

Santa Rosa Employee Electronic Resource Acceptable Use Policy

I. Use of Electronic Resources

A. Work Related or Educational Activities

Use of the electronic resources including the internet, e-mail and other systems must be in support of the educational goals and policies of the Santa Rosa County School Board.

B. Personal Communications

Employees are not permitted to use electronic resources for personal or non-employee purposes during designated duty/work time. Within the non-duty/non-work day time of the designated work week, employees may use electronic resources on an infrequent and limited basis for personal reasons as long as such use is in compliance with all other sections of this policy and related Implementation Guidelines.

C. Use of any electronic resource must be consistent with the rules appropriate to the resource. This includes, but is not limited to, laws and regulations regarding:

1. Copyrighted material
2. Threatening, obscene or profane material
3. Material protected by trade secret
4. Procedures and guidelines of the Santa Rosa County School Board
5. Sexual, racial, ethnic, or religious harassment
6. Privacy

D. Prohibited Activities

1. Violating the condition of The Code of Ethics and Principles of Professional Conduct of the Educational Profession in Florida.
2. Allowing another individual to use your username and password.
3. Using another individual's username and password.
4. Using electronic resources for personal financial gain, for political election/campaign activities, online bidding or comparable activities or for any activities related to conducting a personal/private business.
5. Accessing, downloading, storing, viewing, sending, or displaying text, images, movies, or sounds that contain pornography, obscenity, or language that offends or degrades others.
6. Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.
7. Attempting to or actually accessing, modifying, harming or destroying another user's data.

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8. Harassing, insulting, threatening, or attacking others via electronic resources.
9. Electronically or physically damaging or attempting to damage the network, equipment, materials or data. Examples include hacking, flooding, or virus development.
10. Attempting to or actually accessing the School Board network or any devices attached to the network without authorization or in violation of any law.
11. Using telephone services, including long distance, without authorization.
12. Using electronic resources for illegal or inappropriate activities.

Electronic resources include but are not limited to:

- a. Network access
 - b. Internet access
 - c. Digital cameras
 - d. Personal digital assistants, e.g., PDAs, Pocket PC, Palm OS devices
 - e. Personal communication devices, e.g., cell phones, pagers, messaging devices, telephones
 - f. mp3 players
 - g. USB flash drives
 - h. E-mail
 - i. Computers
 - j. Laptops
13. Accessing confidential student or employee information without authorization or through misuse of authorization and communicating such information to unauthorized persons.
 14. Sending student personally identifiable information to vendors via email or file upload.
 15. Sending student personally identifiable information to other educators via email.
 16. Other uses that the Superintendent or his/her designee may notice as unacceptable.

II. Internet Safety

In response to the Children's Internet Protection Act (CIPA) the Santa Rosa County School Board provides a variety of measures to ensure the safety of online activities to minors.

Included measures are:

- A. Filtering and blocking access to inappropriate matter on the internet.
- B. Active monitoring of online activities of minors.

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- C. Procedures to prevent unauthorized disclosure, use and dissemination of personal information regarding minors.
- D. Procedures on the use of electronic mail, chat rooms and other forms of direct electronic communication.

III. No Privacy

Users have no expectation of privacy in any communication sent or received by e-mail, or in regard to the internet, network access, or other electronic resources, material stored on any School Board provided electronic device, material that is stored using any School Board electronic device, or material that is stored on any personal electronic device that is connected to the School Board network.

IV. Privileges

The use of School Board electronic resources is a privilege. Inappropriate, prohibited, or unauthorized use may result in cancellation of a user's privilege and referral for appropriate disciplinary and/or legal action. Each individual user who is authorized for access will receive information pertaining to the proper use of the resources. The School Board may limit or terminate access at any time as deemed necessary or by recommendation of the Superintendent or designee.

V. Security Measures

Username, passwords and other measures are used to maximize security. Procedures are in place to notify appropriate personnel should a security problem be identified. These procedures include notification of appropriate administrators.

VI. Warranties

The Santa Rosa County School Board makes no warranties of any kind, whether expressed or implied, for the services provided. The School Board is not responsible for any damages suffered, including loss of data, in conjunction with the use of its networks or equipment. In addition, the School Board will not be responsible for the accuracy or quality of information or data obtained through the use of electronic resources.

VII. Netiquette

Users are required to abide by the rules of communications etiquette. This includes being polite, abstaining from the use of vulgar or obscene language, and providing timely responses to communication.

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VIII. Updating User Information

Users must notify their immediate supervisor or designee of any changes in their account information (address, school, or any other relevant data) in order to continue using electronic resources.

IX. Acceptable Use Policy (AUP) Implementation Guidelines

Employees are required to comply with the guidelines for implementation of this policy as published by the Superintendent of Schools and updated periodically as needed. These guidelines are an integral part of this policy and are located at <https://www.santarosa.k12.fl.us/docsabc/>.

X. Acceptance of Terms and Conditions

All terms and conditions, as stated in this document, are applicable to each user. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the law of the State of Florida and the United States of America. Employees requesting access to electronic resources will be required to sign an acknowledgement of the Acceptable Use Policy terms and conditions. In addition, all employees are bound by the School Board AUP Implementation Guidelines as published and periodically updated (cf. Electronic Communications Policy and Acceptable Use Policy (AUP) Implementation Guidelines).

XI. Disciplinary Actions

If an employee violates any of the preceding policy provisions, his/her access may be limited or terminated and future access may be denied. In addition, appropriate disciplinary actions may be taken which may include, but are not limited to a letter of concern, suspension with or without pay, termination, legal action and/or referral to law enforcement as appropriate.

XII. The Santa Rosa County School Board reserves the right to change this policy at any time.