



Electronic Information Services Use Agreement

I certify that I have read and agree to abide by School District of Volusia County Policy 518 - Use of Electronic Information Services (EIS) and School Office Equipment (School Board policies are available for review on the Volusia County Schools Web site). Unauthorized or improper use of school office equipment can result in loss of use or limitations on use of equipment, disciplinary actions, criminal penalties and/or employees being held financially liable for the cost of improper use.

The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for VCS employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to immediate disciplinary action.

It is the expectation of the board that all employees abide by the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida. This expectation applies to work related and personal use of EIS and school office equipment.

Please return the completed and signed form to the VCS Human Resources Office, DeLand or email to applicants@volusia.k12.fl.us.

Employee Name

Print your legal name below **as it appears on your Social Security card:**

First Name: _____ Middle Name: _____

Last Name: _____ Last Four (4) Digits of Social Security #: _____

School/Department Assignment: _____

Employee Signature: _____ Date: _____

USE OF ELECTRONIC INFORMATION SERVICES
AND SCHOOL OFFICE EQUIPMENT

I. GENERAL PROVISIONS

The board recognizes that electronic information services or resources (hereinafter referred to as "EIS") are a means of providing employees and students with a wealth of information, as well as improving operational efficiency. EIS include, but are not limited to network services such as Internet, databases, electronic mail, and any computer-accessible source of information, whether from hard drives, tapes, compact discs, floppy discs, or other electronic sources.

The school district may provide EIS to students and employees. Use of EIS and school office equipment is a privilege, not a right. All use of EIS and school office equipment must be in accordance with the terms of this policy, as well as any procedures established by the superintendent/designee under this policy. Anyone who violates the terms of this policy may be denied access to EIS and school office equipment and may be subject to disciplinary action.

The use of EIS significantly alters the information landscape for students and educators by making a broader array of resources available. In the past, instructional and library media materials could usually be screened, prior to use, in accordance with reasonable selection criteria. However, some EIS, such as the Internet, provide access to largely unrestricted environments. This communication can be interactive, enabling a wide variety of information to be shared. While this type of learning environment can be very positive, parents, students and staff must be aware that due to the fundamental lack of restriction on the Internet, there is the possibility of accessing information that has not been screened by educators and that may not be consistent with other school board policies.

Employees responsible for supervising student EIS use will provide reasonable guidance and instruction to students on such use. Such staff will consult relevant school board policies on curriculum and instructional materials for guidance in supervising such student use. The school board authorizes the superintendent/designee and staff to utilize filters when the staff has a reasonable belief that such filters will prevent access to information inappropriate under school board policy, without denying access to relevant information.

It is the expectation of the board that all employees abide by the *Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida*. This expectation applies to work related and personal use of EIS and school office equipment.

EIS provided by the district is the property of the district. The superintendent/designee may review files and communications and monitor system utilization without notice or permission. Users should not expect that EIS utilization, communications, or information sent, retrieved or stored via EIS, including electronic mail and files stored on district equipment, will be private. The superintendent/designee has the authority to close accounts and review, copy or delete files or any other document or communication at any time.

EIS may be used to enhance communication and the exchange of information. However, such methods of communication do not constitute an open forum. The board retains the right to take any action believed necessary to ensure that EIS and school office equipment are used in accordance with state and federal laws and regulations, school board policy and administrative directives.

II. EMPLOYEE USE

A. General Policy

Employees are permitted limited use of school office equipment and EIS for personal needs if the use does not interfere with official business and involves minimal additional expense to the district. This limited personal use of school office equipment and EIS should take place during the employee's non-work time. This privilege to use school office equipment and EIS for non-work purposes may be revoked or limited at any time by the superintendent/designee.

B. Definitions

1. "Privilege" means, in the context of this section of this policy, that the school district is extending the opportunity to its employees to use school property for personal use in an effort to create a more supportive work environment. However, this opportunity may be withdrawn at any time. This policy does not create a right to use school office equipment and EIS for non-school purposes. Nor does the privilege extend to modifying such equipment, including loading personal software or making configuration changes.
2. "School office equipment" includes but is not limited to: information technology, personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to Internet services, and e-mail.
3. "Minimal additional expense" means that an employee's personal use of school office equipment is limited to those situations during which the school is already providing equipment or services and the employee's use of such equipment or services will not result in any additional expense to the school or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner or paper. Examples of minimal additional expenses include: making a few photocopies, using a computer printer to print a few pages of material, making occasional brief personal phone calls, infrequently sending personal e-mail messages, or limited use of the Internet for personal reasons.
4. "Employee non-work time" means times when the employee is not otherwise expected to be addressing official business. Employees may, for example, use school office equipment during their own off-duty hours such as before or after a work day (subject to school hours), lunch periods, authorized breaks, or weekends or holidays (if their work station is normally available at such times).

5. "Personal use" means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity.
6. "Information technology" means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information.

C. Specific Provisions on Use of Equipment and Services

Employees are authorized limited personal use of school office equipment. This personal use must be in accordance with the terms of school board policy, any procedures established by the superintendent/designee and any directives from the employee's supervisors. Such personal use also must not result in loss of employee productivity or interference with official duties. Moreover, such use should incur only minimal additional expense to the district in areas such as:

1. Communications infrastructure costs; e.g., telephone charges, telecommunications traffic, etc.;
2. Use of consumables in limited amounts; e.g., paper, ink, toner, etc.;
3. General wear and tear on equipment;
4. Data storage on storage devices;
5. Transmission impacts with moderate e-mail message sizes such as e-mails with small attachments.

D. Unauthorized Personal Uses

Employees are expected to conduct themselves professionally and to refrain from using school office equipment for activities that are inappropriate. Misuse or unauthorized personal use of school office equipment includes:

1. Any personal use that could cause congestion, delay, or disruption of service or damage to any school system, software or equipment. For example, greeting cards, video, sound or other large file attachments can degrade the performance of the entire network. "Push" technology on the Internet and other continuous data streams would also degrade the performance of the entire network and be an inappropriate use.
2. Using the school systems as a staging ground or platform to gain unauthorized access to other systems.
3. The creation, copying, transmission, or retransmission of chain letters or other unauthorized mass mailings regardless of the subject matter.

4. Using school office equipment for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to: hate speech, harassment, defamation, threats or activities involving material that ridicules or is derogatory to others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
5. The creation, download, viewing, storage, copying, or transmission of sexually explicit or sexually oriented materials, with an intent to do so.
6. The creation, download, viewing, storage, copying, or transmission of materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited, etc., with an intent to do so. However, this restriction shall not prohibit legitimate educational research.
7. Use for commercial purposes or in support of "for-profit" activities or in support of other outside employment or business activity (e.g., consulting for pay, sales or administration of commercial transactions, sale of goods or services).
8. Engaging in any non-school fund-raising activity not authorized by the superintendent/designee.
9. Endorsing any product or service, participating in any lobbying activity not authorized by the superintendent/designee as part of the employee's job, or engaging in any prohibited partisan political activity.
10. Any personal use that creates the perception that the communication was made in one's official capacity as a school employee, unless appropriate school approval has been obtained.
11. Any use at odds with the school district's mission or policies. This includes posting school information to external newsgroups, bulletin boards or other public forums without authority.
12. Any use that could generate more than minimal additional expense to the school. (Such use would only be acceptable where reimbursement to the district is agreed upon by the district in advance).
13. The unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information including computer software and data, that includes private information, copyrighted, trade marked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.
14. Any use that is in violation of copyright laws, and regulations.
15. Any use which violates the *Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida*.

16. Allowing another individual to access EIS by using the employee's account or password, unless the employee has authorization to allow such use by others. Employees are ultimately responsible for all activity under their accounts.
17. Use of EIS to invade the privacy of or trespass into another student's or employee's folders, work, or files without proper authorization.

E. Proper Representation

It is the responsibility of employees to ensure that they are not giving the false impression that they are acting in an official capacity when they are using school office equipment for non-school purposes. If there is expectation that such a personal use could be interpreted to represent the district, then an adequate disclaimer must be used. One acceptable disclaimer is *"The contents of this message are mine personally and do not reflect any position of the Volusia County School District."*

F. Access Management

Employees have no inherent right to use school office equipment. Therefore, all schools will establish appropriate controls to ensure that the equipment is used appropriately.

G. Privacy Expectations

Employees do not have a right, nor should they have any expectation, of privacy while using any school office equipment at any time, including accessing the Internet or using e-mail. To the extent that employees wish that their private activities remain private, they should avoid using school office equipment such as the computer, the Internet, or e-mail.

1. By using school office equipment, school employees imply their consent to disclosing the contents of any files or information maintained.
2. By using school office equipment, consent to monitoring and recording is implied with or without cause, including (but not limited to) accessing the Internet and using e-mail. Any use of school office equipment is made with the understanding that such use is generally not secure, is not private, and is not anonymous.
3. District school officials have the right to access any electronic communications, and may employ monitoring tools to detect improper use. Electronic communications may be disclosed to employees who have a need to know in the performance of their duties and to additional individuals as deemed necessary by the superintendent/designee.

H. Sanctions for Misuse

Unauthorized or improper use of school office equipment can result in loss of use or limitations on use of equipment, disciplinary actions, criminal penalties and/or employees being held financially liable for the cost of improper use.

III. STUDENT USE

A. General Notice

The use of EIS can put new and exciting resources at the fingertips of both students and teachers. Due to the fundamental lack of restrictions on the Internet, parents, teachers and students should be aware that there is a possibility of accessing information that has not been screened by educators and that may not be consistent with other district policies. Individual users will be held responsible for their use of EIS. All students and their parents/guardians shall be required to sign and return an acceptable use agreement provided by the school prior to using EIS.

B. Specific Provisions on Use of Equipment and Services

All students must agree to adhere to the following requirements:

1. All student use of EIS shall be in accordance with school board policy, the code of conduct, other rules that the individual school may have that supplement school board policy, and the instructions given to the student(s) by staff.
2. The student is responsible for good behavior on the school computer system, just as he/she is while at school or any school district activity. School board policy and school rules for behavior and communications apply.
3. The student shall use EIS for educational purposes only.
4. The student will not access or attempt to access information that is not authorized for the student's access or account.
5. Students are not permitted to use EIS for commercial purposes or product advertising, unless specifically allowed by the teacher as part of the class.
6. Students are not permitted to use EIS for political lobbying or campaigning. This prohibition does not restrict communications with public officials as part of a class activity approved by the teacher.
7. Students are not permitted to access, transmit, receive, submit, or publish any defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, offensive, or illegal material, any material related to gambling, weapons or terrorist activities, or any materials involving hate speech, or to make any attempt to do so.
8. Students will not use EIS to invade the privacy of and shall not trespass into another student's or employee's folders, work, or files without proper authorization.
9. The student shall abide by all copyright laws and regulations.

10. The student shall not harm, modify, or destroy software or equipment, or interfere with system security or make any attempt to do so.
11. The student shall not introduce unauthorized software into the system.
12. The student shall not use EIS in any way that would disrupt the use of EIS by others.
13. The student shall not allow another individual to access EIS by using the student's account or password, unless the student has authorization to allow such use by others. Students are ultimately responsible for all activity under their accounts.

C. Supervision

Employees responsible for supervising student use of EIS will provide reasonable guidance and instruction to students on such use. No student shall be permitted to engage in interactive communication using EIS without the expressed permission of the supervising staff member. Interactive communication on the Internet by students shall be closely supervised.

D. Sanctions for Misuse

Any violation of this policy by a student may result in loss or limitation of use of EIS, shall be grounds for discipline under the code of student conduct and/or referral to law enforcement where appropriate under the law, and may result in the student being financially liable for the cost of improper use.

IV. Establishment of Home Page

- A. Home pages shall only include student information to the extent that student information is allowed to be shared under school board policy.
- B. Links on the home page shall be monitored to ensure that such links remain appropriate.
- C. As with all other use of EIS, a home page does not constitute an open forum.

Legal Authority:

Sections 230.22(2), 230.23005, Florida Statutes

Law Implemented:

Section 230.23005, Florida Statutes

History:

(Adopted -- July 25, 2000)

(Effective Date -- July 25, 2000)