

**FLORENCE COUNTY SCHOOL DISTRICT THREE  
ACCEPTABLE USE AGREEMENT FOR INTERNET AND  
OTHER ELECTRONIC RESOURCES**

Florence County School District Three recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. While these systems have the power to deliver resources to classrooms, facilitate communication and enhance education, their effectiveness depends on the responsible, ethical, and honest use by every individual. To this end, the FCSD3 Board of Trustees encourages the responsible use of the District's information technology resources, including but not limited to the internet, intranet and email; District-assigned computing devices such as personal electronic devices, laptops, tablets and desktop computers; and the District's network and supporting systems and data transmitted by and stored on the FCSD 3 systems. The following provides guidance to individuals and groups obtaining access to these resources on Florence County School District Three-owned equipment or through Florence County School District Three-affiliated organizations.

*Florence County School District Three Rights and Responsibilities*

It is the policy of Florence County School District Three to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Florence County School District Three recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Florence County School District Three retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of internet activity, including email, for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Florence County School District Three-owned equipment and, specifically, to exclude those who do not abide by the Florence County School District Three's acceptable use policy or other policies governing the use of school facilities, equipment and materials. Florence County School District Three reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.
6. To ensure compliance with the Children's Internet Protection Act (CIPA), the Protecting Children in the 21<sup>st</sup> Century Act, The Children's Online Privacy Protection Act (COPPA) and all federal, state and local requirements.

*Staff Responsibilities*

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Florence County School District Three.
2. Staff should make reasonable efforts to become familiar with the internet and other aspects of the District's technology resources so that effective monitoring, instruction and assistance may be achieved.
3. Employees of FCSD 3 who have or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA),

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Health Insurance Portability and Accountability Act (HIPPA), Children's Online Privacy Protection Act (COPPA), and other applicable laws and regulations, as they relate to the release of student information. Employees may not disclose sensitive or personally identifiable information regarding students to individuals and/or parties not authorized to receive it. Authorization to disclose information of a student to individuals and/or parties must strictly adhere to regulations set forth in the FERPA.

#### *Acceptable Use*

1. All use of the internet must be in support of educational and research objectives consistent with the mission and objectives of Florence County School District Three.
2. Proper codes of conduct in the use of the District's technology resources, including in electronic communication, shall be observed at all times. Caution must always be taken with regard to the sharing of confidential and/or personal information over the District's network.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network is considered property of Florence County School District Three. Accordingly, Users of District technology resources have no reasonable expectation of privacy regarding such use. Email messages and other electronic files created while using District resources, or stored on District resources, are the property of the District and are subject to review by District personnel and other designees at any time that the District deems necessary. The District may examine, restrict, or remove any material that is on, or that passes through, its network.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, Florence County School District Three will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

#### *Unacceptable Use*

1. Utilizing District technology resources in a manner that would be disruptive or would otherwise interfere with other students' or employees' district-related responsibilities is prohibited.
2. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
3. Any use of the network for commercial or for-profit purposes is prohibited.
4. Users may not connect a personal device to the network without permission from the IT Department.
5. Excessive use of the network for personal business shall be cause for disciplinary action.
6. Any use of the District technology resources for advancing personal profit or furthering political causes in violation of board policy or the State Ethics Act is prohibited
7. Users shall not intentionally seek information on, obtain copies of or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
8. No use of the network shall serve to disrupt the use of the network by others.
9. Hardware and/or software shall not be destroyed, modified or abused in any way. Any user who damages hardware, such as laptops, desktops, tablets, etc., may be held financially responsible for damages.

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10. Malicious use of the network to develop programs that harass, bully, or intimidate other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
11. Hate mail, chain letters, harassment, discriminatory remarks, bullying and other anti-social behaviors are prohibited on the network.
12. The unauthorized installation of any software, including shareware and freeware, for use on Florence County School District Three computers is prohibited.
13. Use of the network to access or process pornographic or other inappropriate material (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
14. The Florence County School District Three network may not be used for downloading entertainment software or other files not related to the mission and objectives of Florence County School District Three for transfer to a user's home computer, personal computer or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Florence County School District Three.
15. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
16. Use of the network for any unlawful purpose is prohibited.
17. Use of profanity, obscenity, threats, racist terms, libelous or defamatory language, or other language that may be offensive or obscene to another user is prohibited.
18. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
19. Establishing network or internet connections to live communications, including voice and/or video is prohibited unless specifically authorized by the system administrator.
20. Creating personal sites or other materials that bear the imprimatur or endorsement of the school or District without proper authorization is prohibited.

*Disclaimer*

1. Florence County School District Three cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and may monitor messages if necessary. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Florence County School District Three will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. Florence County School District Three makes no warranties (expressed or implied) with respect to:
  - o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - o any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Florence County School District Three reserves the right to change its policies and rules at any time.

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*User Agreement (to be signed by all adult users and student users above grade 5)*

I have read, understand, and will abide by the above Acceptable Use Agreement when using computer and other electronic resources owned, leased, or operated by Florence County School District Three. I further understand that any violation of the terms of this agreement may result in the revocation of my access privileges as well as disciplinary and/or appropriate legal action in accordance with board policy and state and federal law.

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User Name (please print)

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User Signature

Date

*Parent Agreement (to be signed by parents of all student users under the age of 18)*

As parent or guardian of [*please print name of student*] \_\_\_\_\_, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Florence County School District Three has taken reasonable steps to control access to the internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Florence County School District Three responsible for materials acquired on the network. Further, I accept full responsibility for any damage to hardware caused by my child. I hereby give permission for my child to use network resources, including the internet, available through Florence County School District Three.

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Parent Name (please print)

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Parent Signature

Date