee must back up his/her files on a regular basis.
7. Users must return their assigned device to authorized technical support personnel if employment is terminated.
8. Authorized technical support personnel will handle any repairs.
9. The District reserves the right to recall any device for servicing, maintenance, software updating, virus updating, audit purposes and/or to ensure compliance with District policies.
10. All district employees have the responsibility of protecting personal data relating to pupils and/or staff.
11. If a device is lost, stolen or damaged through the employee's negligence, the employee is responsible for reimbursing the School and/or District for any losses incurred by the School/District in replacing or repairing the device.
12. If a device is stolen, the employee must inform the police and their immediate supervisor as soon as possible.

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13. If a device is lost or damaged, the employee must inform their immediate supervisor as soon as possible.

VI. Web Pages

- A. This policy applies to all district-associated web content created and hosted by the Polk County School District or maintained by authorized individuals.
- B. A webmaster is defined as a staff member or approved volunteer agreed upon by the school/district office administrator. Only webmasters shall access/work on district web servers.
- C. Web pages may include supervised student submissions.
  - 1. Students shall work on a copy on a local workstation and will not upload directly to a district web server.
  - 2. Supervising teacher/webmaster will review all content before publishing.
- D. The principal will be ultimately responsible for content on the school web site.
- E. Web pages are to be considered a district authorized means of communicating with the community.
- F. Web sites must not include links to:
  - 1. Potentially offensive materials;
  - 2. Commercially owned businesses that are not affiliated with the district and/or school or do not provide any educational resources;
  - 3. Unsecured confidential student records;
- G. Schools and departments in the district shall not have or operate web servers to host a publicly viewable web site.
- H. Posting of student information, including but not limited to: home address(es), phone number(s), social security number, full name of family members or other personal information is prohibited.
  - 1. Elementary students may have first name and first initial of last name displayed. Middle and high school students may have first and last name displayed;
  - 2. Images/videos of students may be placed on the Internet unless the parent/guardian has submitted the Image and Technology Opt-Out Form;



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- I. Images/videos of staff may be placed on the Internet unless the Staff/Volunteer Image and Technology Opt-Out Form is submitted;
- J. Image and Technology Opt-Out Forms remain in effect until such time as the parent/guardians/staff/volunteer modify the permissions, in writing;
- K. Information indicating the specific physical location of staff or students at a specific time during the school day is prohibited.
- L. The posting of school bus routes is prohibited.
- M. Site layouts or any map-like image that depicts the layout of the school in detail is prohibited.

VII. Staff/Volunteer Image and Technology Opt-Out Form

VIII. Student Image and Technology Opt-Out Form

Statutory Authority: Florida Statutes 1001.32, 1001.41, 1001.42, 1001.43

Laws Implemented:

Adopted: February 14, 1995

Amended:

August 12, 2003

September 21, 2004

May 30, 2006

January 9, 2007

September 25, 2007

April 22, 2008

October 14, 2008

December 8, 2009

June 28, 2011