

The Bradford County School District provides a variety of electronic communication systems for educational purposes. The electronic communications system is defined as the District's networks (including wireless networks), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, internet access, email, and any other existing or new technology designated for use by students and employees. Appropriate use of the District Network as described above is expected regardless of the whereabouts of the employee or student while on or off campus at any time of the day.

The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports information retrieval from the network which enhances the research and inquiry if the learner and faculty and staff direct. The District network will filter inappropriate material. At each school, each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.

At each school and facility owned and operated by the District, in each room where computers are present, notices shall be conspicuously posted that states the following: "Users of the network of the School District of Bradford County are responsible for their activity on the network. The School District has developed an Electronic Systems Responsible Use policy. All users of the network are bound by this policy. Any violation of the policy could 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.

I. Telephone Service

- A. In order to promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service systems. School personnel shall be informed of this system.
- B. Employees are generally not permitted to use the District System to conduct personal business or for other personal purposes. However, limited personal use of the system is permitted, but only to the extent it does not conflict with the user's employment duties and responsibilities.

Employees may use the telephone system to make calls on their breaks. Such calls should be brief and infrequent so as not to interfere with the official use of the system.

- C. Logs shall be maintained of long-distance calls by work location. Logs shall be in a uniform format. Telephone service billings and long-distance logs shall be subject to periodic review and audit. No person shall charge personal calls to the School Board.

II. Internet Use

- A. The District is required to comply with state and federal data privacy laws. Employees are required to safeguard employee and student data they have access to in the course of performing their duties. They are required to safeguard their network/system credentials to protect student and employee data from hacks and unauthorized access. The District will provide employees with training related to acceptable email and Internet security practices.
- B. As required by the Children Internet Protection Act (CIPA), the School District educates staff and students regarding appropriate online behavior to ensure internet safety, including use of email and internet resources. An internet filter is maintained by the school district for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. Bradford County School District cannot guarantee that access to all inappropriate sites will be blocked. Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the internet.
- C. Each student and parent or guardian, as defined by Florida Statutes, and each employee of the District will be required to sign an agreement for network responsibility wherein they are acknowledging their obligation to comply with the terms and conditions outlined in this policy.
- D. Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and or assuring students understand that if they misuse the network they will face disciplinary action and could lose their access privileges.

- E. Conference moderators are responsible for monitoring the context and tone of posted messages and or taking steps to delete offensive materials and to communicate with authors.
- F. Employees, Parents and Students are required to enter into an "Electronics Systems Responsible Use Agreement". These forms shall be approved by the School Board.
- G. Exception of Terms and Conditions. All terms and conditions stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the United States of America, the state of Florida, and the School Board.

III. Consequences for Inappropriate Use

- A. Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages shall govern student discipline for student violation of this policy.
- B. Suspension of access to the district's electronic communications system.
- C. Revocation of the district's electronic communications system account(s); and or
- D. Termination of System User Account: The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user
- E. Possible criminal charges
- F. Employee violation of this policy may result in disciplinary actions including termination of employment in accordance with the Employee Contract.

STATUTORY AUTHORITY: **1001.42, F.S.**

LAW(S) IMPLEMENTED: **1000.21, 1001.43, F.S.**

HISTORY: **ADOPTED:** _____
REVISION DATE(S): 07/18/11, 04/11/2022
FORMERLY: