

**Student Network**  
**And Internet**  
**Acceptable Use and Safety**  
**Policy and Guidelines**



Duval County Public Schools  
2002-2003

Dear Parent/Guardian:

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated and transferred in our society. The Duval County Public School System is pleased to provide computer technology, including the Internet, to its students while in the educational setting. The DCPS encourages students to utilize these resources to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21<sup>st</sup> century.

With this opportunity comes the responsibility for acceptable use. It is the policy of the DCPS that all technology will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of computer and/or network privileges for the user and may result in other disciplinary action as deemed appropriate. Use of such resources is a privilege, not a right.

The DCPS has implemented technology protection measures that filter Internet access to block visual displays that are obscene, pornographic or harmful to minors, but this technology is not 100% effective. Parents and guardians assume risk by consenting to allow their child to participate in the use of computers and the Internet. The Duval County Public School System supports and respects each family's right to decide whether to grant independent individual student access to computers and the Internet. Please note that some instructional software programs require Internet access to function properly. Alternative instructional materials can be provided to students not granted parent/guardian permission to use the Internet.

The Student Network and Internet Safety Acceptable Use Guidelines and Parent Permission Form follow and are also available online at [www.educationcentral.org/intech/policies](http://www.educationcentral.org/intech/policies). Age appropriate tutorials on the guidelines are also located online. The guidelines and tutorials explain the Duval County Public School System policy and should be read carefully and understood by all computer users. As the parent(s)/guardian(s) of a Duval County Public School student, you are asked to review this information and go over it in detail with your child so that everyone understands. If you have questions about the guidelines, please direct them to the Division of Technology, Instructional Technology at (904) 348-7100.

In order for your child to use the computers and the Internet for independent research with teacher supervision at his/her school, he/she must have a signed parent permission form on file. A copy of the Parent Permission Form is attached and is also available online. Computer and Internet access will not be granted unless this form is signed by the parent(s)/guardian(s) and returned to the school. The school will not assume that permission is given until the attached form is returned to the school indicating a desire to grant student access to computers, the network and/or the Internet.

Thank you for your support of this important opportunity for our students.

Sincerely,

John C. Fryer, Jr.  
Superintendent of Schools

**Duval County Public Schools**  
**Student Network and Internet Acceptable Use and Safety**  
**Policy and Guidelines**

The Duval County Public School System requires that all students using computer technology in the schools, including network and Internet services:

- have the permission of their parent or guardian;
- agree to abide by the Student Network and Internet Safety Acceptable Use Policy and Guidelines;
- understand that the use of the DCPS's computers, network and Internet services is a privilege, which may be terminated by the school or DCPS for failing to abide by the policy and guidelines described in this document.

**Educational Objectives**

The school's mission, goals, objectives and standards will guide the instructional use of technology resources, including the Internet. The DCPS expects faculty to integrate thoughtful use of computer technology throughout the curriculum and to provide guidance and instruction to students in its use. Teacher supervision of student computer and Internet activities is a key element in effective and safe use of these resources by students. Teachers may present web sites to students during instructional times. Parent permission is required only for independent student research on the Internet with teacher supervision.

**Privacy is Not Guaranteed**

The Internet and other networks are public places. Privacy is not guaranteed. Because these connections are granted to students as part of the larger scope of the curriculum, the DCPS reserves the right to monitor all traffic on the network and review all files stored on or transmitted through its computer systems. This is done to preserve the integrity of the network and to ensure that the DCPS's computers continue to function properly for all users.

**Access to Information**

Guidelines for access to information were established in the Federal Library Bill of Rights of 1980. School libraries are required to build collections of resources that support the curriculum and which are consistent with the philosophy, goals and objectives of the DCPS. This means that students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum. These principles can also be applied to the Internet.

The Internet is a vast digital library. The electronic-database and information-search tools it offers are rapidly being put to use in classrooms and school media centers and libraries. The DCPS's goal in providing an Internet connection is to establish direct access to appropriate materials that support curricular goals and objectives.

**Appropriateness of Materials**

Access to the Internet provides opportunities for students to explore thousands of resources outside the walls of their school. The DCPS acknowledges the fact that inappropriate materials exist and will do everything it can to actively avoid them, including the use of filtering software. The DCPS has implemented technology protection measures that filter Internet access to block visual displays that are obscene, pornographic or harmful to minors, but this technology is not 100% effective. No software can filter out all of the materials that are unacceptable in an educational setting and it should be clearly understood by all students and their parents/guardians that intentional access to such material, in any form, is strictly forbidden. The network is designed to achieve and support instructional goals and any information that does not support classroom learning is to be avoided. The DCPS wants students to use this valuable educational tool, but at the same time cannot condone the use of inappropriate information or unauthorized access.

It is the responsibility of all users, staff and students, to ensure that at all times while in the Duval County Public Schools, the computers, the network and the Internet are being used only for educational purposes. Student use of all computer technology, including independent Internet access, will be under the supervision of Duval County Public School System staff.

If a student unintentionally accesses such information while doing legitimate research, he/she should immediately contact the teacher or the person responsible for technology at his/her school site for appropriate action.

**Internet Safety**

Sharing of personal information, such as name, address and phone number, via the Internet can compromise personal safety. When using **any** computer network to communicate with others, students should think carefully about what they say and how they say it. When on the Internet a student should keep the following in mind:

- he/she cannot see the other person;
- he/she cannot tell how old they are or what sex they are;

- a person can tell the student anything; therefore, a student cannot always be sure that what the person is telling them is true.

If a student feels there is a problem, or feels uncomfortable with the information someone is transmitting to them, the student should tell his/her teacher, school site administrator or technology representative immediately.

### **Liability**

The DCPS makes no assurances of any kind, expressed or implied, regarding any computer or Internet services provided.

- Use of any information obtained is at the user's own risk.
- The DCPS will not be responsible for any damages the user suffers, including, but not limited to, loss of data resulting from delays or interruptions in service.
- The DCPS will not be responsible for the accuracy, nature or quality of information stored on any storage media such as diskettes, hard drives or servers; nor for the accuracy, nature, or quality of information gathered through DCPS-provided Internet access.
- The DCPS will not be responsible for personal property used to access DCPS computers, networks, or DCPS-provided Internet access.
- The DCPS will not be responsible for unauthorized financial obligations resulting from use of DCPS-provided access to the Internet.

### **Electronic Communications**

There are various forms of electronic communications available on computer networks, including the Internet. At this time the DCPS does not have a way to monitor all forms of student electronic communication. Therefore:

- individual student email accounts, instant messaging, chat rooms, bulletin boards and other forms of electronic communication are not considered authorized uses of DCPS technology equipment;
- the DCPS will not issue email accounts to students;
- students will not be authorized to access personal email accounts using DCPS equipment;
- teachers are responsible for any email communication sent or received on behalf of their class using their personal email account;
- teachers may not share their password with students;
- students may not send or receive email messages using the teacher's account;
- students may create a document that the teacher can review and then email for them;
- teachers are responsible for reviewing the content of any incoming email message before distributing it to the class.

### **Plagiarism**

The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." The student, who leads readers to believe that what they are reading is the student's original work, when it is not, is guilty of plagiarism. Credit should always be given to the person who created the words or idea.

Plagiarism has become increasingly easy to commit with the increased access to information and copy and paste techniques available when using computers. Contact the school's media specialist or [www.educationcentral.org/intech/policies](http://www.educationcentral.org/intech/policies) for more details.

### **Copyright**

Unless it is otherwise stated, assume that all materials on the Internet – including Web sites and graphics – are copyrighted, and that existing copyright guidelines, such as those involving photocopying, multimedia, and fair use, apply. Students using computers and the Internet should be aware of what is and is not allowed as it pertains to software, multimedia productions, and World Wide Web publishing. Contact the school's media specialist or [www.educationcentral.org/intech/policies](http://www.educationcentral.org/intech/policies) for more details.

### **Network Security**

#### **Passwords**

- The person in whose name a network account is issued is responsible at all times for its proper use.
- Passwords must never be shared. To share a user ID or password exposes the authorized user to responsibility for actions the other party takes with the password and ID.

#### **Connectivity**

- A student may not make arrangements for, or actually complete the installation of any physical or logical connection, nor make alterations to the existing DCPS's network unless approved by the Division of Technology in writing. This includes connecting computers, servers, network electronics or other network enabled devices to the DCPS's network. This is only allowed under special circumstances for specific classes.

- Students may not establish any physical or logical network connection that could allow users to gain unauthorized access to the DCPS's systems and information. This includes the establishment of multi-computer file systems, web services, Internet FTP servers, and the like.
- Students may not establish any type of server or file sharing mechanism, including but not limited to, intranet servers, electronic bulletin boards, instant messaging, local area networks, modem connections to existing networks, or other multi-user systems for communicating information.
- No proxies or personal firewalls are allowed.
- If users need to share computer data, they should utilize share directories on local area network servers and/or other authorized information-sharing mechanisms. Students are not allowed to set up shared directories. This policy helps ensure that all DCPS networked systems have the controls needed to prevent unauthorized access and protect confidential information.

### **Appropriate Behavior and School Conduct Codes**

Students are responsible for appropriate behavior when using the DCPS's computers, network and the Internet just as they are in classrooms, school premises, and at school sponsored events. The Student Code of Conduct and general rules for behavior and communication apply in all these circumstances.

The DCPS does not sanction any use of its computer systems or the Internet that is not authorized by or conducted strictly in compliance with this policy and the DCPS's guidelines, standards, procedures and controls. Users who disregard this policy and the DCPS's guidelines, standards, procedures and controls may have his/her privileges suspended or revoked and disciplinary action taken against them. Users granted access to the network through the DCPS's computers assume personal responsibility and liability, both civil and criminal, for uses of the network not authorized by this policy and the DCPS's guidelines, standards, procedures and controls.

The DCPS declares unethical and unacceptable behavior as just cause for disciplinary action, the revocation of network access privileges, and/or the initiation of legal action for any activity through which an individual:

1. uses the DCPS's computers and/or network for illegal, inappropriate, or obscene purposes, or in support of such activities;
  - a. Illegal activities shall be defined as a violation of local, state and/or federal laws. Inappropriate use shall be defined as a violation of the intended educational use of the network.
  - b. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.
2. intentionally disrupts network traffic, crashes the network and connected systems or damages any equipment;
3. configures or troubleshoots computers, networks, printers or other associated equipment, except when directed by the Division of Technology;
4. vandalizes equipment or software;
5. degrades or disrupts equipment or system performance;
6. uses the DCPS's computers and/or network with the intent of or for commercial or financial gain or fraud;
7. steals data, equipment, or intellectual property;
8. gains or seeks to gain unauthorized access to resources or non-instructional DCPS systems, such as student information systems or business systems, including hacking and using another person's ID and password to access information;
9. forges electronic documents including mail messages or uses an account owned by another user;
10. invades the privacy of individuals;
  - a. Accessing another person's materials, information, or files without the expressed or implied permission of that person is prohibited.
  - b. Erasing, renaming, modifying, or making unusable anyone else's computer files, programs or disks are also prohibited.
11. posts anonymous messages;
12. creates, distributes, or purposely activates a computer virus;
13. uses the DCPS's computers and/or network to harass or to send or request racist, inflammatory, obscene, sexist, or hate messages, literature or propaganda;
14. sends or requests messages or documents that are inconsistent with DCPS or school policies, guidelines, or codes of conduct;
15. possesses any data that might be considered a violation of these rules in print, magnetic (disk), or any other form;
16. bypasses, or attempts to bypass, any controls put in place on the DCPS's computers or network systems including those related to emails, chats, bulletin boards and messaging;
17. installs or attempts to install any tool whose main purpose is to gain unauthorized access;
18. installs personal or copyrighted software without permission or approval from the Division of Technology.

**Disciplinary Action**

Possible consequences of violations include, but are not limited to:

1. Suspension and/or revocation of Internet access.
2. Suspension and/or revocation of DCPS network privileges.
3. Suspension and/or revocation of computer access
4. School suspension and/or expulsion.
5. Appropriate legal action, civil and/or criminal.

**Remedies and Recourses**

The Duval County Public School System retains the right to monitor network activity in any form that it sees fit in order to maintain the integrity of the network.

The Duval County Public School System and the individual schools reserve the right to restrict or terminate network and Internet access at any time.

If a student is accused of any of the violations listed above, he/she has all of the rights and privileges to appeal the decision that a student would have if he/she were subject to any other type of disciplinary action.

**The Duval County Public Schools  
Student Network and Internet Acceptable Use and Safety  
Parent Permission Form**

By signing this form the student and his/her parent/guardian agree to the terms in the **Student Network and Internet Acceptable Use and Safety Policy and Guidelines**. Any questions should be directed to Instructional Technology staff members at (904) 348-7100 or to the school site.

In accordance with the Electronic and Communications Privacy Act of 1986, (18 USS Section 2510), all students are hereby notified that there are no facilities provided by Duval County Public School System that allow the sending or receiving of private or confidential electronic communications. All electronic communications will be determined to be readily accessible to the general public.

**Student Section**

I have read the **Student Network and Internet Acceptable Use and Safety Policy and Guidelines**. I agree to follow the rules contained in these documents. I understand that if I violate the rules my account can be terminated, my access to computers revoked, and I may face other disciplinary measures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Number \_\_\_\_\_ Homeroom # \_\_\_\_\_

**Parent/Guardian Section**

I have read the **Student Network and Internet Acceptable Use and Safety Policy and Guidelines**. I hereby release the Duval County Public School System, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the DCPS's computer systems, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I will instruct my child regarding any parental restrictions against accessing material that are in addition to the restrictions set forth in the **Student Network and Internet Acceptable Use and Safety Policy and Guidelines**. I will emphasize to my child the importance of not sharing personal information via the Internet or passwords. I give permission to issue the following access for my child and certify that the information contained in this form is correct:

\_\_\_\_\_ Computer and network access only (No independent Internet access)

\_\_\_\_\_ Computer, network and Internet access for independent research with teacher supervision

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_

SIGNED CONSENT AND WAIVER DOCUMENTS WILL BE KEPT ON FILE AT EACH RESPECTIVE SCHOOL SITE.

**SCHOOL COPY**

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