

## CHAPTER 8.00 - AUXILIARY SERVICES

### **TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE**

**8.60+**

The District shall develop a comprehensive ~~telecommunications plan~~ electronic communication policy for administrative and instructional purposes. The ~~plan~~ policy shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, District offices, and the global community.

The Superintendent or designee shall be responsible for establishing and authorizing use of telecommunications services and networks in keeping with the ~~telecommunication plan~~ electronic communication policy, which shall be presented to the School Board for approval. ~~Such plan~~ This policy shall be updated from time-to-time and submitted for Board review and approval. ~~The telecommunication plan will reside in the~~ District Technology Plan and will be available on the Professional Development Center's Instructional Technology web site.

Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access; sale of computer services; acceptable use; proper etiquette; use of social media, security; vandalism; harassment; and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.

District computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the District mission and goals. All such resources are District property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:

- I. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is not authorized.
- II. E-mail, World Wide Web pages, and other forms of electronic documentation
  - A. Will not be obscene, abusive, or contain other inappropriate material.
  - B. Will require the same handling as other public records.
- III. The District recognizes the use of social media for communication and e-learning; however, only those networks sponsored by the District may be used

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for classroom instruction or school sponsored activities without prior written approval of the Superintendent.

- IV. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.
- V. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.
- VI. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, destroy the data or service of the computer or network systems.
- VII. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
- VIII. Users must avoid spreading computer viruses. Users may not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using School Board-provided equipment and network resources.

Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing acknowledging the applicable Acceptable Use Policy. The District will update ~~yearly~~ as needed the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees. ~~These policies will reside in the District Technology Plan and be available on the District's Instructional Technology web site.~~

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, F.S.**

**HISTORY:**

**ADOPTED: 07/01/2002**  
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