

FLORIDA STATE UNIVERSITY SCHOOLS
2023-2024 BUDGET SUMMARY
As of Oct 31, 2023

FEFP DEPARTMENTS		Dept ID	Fund	Budget	Expenditures	Encumbrances	Available
Function 5000 Instructional							
Elementary		131005	510	\$2,943,929	\$779,638	\$2,142,366	\$21,925
Secondary Grades 6-12		131029	510	\$3,103,340	\$798,389	\$2,232,406	\$72,544
Secondary Special Areas		131011	510	\$1,515,462	\$410,294	\$1,057,074	\$48,094
Supplemental Academic Instruction		131025	510	\$484,733	\$122,990	\$344,962	\$16,781
Exceptional Student Education		131026	510	\$207,967	(\$21,522)	\$206,655	\$22,833
Reading		131027	510	\$190,770	\$44,734	\$0	\$146,036
Class Size Reduction		131010	510	\$948,196	\$218,115	\$606,736	\$123,346
Career & Tech Education		131013	510	\$102,765	\$7,236	\$45,169	\$50,360
Library		131018	510	\$23,023	\$7,559	\$4,583	\$10,881
Teacher Allocation		131012	510	\$36,000	\$4,465	\$398	\$31,137
Instructional Materials		131023	510	\$204,492	\$83,328	\$51,344	\$69,821
			Subtotals	\$9,760,677	\$2,455,227	\$6,691,693	\$613,757
Function 6000 Student Services							
Instructional Support Services		131001	510	\$1,384,312	\$344,428	\$878,968	\$160,915
Instructional & Curriculum Dev-Training		131002	510	\$9,413	\$5,538	\$0	\$3,875
Public School Tech - Instructional		131009	510	\$33,042	\$3,869	\$0	\$29,173
Digital Classroom Technology		131034	510	\$12,159	\$0	\$0	\$12,159
Mental Health Assistance		131036	510	\$199,166	\$51,851	\$107,908	\$39,407
			Subtotals	\$1,638,092	\$405,687	\$986,876	\$245,529
Function 7000 Administration							
School Board		131031	510	\$140,580	\$63,744	\$73,823	\$3,014
General Administration		131022	510	\$500,167	\$115,045	\$180,195	\$204,927
School Administration		131000	510	\$451,172	\$151,028	\$256,045	\$44,099
Fiscal Services		131030	510	\$384,084	\$118,448	\$218,794	\$46,842
Support Services		131003	510	\$52,338	\$6,696	\$21,845	\$23,797
Data Processing		131032	510	\$245,744	\$80,806	\$154,900	\$10,039
Administrative Technology Services		131021	510	\$487,619	\$228,507	\$208,693	\$50,418
Operation of Plant		131004	510	\$1,570,004	\$504,317	\$944,052	\$121,634
Maintenance of Plant		131033	510	\$305,000	\$203,233	\$80,932	\$20,834
Safe Schools		131035	510	\$509,435	\$188,230	\$309,649	\$11,556
			Subtotals	\$4,646,143	\$1,660,055	\$2,448,928	\$537,160
FEFP TOTALS				\$16,044,912	\$4,520,969	\$10,127,497	\$1,396,446
NON-OPERATING DEPARTMENTS		Dept ID	Fund	Budget	Expenditures	Encumbrances	Available
Contingency		131014	510	\$38,213	\$0	\$38,212	\$1
Capital Outlay		131024	510	\$243,054	\$6,107	\$236,946	\$1
NON-OPERATING TOTALS				\$281,267	\$6,107	\$275,159	\$1
AUXILIARY & STUDENT ACTIVITIES:		Dept ID	Fund	Budget	Expenditures	Encumbrances	Available
Lunch Program - Aux		131015	512	\$482,452	\$90,258	\$386,680	\$5,514
Extended Day - Aux		131016	512	\$684,802	(\$239,270)	\$357,042	\$567,029
Activity Fees - Des. Student Fees		131017	511	\$424,817	\$187,588	\$217,429	\$19,800

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FEFP DEPARTMENTS	Dept ID	Fund	Budget	Expenditures	Encumbrances	Available
Athletic - Des. Student Fees	131019	511	\$190,130	\$88,908	\$114,431	(\$13,209)
AUXILIARY TOTALS			\$1,782,201	\$127,484	\$1,075,582	\$579,135
GRAND TOTALS			\$18,108,380	\$4,654,560	\$11,478,238	\$1,975,582

Project Name	End Date	Notes	Project #	Budget	Encumbrances	Expenses	Available
Title I, Part A - 2023-20	06/30/24		102228	\$307,892	\$11,685	\$17,201	\$279,007
Title III, Part A - 2023-	06/30/24		102229	\$12,006	\$0	\$0	\$12,006
Title II, Part A - 2023-2	06/30/24		102238	\$136,692	\$7,200	\$4,911	\$124,581
Title IV, Part A - 2023-2	06/30/24		102247	\$25,410	\$0	\$11,375	\$14,035
IDEA K-12 2023-2024	12/31/23	Still in advance status	102297	\$207,595	\$78,744	\$121,874	\$6,977
IDEA Pre-K 2023-2024	12/31/23	Still in advance status	102298	\$3,138	\$0	\$0	\$3,138
FSUS ARP ESSER 21-24	09/30/24	Remaining PPines	101179	\$1,649,019	\$0	\$1,072,660	\$576,359
Leon - Summer Learning Ca	09/30/24		101480	\$216,848	\$6,064	\$61,081	\$149,703
High-Impact Reading Inter	09/30/24		101676	\$268,280	\$17,169	\$221,870	\$29,241
Leon - Intensive Aftersch	09/30/24		101910	\$559,684	\$76,155	\$35,861	\$447,667
Leon - Instructional Mate	09/30/24		101911	\$372,813	\$0	\$0	\$372,813
Leon: Targeted Mathematic	09/30/24		101920	\$326,578	\$26,983	\$113,822	\$185,774
Safety and Security of Sc	01/25/25		102157	\$42,000	\$0	\$0	\$42,000
TOTALS				\$4,085,955	\$223,999	\$1,660,655	\$2,201,301

Foundation Funds	Project #	Budget	Encumbrances	Expenses	Available
Florida High General Fund	F01943	\$85,824	\$81,393	\$888	\$3,542
Stan Dietrich Endwd Meml Fnd	F02004	\$14,310	\$6,159	\$0	\$8,152
FSU School Boosters Endwd Fnd	F02058	\$14,579	\$13,706	\$0	\$873
Dr K L Singh Latin Club Ldrshp	F02131	\$6,625	\$5,000	\$0	\$1,625
Buddy Martin Big Heart Schlp	F07301	\$18,156	\$13,000	\$0	\$5,156
Delores Tookes McCoy Achvmnt	F07644	\$750	\$750	\$0	\$0
FLHigh FSUS Commemtrv Brick	F08072	\$4,065	\$2,441	\$0	\$1,624
Erika Kubik Memorial Endowment	F08118	\$7,647	\$5,250	\$0	\$2,397
FSUS Florida High Band	F08345	\$27,735	\$19,486	\$0	\$8,248
FSUS Playground Fund	F08472	\$10,408	\$10,408	\$0	\$0
Florida High Athletics Fund	F08582	\$149,624	\$115,999	\$0	\$33,625
Florida High Capital Campaign	F08706	\$94,924	\$248	\$0	\$94,676
Neyland and Rhancy Scholarship	F09102	\$7,947	\$2,000	\$0	\$5,947
Florida High Boys Basketball	F09249	\$84,177	\$33,273	\$0	\$50,904
Florida High Football	F09254	\$12,720	\$0	\$0	\$12,720
Florida High Golf	F09281	\$13,336	\$4,240	\$4,000	\$5,096
Ryan C. Smith Memorial Scholar	F09407	\$1,650	\$0	\$0	\$1,650

BOARD GOVERNANCE AND ORGANIZATION
CHAPTER 2.0

2.90

TOBACCO AND NICOTINE USE ON SCHOOL CAMPUS

I. Purpose

[FSUS Leon](#) recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, employees, parents, visitors, and school facilities. The School Board is committed to providing students, staff and visitors with a smoking and tobacco-free environment. The use of tobacco products on school grounds, in school buildings, in School District vehicles and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, employees, and visitors.

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II. **Applicability of Policy**

This policy applies to students, employees, volunteers, parents, spectators, vendors, contractors, delivery persons, visitors and the public.

III. **Definitions**

For the purposes of this policy, the following definitions shall apply.

- A. "At any time" means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.
- B. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes but is not limited to

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devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, similar devices, or under any other product name or descriptor. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to, e-liquids, e-juice, cartridges, or pods.

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- C. "School property" means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.
- D. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.

IV. **General Policy Statement**

- A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, chargers and other e-cigarette paraphernalia (including but not limited to batteries, mouthpieces, heating elements and cartridges) or lighters at any time on school property or at any school related or school-sponsored event.
- B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, chargers and other e-cigarette paraphernalia (including but not limited to batteries, mouthpieces, heating

elements and cartridges) or lighters at any time on school property or at any school related or school-sponsored events. This includes products or paraphernalia displaying industry brands.

V. Exception to this Policy

- A. A school principal may permit tobacco products to be included in counseling, educational, instructional or research activities in the school building; provided that, the activity is conducted or supervised by a District employee overseeing the instruction or research and the activity does not involve smoking, chewing, vaping, or otherwise ingesting the product.
- B. A person may use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

VI. Notification of Policy and Implementation

It is the responsibility of District and School administrators to provide:

- A. Appropriate signage will be posted in a manner and location on all District property that adequately notifies employees, students, parents, visitors, and the public of this policy.
- B. Written notice to students and parents/guardians in student handbooks and orientations.
- C. Written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment.
- D. Reminder announcements of this policy at school and District events, as appropriate.

- E. Written notice of the prohibition as provided in this policy in contracts with outside groups who use the school buildings and other facilities.

VII. Tobacco Promotion Prohibited

A. Tobacco advertising is prohibited on school grounds, in all school-sponsored publications, on District vehicles and buses, and at all school-sponsored events. It is a violation of this policy for any person to promote tobacco products on the school property or at any school related or school sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

B. Acceptance of Tobacco Industry Gifts is prohibited. The Policy prohibits the district from soliciting or accepting gifts, contributions, materials, or curricula from the tobacco industry.

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VIII. Educational and Cessation Programs for Students and Employees

A. Prevention Education for Students. The administration will consult with the Safe Schools Department and other appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean, and inviting school environment. The administration will ensure that students in grades K-12 receive tobacco prevention education using sequential, age appropriate, current, accurate, evidenced based curricula and a skills-based approach (involving students in active "hands on" learning experiences).

B. Cessation Support Programs for Students. The administration may consult with the Safe Schools Department, the Florida Tobacco Prevention Program (www.tobaccopreventiontraining.org), the Leon County Health Department,

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Employee Wellness in Risk & Benefits Management, the American Lung Association and other appropriate health organizations as needed to provide students and employees with information and access to support systems, tobacco use cessation programs, and services to encourage them to abstain from the use of tobacco products.

- C. Prevention and Cessation for Employees. Employees shall be advised as to the availability of related services available to them in the District's various Wellness programs in which they may choose to participate and as they may change from time to time.

IX. Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

- A. Students. Consequences for engaging in prohibited behavior shall be as provided in the Student Code of Conduct.
- B. Employees. Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies or any relevant collective bargaining agreement.
- C. Family members, volunteers, or visitors. Family members, volunteers or visitors who violate the policy must immediately discontinue using the tobacco product or electronic cigarette, or leave the premises. Law enforcement officers may be contacted to escort the person off the premises if the person refuses to leave the school property when requested to do so by District personnel.

ADDITIONAL REFERENCE: FSU OPERATING PROCEDURE B-7 UNIVERSITY
SMOKING POLICY

STATUTORY AUTHORITY: 120.81.1001.32, 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, 386.201 – 386.209, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S): 1/14/14; 9/13/22;
FORMERLY: 2.04

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
CURRICULUM AND INSTRUCTION
CHAPTER 4.0

4.22

EDUCATIONAL MEDIA MATERIALS SELECTION

The [FSUS Leon](#) Library Media Center serves as a keystone for the curriculum needs of the school community while also promoting and providing for students' recreational reading. The Library Media Center assists students in becoming lifelong information seekers and ensures that they develop the skills to utilize information effectively through collaborative instruction and flexible access.

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- I. [Objectives of Selection](#) - The primary objective of the [FSUS Leon](#) educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The FSUS [Leon](#) School Board asserts that the responsibility of the media center is to provide:

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- A. Instructional and supplemental materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students being served.
- B. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- C. A background of information enabling students to make intelligent judgments in their daily life.

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D. Materials on opposing sides of controversial issues in order that students may develop, under guidance, the practice of critical analysis of all media.

E. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the heritage and culture of America and the world.

F. A comprehensive collection appropriate for the users of the media center placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

II. Legal Responsibility for Selection. The [FSUS Leon](#) School Board is legally responsible for all matters relating to the operation of the [FSU Leon](#). The responsibility for the selection of educational materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials. [A parent may limit his or her student's access to materials in the school or classroom library by emailing the media specialist.](#)

III. Parental Responsibility. Parents shall have the right to review materials in the media center and request that it be noted in the student's library record that the student not be allowed to check out certain materials.

IV. Criteria for Selection of Media Materials

A. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.

B. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection, (*i.e.*, administrators, faculty, parents, and students) shall be given high priority.

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C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format and price.

D. In determining the suitability and value of the material included in the collection, consideration of the following elements must be given:

1. Religion - factual, unbiased material which represents all major religions
2. Ideologies - factual information on any ideology or philosophy that exerts a strong force in society
3. Sex Education - factual information, appropriate for the age group or related to the school curriculum
4. Sex - pornographic, sensational, or titillating materials shall not be included
5. Profanity - the fact that limited profanity appears in material shall not automatically disqualify a selection. However, care shall be taken to exclude materials using profanity in a lewd or detrimental manner and not in context with the material
6. Science - factual information about medical and scientific knowledge, without any biased selection of facts

E. Gifts of media or money may be accepted with the understanding that their use or disposition shall be determined by those persons having the responsibility for acquisitions, according to the same selection criteria and procedures as purchased materials.

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V. Procedures for Selection

A. In selecting materials made available to students through the library media center, the school media specialist shall:

1. Consult with reputable, unbiased, professionally recognized reviewing periodicals and school community stakeholders (including, media staff, curriculum consultants, students, faculty, parents and community members).
2. Require that book selections meet the criteria set forth in s. 1006.40(3)(d), F.S.
3. The library media center collection will:
 - a. be based on reader interest.
 - b. support state academic standards and aligned curriculum, and
 - c. support the academic needs of students and faculty.
4. When considering materials to be purchased, the media specialist shall follow these procedures:
 - a. Purchase materials which are outstanding and frequently used;
 - b. Periodically replace worn or missing items;
 - c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to subparagraph 2; and replaced by new and age appropriate materials,
 - d. Purchase materials in many types of format: digital, e-books, electronic, or print.

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e. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

5. Weeding is the process of removing materials from the library collection in a systematic, deliberate way, and is an ongoing part of collection management. The CREW Method is the system used to weed the library collection; CREW stands for Continuous Review, Evaluation, and Weeding. The main criteria used in the CREW method are:

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M = Misleading (and/or factually inaccurate)

U = Ugly (worn and beyond mending or rebinding)

S = Superseded (by a truly new edition or by a much better book on the subject)

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T = Trivial (of no discernible literary or scientific merit; usually of ephemeral interest at some time in the past)

I = Irrelevant to the needs and interests of your community

E=The material or information may be obtained expeditiously
Elsewhere through interlibrary loan, reciprocal borrowing,
or in electronic format.

B. The FSUS [Leon](#) elementary school must publish on the school website a list of all materials maintained in the school library media center or required as a part of a school or grade-level reading list.

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VI. Challenged Materials. Library materials deemed by some persons to be objectionable may be considered by others to have sound educational value. Any concerned parent, district resident or employee of the district may request

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reconsideration of school library media; however, the challenged material shall not be removed from circulation during the reconsideration process. When a complaint is made, the following procedure shall be followed:

- A. The library media specialist shall discuss the matter informally with the complainant explaining the selection procedures for library media materials. If the complainant accepts the explanation given by the media specialist, the reconsideration process concludes.
- B. If the explanation fails to resolve the objection, the principal will ask the complainant initiating the challenge to file, within two weeks, a formal written objection by completing a "Request for Reconsideration of Library Media" form which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.
- C. Upon receipt of the completed form "Request for Reconsideration of Library Media," the principal shall forward copies to the appropriate personnel on the School-level Review Committee (a committee of teachers, educational media specialists and parents of the school).
- D. The challenged material shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
- E. The challenged material shall be read and re-evaluated by the committee, considering the specific objections raised. The School-level Review Committee, in carrying out its assigned function, shall:
 - 1. Read, view or listen to the material in its entirety;
 - 2. Check general acceptance of the material by reading reviews and consulting recommended lists;
 - 3. Determine the extent to which the material supports the curriculum;

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- 4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and
- 5. Forward, within fifteen (15) working days, a written recommendation to the Director.

F. The complainant and the school's media specialist shall be informed in writing concerning the school-level committee's decision to retain or withdraw the challenged material as recommended by the school-level review committee.

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G. If the complainant or the media specialist is dissatisfied with the School-level Review Committee's decision, a written appeal may be filed with the FSUS Leon School Board within 15 working days. Failure to do so results in the conclusion of the reconsideration process.

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H. The School Board shall consider the decision of the School-level Review Committee and any other appropriate documentation (i.e. meeting summaries, material reviews, etc.). The decision of the School Board regarding appropriateness of a particular library media material will be considered final.

I. Library Media materials in question can only be removed from circulation and/or used in the school district through the procedures of this policy.

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The Director will inform the complainant and the school's media specialist of the School Board's decision to retain or remove the challenged material. ¶

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1006.28, 1006.34(2)(b), 1006.40 F.S.

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HISTORY:

ADOPTED:

REVISION DATE(S): 12/8/09; 5/9/23

FORMERLY: 3.09

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
CURRICULUM AND INSTRUCTION
CHAPTER 4.0

4.22

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C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format and price.

D. In determining the suitability and value of the material included in the collection, consideration of the following elements must be given:

1. Religion - factual, unbiased material which represents all major religions
2. Ideologies - factual information on any ideology or philosophy that exerts a strong force in society
3. Sex Education - factual information, appropriate for the age group or related to the school curriculum
4. Sex - pornographic, sensational, or titillating materials shall not be included
5. Profanity - the fact that limited profanity appears in material shall not automatically disqualify a selection. However, care shall be taken to exclude materials using profanity in a lewd or detrimental manner and not in context with the material
6. Science - factual information about medical and scientific knowledge, without any biased selection of facts

E. Gifts of media or money may be accepted with the understanding that their use or disposition shall be determined by those persons having the responsibility for acquisitions, according to the same selection criteria and procedures as purchased materials.

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V. Procedures for Selection

A. In selecting materials made available to students through the library media center, the school media specialist shall:

1. Consult with reputable, unbiased, professionally recognized reviewing periodicals and school community stakeholders (including, media staff, curriculum consultants, students, faculty, parents and community members).
2. Require that book selections meet the criteria set forth in s. 1006.40(3)(d), F.S.
3. The library media center collection will:
 - a. be based on reader interest.
 - b. support state academic standards and aligned curriculum, and
 - c. support the academic needs of students and faculty.
4. When considering materials to be purchased, the media specialist shall follow these procedures:
 - a. Purchase materials which are outstanding and frequently used;
 - b. Periodically replace worn or missing items;
 - c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to subparagraph 2; and replaced by new and age appropriate materials,
 - d. Purchase materials in many types of format: digital, e-books, electronic, or print.

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e. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

5. Weeding is the process of removing materials from the library collection in a systematic, deliberate way, and is an ongoing part of collection management. The CREW Method is the system used to weed the library collection; CREW stands for Continuous Review, Evaluation, and Weeding. The main criteria used in the CREW method are:

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M = Misleading (and/or factually inaccurate)

U = Ugly (worn and beyond mending or rebinding)

S = Superseded (by a truly new edition or by a much better book on the subject)

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T = Trivial (of no discernible literary or scientific merit; usually of ephemeral interest at some time in the past)

I = Irrelevant to the needs and interests of your community

E=The material or information may be obtained expeditiously
Elsewhere through interlibrary loan, reciprocal borrowing,
or in electronic format.

B. The FSUS [Leon](#) elementary school must publish on the school website a list of all materials maintained in the school library media center or required as a part of a school or grade-level reading list.

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VI. Challenged Materials. Library materials deemed by some persons to be objectionable may be considered by others to have sound educational value. Any concerned parent, district resident or employee of the district may request

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reconsideration of school library media; however, the challenged material shall not be removed from circulation during the reconsideration process. When a complaint is made, the following procedure shall be followed:

- A. The library media specialist shall discuss the matter informally with the complainant explaining the selection procedures for library media materials. If the complainant accepts the explanation given by the media specialist, the reconsideration process concludes.
- B. If the explanation fails to resolve the objection, the principal will ask the complainant initiating the challenge to file, within two weeks, a formal written objection by completing a "Request for Reconsideration of Library Media" form which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.
- C. Upon receipt of the completed form "Request for Reconsideration of Library Media," the principal shall forward copies to the appropriate personnel on the School-level Review Committee (a committee of teachers, educational media specialists and parents of the school).
- D. The challenged material shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
- E. The challenged material shall be read and re-evaluated by the committee, considering the specific objections raised. The School-level Review Committee, in carrying out its assigned function, shall:
 - 1. Read, view or listen to the material in its entirety;
 - 2. Check general acceptance of the material by reading reviews and consulting recommended lists;
 - 3. Determine the extent to which the material supports the curriculum;

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- 4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and
- 5. Forward, within fifteen (15) working days, a written recommendation to the Director.

F. The complainant and the school's media specialist shall be informed in writing concerning the school-level committee's decision to retain or withdraw the challenged material as recommended by the school-level review committee.

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G. If the complainant or the media specialist is dissatisfied with the School-level Review Committee's decision, a written appeal may be filed with the FSUS Leon School Board within 15 working days. Failure to do so results in the conclusion of the reconsideration process.

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H. The School Board shall consider the decision of the School-level Review Committee and any other appropriate documentation (i.e. meeting summaries, material reviews, etc.). The decision of the School Board regarding appropriateness of a particular library media material will be considered final.

I. Library Media materials in question can only be removed from circulation and/or used in the school district through the procedures of this policy.

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The Director will inform the complainant and the school's media specialist of the School Board's decision to retain or remove the challenged material. ¶

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1006.28, 1006.34(2)(b), 1006.40 F.S.

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HISTORY:

ADOPTED:

REVISION DATE(S): 12/8/09; 5/9/23

FORMERLY: 3.09

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
STUDENTS
CHAPTER 5.0

5.32*

ZERO TOLERANCE FOR SCHOOL RELATED CRIMES

I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. FSUS Leon shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened for the defense of others or in the student's own self-defense, was using only the amount of force necessary, to stop a violent act against a student, staff or volunteer that was necessary to restore or maintain the safety of others. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the zero tolerance policy as outlined in Florida Statutes.

II. Acts that pose a threat to school safety are those acts that endanger the life or safety of a student, staff member or other person on campus or at a school or District sponsored activity. Such acts include but are not limited to

- A. Aggravated battery;
- B. Armed robbery;

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- C. Arson;
- D. Battery or aggravated battery on a teacher or other school personnel;
- E. Kidnapping or abduction;
- F. Murder;
- G. Manslaughter;
- H. Possession, use or sale of a controlled substance;
- I. Possession, use or sale of any explosive device;
- J. Possession, use or sale of any firearm or weapon;
- K. Sexual battery.

III. Acts that are considered petty misconduct may disrupt the educational process but do not endanger the life or safety of an individual. Such acts include but are not limited to

- A. Cellular telephone violation;
- B. Defiance of authority;
- C. Disruption, minor;
- D. Dress code violation;
- E. Eating or drinking on the bus;
- F. Forgery;
- G. Horseplay;
- H. Leaving campus without permission;
- I. Lying or misrepresentation;
- J. Profanity;
- K. Vehicle parking violation.

IV. The District shall establish agreements with the county sheriff's office and local police department(s) that provide for reporting conduct that threatens school safety and obtaining assistance from the appropriate law enforcement agency. Law enforcement consultation is not required for petty acts of misconduct which are not a threat to school safety.

V. The District shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other persons on school property or at school events or is a serious violation of law. The following acts when committed on School District property or at a District activity shall be reported to the appropriate law enforcement agency:

- A. Alcohol violation;
- B. Alcohol, sale or distribution;
- C. Arson;
- D. Battery;
- E. Bomb or biochemical threat;
- F. Breaking and entering or burglary;
- G. Disruption of school, major;
- H. Drug use, sale or distribution;
- I. Explosives, possession or use;
- J. Extortion;
- K. False alarm;

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- L. Firearms violation;
- M. Gang-related activity;
- N. Hate crime;
- O. Illegal organization, membership;
- P. Robbery;
- Q. Sexual battery;
- R. Sexual harassment;
- S. Sexual misconduct;
- T. Sexual offense;
- U. Stalking;
- V. Trespassing;
- W. Weapons violation;

X. Any felony as defined by Florida Statutes.

VI. Consultation with law enforcement is required when a student commits more than one misdemeanor, to determine if the act should be reported.

VII. The school principal shall notify all school personnel of their responsibility to report to the principal or his/her designee crimes or incidents posing a threat to school safety and ensure the incident is properly documented.

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VIII. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled.

A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.

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B. Making a threat or false report as defined in Florida Statutes, Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.

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C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.

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D. Hazing as defined in 1006.135, Florida Statutes.

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IX. When a student is formally charged with a felony or a delinquent act that would be a felony if committed by an adult, the Executive Director/Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.

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X. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.

XI. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees, shall be expelled. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

XII. A student or his/her parent may request a review by the Executive Director/Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Executive Director/Superintendent within ten (10) days of the imposition of disciplinary action.

**ADDITIONAL REFERENCE:
The Board Approved Student Code of Conduct**

HISTORY:

ADOPTED: 4/14/09

REVISION DATE(S): 3/5/09, 12/8/09; 9/13/22

FORMERLY: 4.10

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 120.57(1), 775.08, 784.081, 790.162, 790.163, 985.04,
1001.42, 1001.43, 1001.54, 1003.31, [1003.42](#), 1006.07,
[1006.08](#), 1006.09, 1006.13, 1006.135, 1006.14, [1012.28, F.S.](#)

STATE BOARD OF EDUCATION RULE(S): 6A-6.03311

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EMERGENCY EVACUATION DRILLS

- I. The school shall conduct six (6) emergency drills every school year that are non-concurrent with fire drills. One emergency drill must take place within the first ten (10) days of the beginning of the school year, and the remaining drills must take place at least every forty-five (45) days that school is in session. Four (4) of the six (6) emergency drills must address active threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification. An after-action report of each emergency drill and fire drill shall be reviewed by the School Safety Specialist.
- II. The Principal and instructional and non-instructional school staff members shall develop a base emergency exit and cover plan for such emergencies as fire, bomb threats, foul weather and national emergencies, designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating fire exits and alternate evacuation routes.
- III. The Principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation of school buildings.
- IV. The Principal shall identify and report to the Superintendent/Director hazardous areas requiring corrective measures. The Superintendent/Director shall be responsible for informing the School Board of the Principal's report.
- V. The Superintendent/Director shall make available to each principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency evacuation drills.

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STATUTORY AUTHORITY: 1001.42, F.S.

LAW(S) IMPLEMENTED: 404.056, 1001.43, 1013.12, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-2.0010

HISTORY:

ADOPTED: 9/13/22

REVISION DATE(S): _____

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STATUTORY AUTHORITY: 1001.42, F.S.

LAW(S) IMPLEMENTED: 404.056, 1001.43, 1013.12, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-2.0010

HISTORY:

ADOPTED: 9/13/22

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
AUXILIARY SERVICES
CHAPTER 8.0

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8.61+

TELECOMMUNICATIONS, FIRN2 AND INTERNET USE

- I. Telephone Service - In order to promote efficiency and economy, the Director or designee shall develop a uniform system for implementing effective telephone service systems, including use of telephone lines to support technology. School personnel shall be informed of this system.

The system shall encourage use of SUNCOM networks or equivalent services. Staff shall not utilize the School Board telephone system for conducting personal business.

No person shall charge personal calls to the School Board.

- II. Internet Use - The Director shall develop procedures for employee and student use of the Internet.

- III. Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: 1001.43, F.S.

HISTORY:
ADOPTED: 2/14/12
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III - Social Media ¶

¶ The School recognizes the use of social media for communication and e-learning; however, only those networks sponsored by the School may be used for classroom instruction or school sponsored activities without prior written approval of the Director. ¶

¶ The Director shall develop and implement standards and procedures for the use of social media. ¶

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POLICY MANUAL
AUXILIARY SERVICES
CHAPTER 8.0

8.62

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

I. Introduction

The network system of [FSUS Leon](#) is available for all employees and students of the school in order to provide them with equal access to the computing resources which serve public education. The network system is an electronic highway which connects thousands of computers all over the world and millions of individual subscribers. The term network may include e-mail, worldwide web browsing, or any method of connecting with other computer equipment. All personnel having authorization to use the network will have access to a variety of information.

[FSUS Leon](#) cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school. This is particularly possible since access to the network may be obtained at sites other than school.

II. Purpose

Users of the network system [FSUS Leon](#) are responsible for their activity on the network. [FSUS Leon](#) has developed this data network acceptable use policy and all users of the network are bound by the policy. Any violation of the policy will result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal. This notice shall also become part of the login process.

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Deleted: Some material on the network might not be considered to be of educational value in the context of the school setting. In addition, some material, individual contacts, or communications may not be suitable for school-aged children. The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, Florida State University Schools supports information retrieval from the network which enhances the research and inquiry of the learner and which faculty and staff direct. The Florida State University Schools network will filter inappropriate material. Each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.

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III. Unacceptable Use

The use of the network shall be consistent with the mission, goals, policies, and priorities of [FSUS Leon](#). Successful participation in the network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the network.

A. Any use of the network for illegal, inappropriate, or obscene purposes, or in support of such activities, will not be tolerated. [FSUS Leon](#) will maintain compliance with the requirements of the Elementary and Secondary Education Act (ESEA) and the Children's Internet Protection Act (CIPA).

Examples of [prohibited activities and unacceptable uses of the network](#) include, but are not limited to:

1. [Uses that violates the Code of Conduct;](#)
2. Violating the conditions of The Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida dealing with student's rights to privacy, employee rights to privacy, or violating any other section of the Code;
3. Using, accessing, visiting, downloading, or transmitting inappropriate material, messages or images such as pornography, profanity or obscenity;
4. Reposting personal communications without the author's consent;
5. [Use of another individual's account or providing individual account information to another person;](#)
6. Copying, sending (uploading) or receiving (downloading) commercial software in violation of copyright law or other copyright protection of trademarked material;
7. Using the network for financial gain or for any commercial or illegal activity;

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8. Using the network for political advertisement or political activity;
9. Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message;
10. Attempting to access, modify, harm or destroy another user's data on the network;
11. Taking any actions that affect the ability of the District to retrieve or retain any information contained on the computer equipment, in the data network system or acting to modify any software or any data without specific written permission;
12. Sending any student identifying information, via e-mail, or over the network system, must be done using encryption and/or password protection.
13. Creating and/or forwarding advertisements chain letters, mass mailings, get rich quick schemes, and pyramid schemes to individual mailboxes and/or mailing lists;
14. Gambling or conducting any illegal activity;
15. Posting personal views on social, political, religious or other nonbusiness related matters;
16. Communications that are harassing, hostile, insulting, ridiculing, attacking or defaming others
17. Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority. Refer to FSUS Leon Board Policy and Student Code of Conduct.
18. Attempting to subvert, defeat or disable installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school district's technology resources.
19. Users of unauthorized methods of access to FSUS technology resources such as modems and virtual private networks (VPN's).

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20. Use of remote access software or services to access remote computer networks, workstations or servers from the district system.
21. Attempting to transmit damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damaging or disrupting any computer facility, software, or data.
22. Attempting to interfere with the normal operation of computers, terminals, peripherals, or networks.
23. Usage invades the privacy of others.
24. Use or experimentation with software or hardware without written approval from the Technology Director.
25. Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, prurient, sexually suggestive or otherwise inappropriate.
26. Changing, deleting or modifying Internet browser settings including hiding or deleting Internet history or records of Internet use.
27. Use of the system for an unauthorized purpose.
28. Broadcasting a WiFi signal or operating a personal Hotspots from personal devices.
29. Students shall not perform any kind of maintenance, repair, configuration or installation services on District owned devices unless otherwise authorized by the IT Director.

IV. Websites & Posting of Information

- A. All web sites representing any FSUS Leon employee pursuant to their official role and duties must have their web site hosted on a school district authorized file server. File server space, and technical assistance are provided to school district employees to facilitate posting of school business-related web pages. Using free or paid outside web servers for public dissemination of school business is not permitted.

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Florida State University Schools recognizes the use of social media for communication and e-learning; however, only those networks approved by the Director or Designee may be used for classroom instruction or school sponsored activities. Oth... [1]

V. Social Media

A. FSUS recognizes the use of social media for communication and e-learning; however, only those networks sponsored by FSUS Leon may be used for classroom instruction or school sponsored activities without prior written approval of the Director.

B. Students may not access social media platforms during classroom time, except when expressly directed by a teacher for an educational purpose.

C. TikTok, or any successor platforms, may not be used on all district- or school-owned devices, or on any device (including privately owned) connected to district- or school-provided internet.

D. TikTok, or any successor platforms, may not be used to communicate or to promote any school district, school, school-sponsored club, extracurricular organization, or athletic team.

VI. Monitoring & Retention of Data

A. FSUS Leon business conducted by e-mail must be done using the e-mail account that the Florida State University supplies. When an employee conducts official business of Florida State University Schools via e-mail, the employee must retain a copy of the e-mail including attachments in paper form or store these documents electronically on district owned equipment in accordance with the Florida Public Records law.

B. Minor personal use of e-mail and the internet by school district employees is acceptable, but should not interfere or conflict with school business and or duties.

C. FSUS Leon reserves the right to monitor and/or retrieve the contents of e-mail messages for legitimate reasons such as, but not limited to, ensuring the integrity of the system, complying with investigations of wrongful acts, or recovering from a system failure.

VII. No Expectation of Privacy

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A. Students and visitors have no expectation of privacy in their use of the FSUS system.

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VIII. Security & Enforcement

A. Some material on the network might not be considered to be of educational value in the context of the school setting. In addition, some material, individual contacts, or communications may not be suitable for school-aged children. The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, Florida State University Schools supports information retrieval from the network which enhances the research and inquiry of the learner and which faculty and staff direct.

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1. To the extent practical, FSUS Leon will use technology protection measures to filter or block access to material that is not appropriate for students, taking into consideration the subject matter and the age of the students served at the school. Each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.

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2. To the extent practical, FSUS Leon will use technology protection measures to prevent hacking or unauthorized access by students to data or information that they should not have access to, and to prohibit other unlawful online activities by students.

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3. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

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4. To the extent practical, prevent access to websites, web or mobile applications, or software that do not protect against the disclosure use or dissemination of students' personal information in accordance with Florida Administrative rules; and

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5. Prohibit students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose.

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6. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the IT Director or designated representatives.

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B. In order to ensure confidentiality of secure information and to maintain network security, FSUS Leon also requires that employees' and students' passwords remain confidential. Therefore,

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1. Employees must:

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- a. Change passwords at least four (4) times a year, or whenever the employee feels his or her password may have been compromised;
- b. Use passwords that contain a combination of 3 of the following: (lower case letter, upper case letter, number, special character) and that are difficult to guess;

c. Type in passwords at each log in.

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2. Students may be required to:

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- a. Change passwords at least four (4) times a year, or whenever the student feels his or her password may have been compromised;
- b. Use passwords that contain a combination of 3 of the following: (lower case letter, upper case letter, number, special character) and that are difficult to guess;
- c. Type in passwords at each log in.

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3. Employees and Students are prohibited from sharing passwords and must not set passwords to an automatic log in mode.

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- a. It may become necessary to know employee or student passwords for maintenance purposes. Only authorized computer maintenance

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personnel will be allowed to know passwords. Upon completion of the maintenance activity, the user may need to change his or her password.

- b. Any student shall be exempt from accessing the internet upon request in writing from the parents, as defined by Florida Statutes, to the principal. The request for exemption shall expire at the end of each school year. It shall be the responsibility of the parent to renew the request yearly.

C. Students who violate any procedures in this policy may be denied access to FSUS Leon computing or technology resources and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to the FSUS Leon disciplinary procedures.

D. Employees that Fail to adhere to this policy may result in suspension or revocation of the offender's privilege of access to the network and other disciplinary action up to and including termination of the employee.

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Failure to adhere to this policy may result in suspending or revoking the offender's privilege of access to the network and other disciplinary action up to and including termination of the employee or expulsion in the case of a student. ¶

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

STATE BOARD OF EDUCATION RULE(S), 1001.02, 1003.02 F.S.

Rule 6A-1.0957, 6A-1.0955

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HISTORY:

ADOPTED: 2/11/14

REVISION DATE(S):

FORMERLY: NEW

Commented [MB1]: Kate can you update?

