

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. NO STUDENT WILL BE GIVEN **FULL** INTERNET ACCESS UNLESS THE PARENT/GUARDIAN SIGNS THIS POLICY THAT ANNOUNCES THE POSSIBLE RISKS OF USING THE INTERNET **AND MICROSOFT OFFICE 365**. THE SCHOOL DISTRICT PROVIDES INTERNET FILTERS AND TAKES EVERY REASONABLE PRECAUTION TO ENSURE THAT INTERNET USE IS SAFE. HOWEVER, STUDENTS MAY ATTEMPT TO BYPASS THE SCHOOL FILTERS OR USE THEIR HOME COMPUTER TO EXPOSE YOUR STUDENT TO THE FOLLOWING RISKS:

- Sharing offensive websites with other students
- Sending and receiving inappropriate e-mail, blogs and other prohibited messages
- Sharing offensive material created at home
- Sending or receiving libelous electronic messages
- Engaging in the violation of criminal and civil laws
- Illegally uploading or downloading copyrighted material
- Using your child's picture in a false light
- Violating your child's privacy regarding health and other personal issues

The Santa Rosa County School Board of Education provides Internet access **and Microsoft Office 365 (O365)** (see page 3) to students for educational purposes only. The use of the Internet is necessary for many school research projects. Misuse of the Internet violates school board policy and subjects your child to suspensions and other school disciplinary consequences. Additionally, your child may incur civil and criminal penalties under Florida and Federal law for misuse of the Internet. Some of the misuses are as follows:

- Using proxy sites to avoid the district filter
- Sending and distributing offensive material on district computers or school grounds
- Sending cyber-threats of death, bodily harm, damage to property to students or staff (i.e., cyberbullying)
- Creating offensive materials on home computers and distributing them on school grounds
- Using their own portable devices to distribute offensive material on school grounds
- Attempting to gain access to or using program(s) to obtain administrative passwords or district staff passwords

General guidelines include but are not limited to the following:

1. The student should have no expectation of privacy at any time while using district resources, (e.g., computers, WiFi, O365, etc.) nor at home when it pertains to school business (such as when writing about other students or district employees or when using O365).
2. The district is authorized to monitor e-mail, O365 usage logs and Internet histories of students and does so.
3. Students should use the Internet/network for appropriate educational purposes and research.
4. Students should use the Internet/network only with the permission of designated school staff.
5. Students should be considerate of other users on the network. Cyber bullying is unlawful behavior.
6. Students must use appropriate language for school situations and must not use vulgar or profane language or images, including those with implied vulgarity and/or profanity.
7. Students should immediately report any security problems or breeches of these responsibilities to the supervising teacher.
8. Students must adhere to copyright laws and plagiarism rules when using the Internet.
9. Students must not share user IDs and passwords required to access the network, Office 365, e-mail and other programs.
10. Students must not give out personal information about themselves or where they live.
11. Students must not fill out forms on the Internet without parent/teacher permission.
12. Students must not send pictures of themselves through their district-approved e-mail account.
13. Students must not work on a machine on which a teacher/staff member is logged in.

14. Students must not use proxy avoidance sites (sites that allow the user to bypass the district Internet filter) or other sites indicated as blocked on the Internet Filter Policy Information for Students. Use of these sites violates this contract and could result in loss of Internet access and/or other disciplinary actions.
15. Students using mobile devices are required to access the Internet only through district-provided, filtered networks. Under no circumstances are students to use any device (e.g., air card, smart phone, Palm, or other Internet data device) to bypass this requirement.
16. Students must not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, unauthorized redirection of school web pages, or violating copyright laws.
17. Students must not attach or transfer media from a personal storage device to district hardware without permission from an appropriate staff member.
- ~~17-18.~~ Students must not sync or save files to district machines, once they have an Office 365 account.
- ~~18-19.~~ Under no circumstances are students to physically connect to any port or district-owned device while on School Board property through Ethernet cables, USB cables, Paralink cables, etc., or to connect by Ad Hoc mode to any other district-owned device.
- ~~19-20.~~ Students must not work directly on ~~teacher, school, or district department~~ websites that represent the district without express, ~~written~~ permission from the ~~district Web Administrator and Director for Instructional Technology~~ school principal.
- ~~20. Students must not create or work directly on "live" school club/organization websites (e.g., robotics team websites) or any website that represents the district. Students should work on local copies of these websites, which can then be published on a district approved Web server by an appropriate staff member.~~
21. Students must not construct websites using content or links that violate state or federal laws.
22. Students must not use the network in a fashion inconsistent with directions from teachers and other staff.

Upon signing this document you affirm that it is not reasonable that the Santa Rosa School District can directly supervise your child every minute he or she is on the computer. Therefore, you agree that when your child is not directly supervised, he or she will obey all school computer use policies, civil and criminal laws. In the event your child notifies you they 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 District.

As parent/guardian of this student, I understand the risks associated with allowing my child to use the Internet. Furthermore, in signing this policy, I affirm that through this document the school district made a reasonable attempt to educate me on the known potential risks of using the Internet and the school's rules and goals of Internet use. Based on this adequate notice, I agree not to hold the Santa Rosa School District responsible for materials acquired or contacts made on the network.

Based on reading this Acceptable Use Policy, I have determined that the benefits of my child having access to the Internet outweigh the risks. I also agree that I will properly supervise my child's computer activity at home and will advise the Santa Rosa School District immediately if I discover that my child is violating this use agreement at home or at school. Additionally, I agree to notify the Santa Rosa School District immediately if I discover my child or my child's fellow students are committing civil and criminal violations of the law. Failure to report this behavior is negligent supervision and relieves the school of any liability that flows from this behavior if the school could not have reasonably foreseen this type of behavior on your child's home computer.

I understand that any conduct by my child named on the following page that is in conflict with these responsibilities is inappropriate and that such behavior may result in the termination of access and possible disciplinary action. I agree to compensate the Santa Rosa School District for any expenses or costs it incurs as a result of my child's violation of the Internet policy or administrative procedure.



## RELEVANT SCHOOL LAWS

- See Addendum 01e - Internet Filter Policy Information For Students ([www.santarosa.k12.fl.us/pdc/docs/dtp/adden01e.pdf](http://www.santarosa.k12.fl.us/pdc/docs/dtp/adden01e.pdf)). Violating this contract could result in loss of Internet access and/or other disciplinary actions (as outlined in addendum 01e).
- See School Board Policy ([www.santarosa.k12.fl.us/policy/policy8\\_60.pdf](http://www.santarosa.k12.fl.us/policy/policy8_60.pdf)).

## RELEVANT STATE STATUTES

- FL STATUTES: 784.048 (CyberStalking), 815.06 (Computer-related Crimes), 1001.41- .43 (School Board Authority).

## RELEVANT FEDERAL LAWS AND RULINGS

- PUBLIC LAW 106-554 TITLE XVII--CHILDREN'S INTERNET PROTECTION (<http://www.fcc.gov/cgb/consumerfacts/cipa.html>)

## Microsoft Office 365

SRCSD is rolling out student and staff use of Microsoft Office 365. This service is a cloud-based communication and collaboration tool, hosted by Microsoft and managed by SRCSD. Office 365 will provide the ability for our students (grades ?-12), faculty and staff to email, store files and collaborate on documents, spreadsheets, and presentations in real time from school, work, or home, all within a secure online environment.

What applications are available with Microsoft Office 365?

SRCSD students in grades ?-12 will have access to OneDrive, Outlook email, Office 365 Calendar and Contacts, Excel, Word and more. Microsoft OneDrive will provide storage for documents, spreadsheets, and more to students and staff. As the use of SRCSD Microsoft Office 365 continues, there may be other features that are added. We will inform you about any significant changes to the tools students are using in the secure SRCSD environment. Students will have five Office 2013 licenses (computer-based versions of Office 365) to install on their home machines.

Why is SRCSD choosing to use Microsoft Office 365?

The use of Microsoft Office 365 correlates directly with the Florida- Standards, specifically the standards that include -technology -tools use. SRCSD students will have the opportunity to learn how to use Office 365 for individual and collaborative writing, communication, and publishing activities. Students can also use Office 365 to participate in communications with different cultures and understand the need to place communication in the context of culture. And, lastly students can learn to assume different roles (e.g., leader/follower-) —using technology to complete a wide variety of tasks when working in teams. For detailed list of the Florida Standards , click here.

What is the value of Microsoft Office 365?

The instructional use of Microsoft Office 365 is a very productive instructional classroom tool. Files stored on Office 365 are always accessible and backed up online in a safe and secure data environment. Office 365s' intuitive commenting feature is ideal for instructor and student feedback. Also using Office 365 is a great way to prepare students for a society using- a wide spectrum of technologies.

(Adapted from PWCS <http://itech.departments.pwcs.edu/modules/cms/pages.phtml?pageid=315368>.)

**ACCEPTABLE USE POLICY AGREEMENT FOR STUDENTS (2014~~2015-15~~16 School Year)**  
**Santa Rosa County School Board**

63-11-32  
Rev. May '44~~15~~

**School:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Student **LAST** Name (Please print): \_\_\_\_\_

Student **FIRST** Name (Please print): \_\_\_\_\_

Student **MIDDLE** Name (Please print): \_\_\_\_\_

Parent/Guardian Name (Please print): \_\_\_\_\_

Parent/Guardian Phone #: \_\_\_\_\_

Upon signing this document you affirm that it is not reasonable that the Santa Rosa School District can directly supervise your child every minute he or she is on the computer. Therefore, you agree that when your child is not directly supervised, he or she will obey all school computer use policies, civil and criminal laws. In the event your child notifies you they 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 District.

As parent/guardian of this student, I understand the risks associated with allowing my child to use the Internet and MS Office 365. Furthermore, in signing this policy, I affirm that the school district made a reasonable attempt to educate me on the known potential risks of using the Internet and MS Office 365 and the school's rules and goals of Internet use. Based on this adequate notice, I agree not to hold the Santa Rosa School District responsible for materials acquired or contacts made on the network.

I have reviewed these responsibilities with my child, and he or she clearly understands this acceptable use policy and has agreed to obey all school procedures, civil, and criminal laws. By signing below,

**I hereby grant** ☐ **I hereby do not grant** ☐

permission to the Santa Rosa School District **to provide network and Internet access at school.**

*Please be advised that if you check no your student will not be permitted to use the district Internet access for research and exploration, but your child will still be instructed through the use of Internet-based educational software deemed vital to your child's educational success, including educational usage of Office 365.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

For a variety of reasons (academic activities, athletics, clubs, etc.) your child's name, individual student picture/video image, and/or creative work(s), may appear on a school- or district-related website. Please understand that once this information is placed on the Web, we cannot guarantee that the information will not appear on other sites. Also, some activities may involve a classroom to classroom video exchange, for example, students studying volcanoes could use O365 Skype for Business and video equipment (~~e.g., webcam~~) to see and talk to students in a classroom near Kilauea (Hawaii) Mount St. Helens. By signing this section,

**I hereby grant** ☐ **I hereby do not grant** ☐

permission to the Santa Rosa School District to place my child's name, individual student picture/video/webcam image, and/or creative work(s) on a school- or district-related site.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please sign in both places and return this page to the teacher. Retain the first three pages for your records.*