USE OF ELECTRONIC INFORMATION SERVICES
AND SCHOOL OFFICE EQUIPMENT

I. GENERAL PROVISIONS

The board recognizes that electronic information services or resources (hereinafter referred to as “EIS”) are a means of providing employees and students with a wealth of information, as well as improving operational efficiency. EIS include, but are not limited to network services such as Internet, databases, electronic mail, and any computer-accessible source of information, whether from hard drives, tapes, compact discs, floppy discs, or other electronic sources.

The school district may provide EIS to students and employees. Use of EIS and school office equipment is a privilege, not a right. All use of EIS and school office equipment must be in accordance with the terms of this policy, as well as any procedures established by the superintendent/designee under this policy. Anyone who violates the terms of this policy may be denied access to EIS and school office equipment and may be subject to disciplinary action.

The use of EIS significantly alters the information landscape for students and educators by making a broader array of resources available. In the past, instructional and library media materials could usually be screened, prior to use, in accordance with reasonable selection criteria. However, some EIS, such as the Internet, provide access to largely unrestricted environments. This communication can be interactive, enabling a wide variety of information to be shared. While this type of learning environment can be very positive, parents, students and staff must be aware that due to the fundamental lack of restriction on the Internet, there is the possibility of accessing information that has not been screened by educators and that may not be consistent with other school board policies.

Employees responsible for supervising student EIS use will provide reasonable guidance and instruction to students on such use. Such staff will consult relevant school board policies on curriculum and instructional materials for guidance in supervising such student use. The school board authorizes the superintendent/designee and staff to utilize filters when the staff has a reasonable belief that such filters will prevent access to information inappropriate under school board policy, without denying access to relevant information.

It is the expectation of the board that all employees abide by the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida. This expectation applies to work related and personal use of EIS and school office equipment.

EIS provided by the district is the property of the district. The superintendent/designee may review files and communications and monitor system utilization without notice or permission. Users should not expect that EIS utilization, communications, or information sent, retrieved or stored via EIS, including electronic mail and files stored on district equipment, will be private. The superintendent/designee has the authority to close accounts and review, copy or delete files or any other document or communication at any time.
EIS may be used to enhance communication and the exchange of information. However, such methods of communication do not constitute an open forum. The board retains the right to take any action believed necessary to ensure that EIS and school office equipment are used in accordance with state and federal laws and regulations, school board policy and administrative directives.

II. EMPLOYEE USE

A. General Policy

Employees are permitted limited use of school office equipment and EIS for personal needs if the use does not interfere with official business and involves minimal additional expense to the district. This limited personal use of school office equipment and EIS should take place during the employee's non-work time. This privilege to use school office equipment and EIS for non-work purposes may be revoked or limited at any time by the superintendent/designee.

B. Definitions

1. “Privilege” means, in the context of this section of this policy, that the school district is extending the opportunity to its employees to use school property for personal use in an effort to create a more supportive work environment. However, this opportunity may be withdrawn at any time. This policy does not create a right to use school office equipment and EIS for non-school purposes. Nor does the privilege extend to modifying such equipment, including loading personal software or making configuration changes.

2. “School office equipment” includes but is not limited to: information technology, personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to Internet services, and e-mail.

3. “Minimal additional expense” means that an employee’s personal use of school office equipment is limited to those situations during which the school is already providing equipment or services and the employee’s use of such equipment or services will not result in any additional expense to the school or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner or paper. Examples of minimal additional expenses include: making a few photocopies, using a computer printer to print a few pages of material, making occasional brief personal phone calls, infrequently sending personal e-mail messages, or limited use of the Internet for personal reasons.

4. “Employee non-work time” means times when the employee is not otherwise expected to be addressing official business. Employees may, for example, use school office equipment during their own off-duty hours such as before or after a work day (subject to school hours), lunch periods, authorized breaks, or weekends or holidays (if their work station is normally available at such times).
5. “Personal use” means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity.

6. “Information technology” means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information.

C. Specific Provisions on Use of Equipment and Services

Employees are authorized limited personal use of school office equipment. This personal use must be in accordance with the terms of school board policy, any procedures established by the superintendent/designee and any directives from the employee’s supervisors. Such personal use also must not result in loss of employee productivity or interference with official duties. Moreover, such use should incur only minimal additional expense to the district in areas such as:

1. Communications infrastructure costs; e.g., telephone charges, telecommunications traffic, etc.;

2. Use of consumables in limited amounts; e.g., paper, ink, toner, etc.;

3. General wear and tear on equipment;

4. Data storage on storage devices;

5. Transmission impacts with moderate e-mail message sizes such as e-mails with small attachments.

D. Unauthorized Personal Uses

Employees are expected to conduct themselves professionally and to refrain from using school office equipment for activities that are inappropriate. Misuse or unauthorized personal use of school office equipment includes:

1. Any personal use that could cause congestion, delay, or disruption of service or damage to any school system, software or equipment. For example, greeting cards, video, sound or other large file attachments can degrade the performance of the entire network. "Push" technology on the Internet and other continuous data streams would also degrade the performance of the entire network and be an inappropriate use.

2. Using the school systems as a staging ground or platform to gain unauthorized access to other systems.

3. The creation, copying, transmission, or retransmission of chain letters or other unauthorized mass mailings regardless of the subject matter.
4. Using school office equipment for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to: hate speech, harassment, defamation, threats or activities involving material that ridicules or is derogatory to others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.

5. The creation, download, viewing, storage, copying, or transmission of sexually explicit or sexually oriented materials, with an intent to do so.

6. The creation, download, viewing, storage, copying, or transmission of materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited, etc., with an intent to do so. However, this restriction shall not prohibit legitimate educational research.

7. Use for commercial purposes or in support of "for-profit" activities or in support of other outside employment or business activity (e.g., consulting for pay, sales or administration of commercial transactions, sale of goods or services).

8. Engaging in any non-school fund-raising activity not authorized by the superintendent/designee.

9. Endorsing any product or service, participating in any lobbying activity not authorized by the superintendent/designee as part of the employee’s job, or engaging in any prohibited partisan political activity.

10. Any personal use that creates the perception that the communication was made in one’s official capacity as a school employee, unless appropriate school approval has been obtained.

11. Any use at odds with the school district’s mission or policies. This includes posting school information to external newsgroups, bulletin boards or other public forums without authority.

12. Any use that could generate more than minimal additional expense to the school. (Such use would only be acceptable where reimbursement to the district is agreed upon by the district in advance).

13. The unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information including computer software and data, that includes private information, copyrighted, trade marked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.

14. Any use that is in violation of copyright laws, and regulations.

15. Any use which violates the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
16. Allowing another individual to access EIS by using the employee’s account or password, unless the employee has authorization to allow such use by others. Employees are ultimately responsible for all activity under their accounts.

17. Use of EIS to invade the privacy of or trespass into another student’s or employee’s folders, work, or files without proper authorization.

E. Proper Representation

It is the responsibility of employees to ensure that they are not giving the false impression that they are acting in an official capacity when they are using school office equipment for non-school purposes. If there is expectation that such a personal use could be interpreted to represent the district, then an adequate disclaimer must be used. One acceptable disclaimer is "The contents of this message are mine personally and do not reflect any position of the Volusia County School District."

F. Access Management

Employees have no inherent right to use school office equipment. Therefore, all schools will establish appropriate controls to ensure that the equipment is used appropriately.

G. Privacy Expectations

Employees do not have a right, nor should they have any expectation, of privacy while using any school office equipment at any time, including accessing the Internet or using e-mail. To the extent that employees wish that their private activities remain private, they should avoid using school office equipment such as the computer, the Internet, or e-mail.

1. By using school office equipment, school employees imply their consent to disclosing the contents of any files or information maintained.

2. By using school office equipment, consent to monitoring and recording is implied with or without cause, including (but not limited to) accessing the Internet and using e-mail. Any use of school office equipment is made with the understanding that such use is generally not secure, is not private, and is not anonymous.

3. District school officials have the right to access any electronic communications, and may employ monitoring tools to detect improper use. Electronic communications may be disclosed to employees who have a need to know in the performance of their duties and to additional individuals as deemed necessary by the superintendent/designee.

H. Sanctions for Misuse

Unauthorized or improper use of school office equipment can result in loss of use or limitations on use of equipment, disciplinary actions, criminal penalties and/or employees being held financially liable for the cost of improper use.
III. STUDENT USE

A. General Notice

The use of EIS can put new and exciting resources at the fingertips of both students and teachers. Due to the fundamental lack of restrictions on the Internet, parents, teachers and students should be aware that there is a possibility of accessing information that has not been screened by educators and that may not be consistent with other district policies. Individual users will be held responsible for their use of EIS. All students and their parents/guardians shall be required to sign and return an acceptable use agreement provided by the school prior to using EIS.

B. Specific Provisions on Use of Equipment and Services

All students must agree to adhere to the following requirements:

1. All student use of EIS shall be in accordance with school board policy, the code of conduct, other rules that the individual school may have that supplement school board policy, and the instructions given to the student(s) by staff.

2. The student is responsible for good behavior on the school computer system, just as he/she is while at school or any school district activity. School board policy and school rules for behavior and communications apply.

3. The student shall use EIS for educational purposes only.

4. The student will not access or attempt to access information that is not authorized for the student’s access or account.

5. Students are not permitted to use EIS for commercial purposes or product advertising, unless specifically allowed by the teacher as part of the class.

6. Students are not permitted to use EIS for political lobbying or campaigning. This prohibition does not restrict communications with public officials as part of a class activity approved by the teacher.

7. Students are not permitted to access, transmit, receive, submit, or publish any defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, offensive, or illegal material, any material related to gambling, weapons or terrorist activities, or any materials involving hate speech, or to make any attempt to do so.

8. Students will not use EIS to invade the privacy of and shall not trespass into another student’s or employee’s folders, work, or files without proper authorization.

9. The student shall abide by all copyright laws and regulations.
10. The student shall not harm, modify, or destroy software or equipment, or interfere with system security or make any attempt to do so.

11. The student shall not introduce unauthorized software into the system.

12. The student shall not use EIS in any way that would disrupt the use of EIS by others.

13. The student shall not allow another individual to access EIS by using the student’s account or password, unless the student has authorization to allow such use by others. Students are ultimately responsible for all activity under their accounts.

C. Supervision

Employees responsible for supervising student use of EIS will provide reasonable guidance and instruction to students on such use. No student shall be permitted to engage in interactive communication using EIS without the expressed permission of the supervising staff member. Interactive communication on the Internet by students shall be closely supervised.

D. Sanctions for Misuse

Any violation of this policy by a student may result in loss or limitation of use of EIS, shall be grounds for discipline under the code of student conduct and/or referral to law enforcement where appropriate under the law, and may result in the student being financially liable for the cost of improper use.

IV. Establishment of Home Page

A. Home pages shall only include student information to the extent that student information is allowed to be shared under school board policy.

B. Links on the home page shall be monitored to ensure that such links remain appropriate.

C. As with all other use of EIS, a home page does not constitute an open forum.

A. Purpose

The purpose of this policy is to ensure the use of Volusia County School District (VCSD) technology, including hardware, software, communications (i.e., email, texting, chat), and network resources, regardless of location or device used to access it, is consistent with district, Florida, and U.S. standards and laws and serves a valid educational purpose. The district is committed to ensuring all students receive an excellent education supported by modern learning technologies and believes all students should have access to technology (e.g., devices, software, Internet, and network access) when they act in a responsible, efficient, courteous, and legal manner. To ensure this purpose, students that use district technology resources accessed from any location or device, including personal technology devices on a VCSD network, are required to adhere to this policy.
B. Introduction

VCSD provides students with access to computers, the Internet, various software applications (locally installed as well as remote accessed), and a variety of other technology resources for educational purposes. Technology includes all VCSD-owned hardware, software, network access, and other related digital or physical resources and accessories. Technology integration in curriculum is a vital component of a quality education. Access to technology enables students to learn, collaborate, and share information in ways that reflect how people work together in the real world and allows the district to teach digital citizenship and responsible use of technology.

In addition to curricular uses, technical systems are essential for school and district registration, record keeping, communications, productivity, and providing information to parents, social service agencies, government agencies, and contracted businesses. The use of VCSD technology should serve a valid educational purpose. However, incidental uses such as a parent conducting a job search or researching support services, for example, are allowed if they do not detract from the educational purpose the technology serves.

With access to information and people all over the world comes the possibility of accessing material that may not be considered educationally valuable in the context of teaching and learning. Although the district has taken precautions to restrict access to inappropriate or offensive materials by using network firewalls, software controls, and various filters that comply with the Children’s Internet Protection Act (CIPA), controlling the quality of all materials that might be accessed is not possible. We believe the value of information and interaction available through technology far outweighs the possibility users may encounter material that is not consistent with educational purposes.

C. Requirements

This policy addresses two categories of educational technology and has different requirements for each. The first category is Required Administrative & Curricular Technology. This type of technology is essential for record keeping and the delivery of core academic content a student must learn to advance to the next grade level or graduate from high school. A majority of modern curriculum is delivered using technology and denying a student access to the needed technology would be the same as denying them access to a textbook; it would prevent them from having equal access to the curriculum. All technologies used for administrative and curricular purposes are required unless they are specifically listed in the Enhanced Technology category below. Technologies that are not administrative, curricular, or educationally enhancing are prohibited.

Some examples of required technologies are:

- Student Information Systems for registration, record keeping, and communications
- Centrally managed devices issued to students (i.e., iPads, Laptops)
- Digital curriculum and textbooks (i.e., Science, Math, Social Studies, Language Arts)
- Learning Management Systems (i.e., V-Portal, ClassLink)
- Subject specific practice applications (i.e., mathematics drill & practice, keyboarding)
Productivity and organization applications (i.e., Office 365)
Teacher-student school communications (i.e., email, video conferencing, gradebook)
Internet access (i.e., research, OneDrive)
Behavior management systems (i.e., JAMF School, Impero)
Gaming Academy software for specifically registered students (i.e., Steam, Unreal)

The second category of educational technology addressed by this policy is Enhancing Technology. This type of technology can improve the educational experience of classroom learning, clubs, and/or sports teams. Parents may opt their student out of this technology category; however, doing so may prohibit their student from full participation in the affected activity. Examples of technologies in this category include:

- Teacher-parent-student messaging applications
- Digital communication applications designed for team sports and/or clubs
- Sports performance analyzing and recruiting applications
- 3D printers and associated design software
- Physical education fitness monitors
- Assistive technology
- eSports gaming software (this is separate from gaming software required for students in a Gaming Academy)

This policy contains guidelines to make students, parents/legal guardians aware of the expectations of students as responsible users of VCSD technology. Student signatures (online or hard copy) at the end of this document or in association with online forms submitted with annual registration are representative of the signer’s acknowledgement of their careful review of this policy and their understanding of these terms as a condition of their use of VCSD technology. Students are expected to comply with the terms of this policy, as amended from time to time in the VCSD Board’s absolute discretion.

D. Privacy

Accounts issued to a student are not the property of the student; they belong to VCSD and are issued for use by the student for educational use only while they are registered with VCSD. When necessary, student accounts may be monitored by VCSD or its agents for adherence to this policy and other policies, as well as applicable local, state, and federal laws. Use of any technology resources owned or leased by VCSD constitutes consent to monitoring of such use with no expectation of privacy in anything they create, receive, send, access, or store during the use of the technology resources. Such monitoring may occur at any time and without notice. The scope of monitoring is unlimited and all information, including personal information, may be monitored.

Furthermore, as a matter of public records law, any document pertaining to public business on a publicly funded system is a public record, and this law applies to all records, messages and other information stored on district computers, file servers, and email and other data storage systems.

Any information generated, sent, received, or stored through district technology resources are the property of the district and may be subject to Florida’s Public Records Act.
Use of district technology resources is a privilege, and a condition of this privilege is compliance with this policy. This privilege can be revoked at any time with or without prior notice to protect the confidentiality, integrity, availability, or functionality of district technology resources.

E. Acceptable Uses

Student users are expected to abide by the generally accepted rules of network and email etiquette and to conduct themselves in a responsible, ethical, and polite manner while utilizing technology. All district technology resources, including but not limited to, district computers, software, communications systems (email, video conferencing, websites, cell phones, social media, text messaging, instant messaging, blogging, podcasting, email lists, and/or other emerging technologies) and the network, must be used in a manner consistent with the educational mission and objectives of VCSD. All student uses of district technology resources are governed by this policy, the Student Code of Conduct rules, and all applicable local, state, and federal laws.

Students are expected and encouraged to:

1. Use district technology to do their schoolwork;
2. Engage in distance learning experiences including video conferencing;
3. Under supervision of school/district staff, participate in online collaborative educational projects using blogs, shared documents, and other collaborative tools;
4. Research academic topics, opportunities outside of school related to community service, employment, youth sports, or further education;
5. Participate in online assessments;
6. Abide by copyright laws when using district technology resources;
7. Create and present original academic work and/or credit sources when using other’s files, information, images, or other material;
8. Complete online/Internet based college or financial aid applications using district technology resources;
9. Download educational videos, podcasts, or data;
10. Interact with dynamic, adaptive, and/or simulated education content.

F. Unacceptable Uses

Students are expected to always conduct themselves appropriately; however, the following uses are specifically prohibited when using any district provided technology resource:

1. Advocate for or engage in any illegal act or violation of any local, state, or federal law;
2. Access or attempt to access profane, obscene, or pornographic material;
3. Use obscene, profane, lewd, vulgar, rude, threatening, discriminatory, or disrespectful language;
4. Advocate for, engage in, or threaten violence or harm against another person;
5. Advocate for or engage in discrimination towards people;
6. Harass another person;
7. Knowingly or recklessly communicate false or defamatory information about a person or organization;
8. Cyber-stalk or cyberbully another person;
9. Coerce or extort another person;
10. Conduct any commercial activity such as offering, providing, or purchasing products or services of any kind (not including school fund raisers);
11. Log in or attempt to log in as another user, with or without consent;
12. Share a privately sent message without permission of the person who sent the message;
13. Share private information about another person;
14. Participate in sexting;
15. Gain or attempt to gain unauthorized access to student’s own or another student’s grades, records, or private information;
16. Download unauthorized software, apps, extensions, or plug-ins;
17. Connect or attempt to connect to any torrent or similar service;
18. Use district technology to conduct crypto currency mining;
19. Store personal/non-school related files, images, music, and/or movie/video files on district technology;
20. Intentionally spread computer viruses or other forms of malware;
21. Scan district technology for security vulnerabilities or packet capturing;
22. Attempt to bypass security measures, to include any Internet restrictions;
23. Bypass, disrupt, modify, or abuse VCSD network access;
24. Plagiarize or assist others with plagiarizing;
25. Copy, modify, damage, or delete the work of other;
26. Access or attempt to access any unauthorized social media sites;
27. Attach or attempt to attach unauthorized devices to the network;
28. Vandalize technology.

G. Safety and Digital Citizenship

As part of the district’s dedication to providing a safe digital environment, students should:

1. Not provide information that might allow another person to locate him or her unless the student has permission of a district employee to do so;

2. Not arrange face-to-face meetings with people (other than VCSD staff) met on the Internet or through electronic communications;

3. Realize that VCSD staff may use monitoring software on VCSD accounts issued to students (i.e. Office 365) to ensure students are adhering to this policy and maintaining a safe focus on learning;

4. Remember that the Internet and social media are not anonymous, and everything written or posted online can ultimately be traced back to the author or poster;
5. Keep private information, such as their address, phone number, student id number, and other identifiable information private;

6. Keep their password secure and not provide it to others;

7. Report harassment, threats, hate-speech, and inappropriate content to a teacher, counselor, or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask immediately;

8. Treat others with respect;

9. Use appropriate language;

10. Allow any teacher, administrator, or VCSD technical staff to review their work and activities created on a school device or VCSD network at any time;

11. Ask for and receive permission before connecting any personally owned device to the VCSD network;

12. Following any individual school’s or teacher’s instruction for Internet use that may be imposed in addition to this policy.

H. Vandalism

Any intentional act that damages district technology and requires repair or replacement is considered vandalism and is subject to school rules, disciplinary procedures, restitution, and possible criminal prosecution. Students should not draw on or put stickers on any district issued cases.

I. Limitations of Liability:

VCSD makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. VCSD is not responsible for any damages suffered by the student, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. District use of Internet resources does not imply endorsement of content and/or advertisements. VCSD will not be responsible for financial obligations arising through the unauthorized use of the network and/or device. VCSD specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and their parent/guardian will indemnify and hold VCSD harmless for any losses sustained as the result of use and/or misuse of the VCSD technology resources by the student.

J. Privacy:

Accounts issued to students (i.e., OneDrive, Focus Student Portal, Pearson Test Access) are not the property of the student. They belong to VCSD and are issued to students while they are
registered as students of the district for educational use only. The privacy of VCSD accounts issued to students is not guaranteed from within the VCSD protected domain.

When necessary, student accounts may be monitored by VCSD or its agents for adherence to this policy. Although electronic communication and information is generally treated as private property, users on the district network do not have personal rights of privacy in anything they create, receive, send, or store on or through the network, on district computer systems, or through district-provided email accounts.

Authorized personnel (which may include a student’s parents or legal guardians) may review files and documents to maintain system integrity and ensure that users are using the system responsibly. The principal or designee also may review files, documents, email, or communication forums. Documents, files or emails related to or in support of illegal activities may be reported to the authorities.

K. Free Speech

Student rights to free speech, as set forth in the Student Code of Conduct, also apply to communication conducted using technology. However, use of VCSD technology implies consent to monitoring of speech and to have these rights limited in the sense that speech must not be detrimental to the educational environment.

L. Search and Seizure

Parents and legal guardians have the right to request to see the contents of their student’s files residing on any district-owned technology. VCSD will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted using VCSD technology.

M. Due Process

VCSD will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through VCSD network access. An individual search will be conducted if there is a reasonable suspicion a student has violated this policy, other VCSD policies, and/or the Student Code of Conduct.

N. Consequences

VCSD technology resources are provided to support the educational mission of the district, to enrich student learning, and to facilitate the effective and efficient conduct of district business. Any use of technology must be in accordance with this policy and/or any procedures established by the superintendent or designee created in line with this policy.

Any violation of this policy may result in serious consequences including but not limited to the following:

- Restricted use or loss of technology use privileges. Possession of a VCSD device may be revoked at any time.
• Student and/or parent/guardian may be required to make full financial restitution for any unauthorized expenses incurred or damage caused by inappropriate actions.

• Student may face school disciplinary actions based on district and school policy violations.

• Restriction of online apps and or extensions, online virtual connectivity, or immediate removal of virtual access.

• Dismissal from computer-related labs/classes.

• Student may face legal actions in accordance with local, state, and/or federal laws.

VCSD will make a reasonable effort to correct student misconduct through school-based resources at the lowest possible level. In all instances, any corrective actions will be reasonable, timely, fair, age-appropriate, and directly related to the severity of the misconduct.

VCSD and school-based administrators can, at their discretion decide what corrective action to take.

O. Home Use

District provided hardware is intended for use by the student to further their education. However, limited incidental use such as completing job applications or applying for local, state, and federal benefits by the student’s parent/guardian is permitted if it does not detract from the student’s use of the technology for educational purposes, nor does it violate any aspect of this policy.

While VCSD does work with county-wide service providers to increase Internet availability county-wide, VCSD does not provide and cannot guarantee Internet or network access for home use. Parents are encouraged to review options for service such as Spectrum’s affordable connectivity options at https://official.spectrum.com/lfo-broadband.

Since the district only provides limited filtering on district provided devices, parents are encouraged to implement additional controls such as those detailed by Spectrum at https://www.spectrum.net/support/tv/about-parental-controls.

P. Loaned Technology

In some schools, technology will be loaned out on a 1-to-1 basis for student’s use.

I. Terms of Loans:

a. VCSD will issue technology after the student has registered or returned to school for each school year and after the student has acknowledged their understanding of this acceptable use policy;

b. VCSD retains ownership of issued technology;
e. In the event of negligent or malicious damage, loss, and/or violation of this policy students and their parent/guardian may be subject to loss of privileges, disciplinary action, legal action, and/or be financially responsible for the replacement cost of the loaned technology;

d. A student’s right to possess VCSD technology terminates upon withdrawal from VCSD or no later than the last day of the school year, unless school/district administration determines there is reason for later or earlier termination.

II. Damage, Loss, Or Theft:

a. District administered device insurance is optional but highly recommended;

b. The district will cover the cost of reasonable repairs for accidental damage caused to devices covered by insurance or under warranty;

c. Any cost to repair damage determined to be purposeful (not accidental or because of normal wear and tear) is the responsibility of the student and/or parent/guardian;

d. School administration will determine if damages are accidental, neglectful, or malicious;

e. The student and/or parent/guardian are required to immediately notify a member of the school in all instances of stolen or lost loaned technology equipment (Parents/guardians are responsible for filing a police report if loaned technology equipment was stolen from their student while the student was not at school or being directly supervised by school personnel).

f. Parents/guardians are responsible for replacement cost of a lost or stolen that occurred while the student was not at school or being directly supervised by school personnel;

g. Students are advised to use their VCSD provided OneDrive account to back up their school data to mitigate the consequences of lost, stolen, or damaged technology.

III. Repossession – VCSD reserves the right to repossess loaned technology at any time.

IV. Appropriation – All VCSD issued equipment is the sole property of the school district. Any loaned items not returned within 30 days of the last day of enrollment or the last day of the school year (unless other arrangements have been made with school administration) may be considered stolen property and referred to law enforcement.

V. Modification To Program – VCSD reserves the right to modify the terms of loaned technology use at any time.
VI. General Care of Loaned Technology:
   a. Technology in need of repair must be reported to a teacher;
   b. Do not permanently alter the equipment in anyway; this includes “jailbreaking;”
   c. Devices should be fully charged at night before the next school day;
   d. Data should be regularly backed up to OneDrive;
   e. Do not write, draw, paint, place stickers or labels on or otherwise deface loaned technology, including district issued cases;
   f. Never put weight, such as a pile of books, on top of a laptop or tablet;
   g. Avoid eating or drinking around technology;
   h. Take care when inserting and removing cords to help avoid damage to the cables and ports;
   i. Do not expose technology to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage. If the device has been in a hot or cold environment for a long period of time, let it reach room temperature before using it;
   j. NEVER leave loaned technology outside or in a vehicle;
   k. NEVER place objects between the laptop screen and the keyboard because closing the lid will likely damage the device.

VII. General Security:
   a. Never leave devices unsecured – devices should be locked in a designated area or secured when not in use.
   b. Students are expected to maintain the security of loaned technology, even during after-school activities. Unsupervised devices will be confiscated by staff, and disciplinary actions may be taken.
   c. Each device has several identifying marks, including district identification etching or labels. Under no circumstances are these to be modified, removed, or destroyed.

VIII. End Of Year Collection Procedures:

Loaned technology including any cords, chargers, and cases must be returned on the date designated by school administration. If a student is leaving VCSD, they will return all loaned technology on or before the date of withdrawal.
ANNUAL STATEMENT OF UNDERSTANDING

Acknowledgement of this policy should be done online unless access to the electronic version is not accessible then the paper version is acceptable.

STUDENT:

I understand the VCSD Board Student Acceptable Use of Technology Policy. I further understand any violation of this policy is unethical and may constitute a criminal offense. I realize that should I commit any violation of this policy, my access to technology may be suspended or revoked, and I may be subject to school disciplinary and/or legal action. I acknowledge the VCSD Board, in its discretion, can amend this policy at any time and that I have a continuing obligation to familiarize myself with these policy requirements, as hereafter amended.

Student User’s Full Name:  

___________________________________________________________________________________________________

Grade of Graduation Year: ____________

Student User’s Signature:  

___________________________________________________________________________________________________ Date: ______________________
PARENT or GUARDIAN:

I hereby certify I have read the VCSD Board Student Acceptable Use of Technology Policy and discussed it with my student. I understand the use of technology in the Volusia County School District is meant for educational purposes only and the district has taken precautions to eliminate access to inappropriate materials. I also recognize it is impossible for the district to restrict access to all inappropriate materials, and I will not hold the district responsible for materials acquired using district technology nor will I hold the district financially responsible for obligations arising from my student’s unauthorized use of technology.

Further, I accept full responsibility for my student’s technology use when not in a school setting, or when using personal technology devices on or near a school campus or during school transportation. I acknowledge the VCSD Board, in its discretion, can amend this policy at any time and I have a continuing obligation to familiarize myself with these policy requirements, as hereafter amended, and to discuss these with my student from time to time.

Parent or Guardian’s Full Name:

__________________________________________________

Parent or Guardian’s Signature: (If student is under 18 years of age)

__________________________________________________            Date:  _______________________

LEGAL REFS:
20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)
47 U.S.C. 254(h) (Children’s Internet Protection Act of 2000)
47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)
C.R.S. 2287-101 et seq. (Children’s Internet Protection Act)

CROSS REFS:
VCSD Board Policy 208E (Code of Student Conduct & Discipline (Elementary)
VCSD Board Policy 208S (Code of Student Conduct & Discipline (Secondary)
VCSD Board Policy 323 (Academic Freedom)
VCSD Board Policy 525 (Policy Against Bullying & Harassment)

Legal Authority:
Sections 230.22(2), 230.23005, Florida Statutes

Law Implemented:
Section 230.23005, Florida Statutes
History:
(Adopted -- July 25, 2000)
(Effective Date -- July 25, 2000)

Revised:
(xx-xx-xxxx)