

Santa Rosa County District Schools

Acceptable Use Policy Agreement For Non-Employees

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. No Non-Employee/Volunteer will be given internet access unless he or she signs this policy. The policy is designed to clearly announce the possible risks of using the internet. The school district provides internet filters and takes every reasonable precaution to ensure the internet is safe.

The Santa Rosa County School Board of Education provides Internet access to non-employees for educational purposes only. DUE TO CURRENT FEDERAL LAWS, YOU HAVE LITTLE OR NO EXPECTATION OF PRIVACY WHEN USING THE INTERNET AT SCHOOL (OR AT HOME WHEN RELATED TO SCHOOL BUSINESS, e.g., writing about students, employees, or other non-employees). Non-employees should understand that all Internet usage is monitored and recorded. The district is authorized to do random audits of non-employee browser histories on devices attached to the district network.

Misuse of the Internet violates school board policy and subjects you to school disciplinary procedures. Additionally, you may incur civil and criminal penalties under Florida and Federal law for misuse of the Internet. Some of the misuses are as follows but not limited to:

- Using proxy sites to avoid the district Internet content filter
- Using a personal portable device to distribute offensive material on school grounds
- Using district-provided computer equipment
 - for personal use
 - for personal or business profit
 - for criminal purposes
 - for civil rights violations
 - to send defamatory material
 - for violation of a person's privacy
 - to share IDs and passwords
 - to share passwords with students
 - to share static IP addresses with students
 - to commit sexual harassment
 - to threaten death or bodily harm
 - to violate copyright laws

General Network- and Internet-Related Acceptable Use

- 1) All troubleshooting must go through the site Technology Contact. Non-employees must not ask students to troubleshoot computers.
- 2) Users must ensure the security of any account issued in their name. Measures taken to ensure the protection of confidential or sensitive information include but are not limited to a) using strong passwords (i.e., at least eight letters and numbers and including a combination of at least three of the following: uppercase letters, lowercase letters, number, and symbols (e.g., !, @, ^); b) securing your workstation each time you leave it by locking it or logging off, and c) reporting suspected incidents of security violations.
- 3) Giving students access to a non-employee account is a violation of School Board policy, HIPAA and FERPA. Confidential information such as Social Security number, password, or medical information is private and requires protection with the highest levels of security, as prescribed by applicable laws, regulations, and standards.
- 4) Website games and social media activities that are not work-related (e.g., Facebook games) should not interfere with work commitments and should not be conducted during work hours. Refer to School Board Policy 6.38.

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- 5) District non-employees shall use caution and good judgment when using electronic communications and social networking sites. Any information posted to or communicated through a social networking site shall not bring disfavor, embarrassment or condemnation to employees, students, or the school district.
- 6) All district policies and guidelines shall be met for school or district-related web sites (including blogs, wikis, etc.) maintained by non-employees. (See Electronic Communications Policy <https://www.santarosa.k12.fl.us/docsabc/>)
- 7) Non-employees will not be given a district email account.
- 8) Use of district-provided equipment to access email for non-educational purposes is prohibited, including but not limited to: sending jokes, chain letters, political advertisements, sales or profit-making activities, religious passages or any word or phrase that has religious connotations, and inspirational stories.

Relevant School Board Policy

- School Board Policy (<https://sites.santarosa.k12.fl.us/policy/>)

Upon signing this document you affirm that it is not reasonable that the Santa Rosa school district can directly supervise you every minute you are on the computer. Therefore, you agree that when you are not directly supervised, you will obey all school computer use policies, civil and criminal laws. In the event you are receiving computer messages threatening death, bodily harm, or destruction to property, you agree to report this event immediately to both law enforcement and the Santa Rosa School County School District.

I, (please print name) _____, have read and agree to abide by Santa Rosa County School Board's Acceptable Use Policies for Non-Employees. I understand that should I violate these policies, my right to use these resources may be revoked, and my non-employee status may be revoked.

Non-Employee Signature

Date

Non-Employee School/Site

**Give digitally or hand-signed original to Site Administrator or Designee.
Keep a copy for your records.**