

Dear Parent or Guardian:

Charlotte County Public Schools would like to offer your child access to our electronic communications system. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world, through the Internet and other electronic information systems.

Part of the division's responsibility in preparing students for the 21st century is to provide them access to the tools they will be using as adults. The global information network will likely be one of those tools. Through the division's electronic information system, your child will have access to hundreds of databases, libraries, and computer services from all over the world. We accept the responsibility for teaching your child about his/her role as a "network citizen" and the code of ethics involved with this new "global community".

As educators, one of our greatest priorities is to protect the students. In terms of online safety and the ever-changing nature of the Internet, our instructors will stay well informed of the latest computer threats and continue to integrate Internet safety into the curriculum throughout the school year.

Student responsibility comes with this educational opportunity. It is important that you and your child read the enclosed division policy, guidelines and agreement form and discuss these requirements together. Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may come across material of adult content, some of which you might find objectionable. (The division takes a no tolerance approach to accessing such material and will hold students responsible for their actions.) Precautions will be taken to prevent unauthorized access, but it is not possible to prevent such access completely.

Attached to this letter are the following documents:

- The division's Internet Policy and Acceptable Use regulations
- An agreement for your child to read and sign stating his/her agreement to follow division policies regarding the Internet. This agreement requires your signature and will be kept on file at the school in your child's permanent folder, to remain in effect until otherwise stated.

Please review these materials carefully with your child before signing the required agreement form.

Sincerely,  
*Nancy Hardie Leonard*  
*Division Superintendent*

## **Charlotte County Public Schools**

### **ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY**

Electronic communication systems include the Internet, Intranet, e-mail, and any other electronic means of communicating information and ideas. The Internet is an “electronic highway” connecting millions of computers all over the world and millions of individual users. Access to the Internet will enable users to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase school and District communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers. The system will also assist the schools in sharing information with the local community, including parents, social service agencies, government agencies, and businesses. Intranet refers to the ability to communicate within the confines of the division’s local area network while E-mail allows users to send and receive individual messages through a computer system.

The Charlotte County School Board acknowledges that it is impossible to predict with certainty what information students might locate on the Internet. The electronic information available to students does not imply endorsement by the division of the content, nor does the division make any guarantee as to the accuracy of the information received on the Internet.

The division shall make every effort to see that this educational resource is used responsibly by students and staff. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. In addition, staff members have the responsibility to use resources in an educationally appropriate manner.

The Superintendent or designee shall develop procedures for student exploration and use of electronic information resources. Such procedures shall address issues of privacy, ethical use of information, **personal safety**, illegal and/or unauthorized use of the Internet, and other conditions of usage.

Use of the Internet demands personal responsibility and an understanding of acceptable use procedures. Use of the Internet is a privilege, not a right. General rules for behavior and communications apply when using the Internet. Failure to follow the acceptable use procedures will result in the loss of the privilege to use this educational tool and, if applicable, disciplinary measures.

ADOPTED: July 1, 1997.

REVISED: May 29, 2007.

*Legal Refs: The Communications Decency Act of 1995, 47 U.S.C. 201 et seq.*

## **ELECTRONIC COMMUNICATIONS GUIDELINES**

Access to electronic communications systems will enable users to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the school system's intent is to make Internet access available to further educational goals and objectives, users may find ways to access other materials as well. It is the system's belief that the benefits to users from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for insuring that their children follow the standards and guidelines established by the School Board when using media and information services.

Students and staff are responsible for good behavior on school computer networks just as they are whenever present on school property. Communications on the network are often public in nature. Therefore, general school rules for behavior and communications apply. The network is provided for the **limited educational purpose** of allowing users to conduct research and communicate with others. Educational purpose is defined as use of the system for classroom activities, professional or career development and limited high-quality self-discovery activities. Access to network services is given to students who agree to act in a considerate and responsible manner and, along with their parent/guardian, have signed the Acceptable Use Agreement. Employee use should reflect the **educational purpose** of the network. By signing the attached acceptable use agreement, employees agree to follow the stated guidelines.

Access is a privilege (not a right) and entails responsibility. Individual users of the division computer networks are responsible for their behavior and communications over those networks. It is expected that users will comply with division standards and will honor the agreements they have signed. Violations will result in disciplinary action. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that students and staff are using the system responsibly. Users should not expect that files stored on division servers will always be private. Users should be advised that all activity on the network can be tracked. Within reason, freedom of speech and access to information will be honored.

## Unacceptable Uses

### **1. Personal Safety**

- a. Users shall not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone number, photographs, school address, work address, etc.
- b. Users shall not agree to meet with anyone contacted on-line.
- c. Users shall promptly disclose to a teacher or school administrator any message that the user feels is inappropriate or that makes that user uncomfortable.

### **2. Illegal Activities**

- a. Users shall not attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging onto the system through another person's account or accessing another person's files.
- b. Users shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. Users shall not use the system to engage in any illegal act, such as downloading copyrighted music files, threatening another person, purchasing alcohol, arranging for a drug sale, etc.
- d. Users shall not use the system in any way that violates local, state, federal, or international laws or statutes.

### **3. System Security**

- a. Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from using their account. Under no conditions shall users reveal their password to another person.
- b. Users shall notify a teacher or administrator of any possible security problems with the system.
- c. Users shall not download information or software not approved. Downloads might include, but are not limited to browser plug-ins, third party screensavers, games, music and the like.
- d. Users shall not use another person's password without authorization of the system administrator.
- e. Users are advised that all network activity (including Internet, email and personal files) can be traced and viewed. Activity can be tracked by user identification and by workstation identification.
- f. Users shall not attempt to circumvent security measures or otherwise jeopardize the integrity of the system, remote computers, or other networks.
- g. Users shall not engage in any activity that might be harmful to the system or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- h. Charlotte County Public Schools will not assume responsibility for any virus damage resulting from use of the school systems. Every possible measure is taken to assure safety, but viruses can penetrate any system.

### **4. Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users shall not use obscene, profane, lewd, inflammatory, threatening, or disrespectful language.

### **5. Cyber Bullying**

- a. Users shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- b. Users shall not harass another person. Harassment is persistently acting in a manner that intentionally annoys another person.
- c. Users shall not knowingly post false or defamatory information about a person or organization.
- d. Users shall report to responsible school personnel any personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN), observed while using school-owned technology.

### **6. Respect for Privacy**

- a. Users shall not post a confidential message without permission from the person who originally sent the message.
- b. Users shall not post private information about another person.

### **7. Respecting Resource Limits**

- a. Users with CCPS email accounts shall not post, forward or reply to chain letters or send non-school messages to large numbers of people.
- b. Users shall frequently check their e-mail and delete unwanted messages promptly.
- c. Users shall not exceed allocated computer resources.

## Unacceptable Uses

d. Users shall not store information except on their designated network location. Student and faculty are assigned network resources as part of a user profile. These include resources (email, etc.), drive space, and file storage.

### **8. Plagiarism and Copyright Infringement**

a. Users shall not plagiarize works found on the system. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own. Materials used (written, graphic or recorded) shall be properly documented. If you are unsure of how to cite sources, check with the building librarian.

b. Users shall respect the rights of copyright owners. If a user is unsure whether a work is protected by copyright or whether he/she may reproduce a certain work, that user should request permission from the copyright holder.

c. Unless otherwise noted, all information on the system is considered to be copyright protected.

### **9. Inappropriate Access to Material**

a. Users shall not use the system to access **material (files) that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).**

b. Users shall not use the system to advocate illegal acts, violence, or discrimination towards other people (hate literature).

c. Users **shall not attempt to access instant messages, chat rooms, forums or message boards (except school approved), personal email, and personal web pages (including social networking sites).**

d. Users shall not purchase material for personal use via the Internet using the school network.

e. Users shall not use the system for personal or commercial purposes.

f. Users shall not use the system for political lobbying purposes.

g. Users shall not bypass or attempt to bypass CCPS filtering software.

*The items listed above should not be considered comprehensive. Other inappropriate actions not listed may also be considered unacceptable use of electronic communications. Violators may also be subject to local, state, federal, and international law.*

## Noncompliance

Willful violations of the above rules may result in a loss of access as well as other disciplinary or legal action at the discretion of the administrator.

a. **Disciplinary actions for employees may include a conference, warning, letter of reprimand, loss of privileges, suspension without pay, demotion, dismissal, and/or criminal prosecution.**

b. **Disciplinary actions for students may include, but not be limited to a telephone call to parents or guardians, loss of privileges, restitution, suspension, and/or expulsion, and/or criminal prosecution.**

# Charlotte County Public Schools

## STUDENT USER AGREEMENT FORM

As a user of the Charlotte County Public Schools computer network, I hereby agree to comply with the stated rules by communicating over the network in a reliable fashion while honoring all relevant laws and restrictions. Should I commit any violation, my access privileges may be revoked. School disciplinary action, and/or appropriate legal action may be taken.

Student Name (print) \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeroom/Classroom Teacher \_\_\_\_\_

**Randolph-Henry High School Only:**

1st Period Teacher \_\_\_\_\_ (1st semester)

1st Period Teacher \_\_\_\_\_ (2nd semester)

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As the parent or legal guardian of the minor student signing above, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes and that the Charlotte County School Board has taken precautions to restrict controversial material. I also recognize, however, that it is impossible for the Charlotte County School Board to restrict access to all controversial materials and I will not hold the Board responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In acceptance of this agreement, I understand that the Student User Agreement Form **will remain in effect while my child is attending Charlotte County Public Schools**. If I should decide that I want to deny Internet access to my child, I must send a written statement to his/her principal, requesting that access be denied.

I hereby give permission to issue an account for my child and certify that the information contained on this form is true and correct.

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

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

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

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**Administrative Use Only:**

Student account password \_\_\_\_\_

# Charlotte County Public Schools

## Information Technology Employee Ethics Agreement

As a user of the Charlotte County Public Schools' local and wide area computer systems, I understand and agree to abide by the following ethics agreement terms. These terms shall govern my access to information technology applications, services and resources of Charlotte County Public Schools and the information they generate.

Charlotte County has granted access to me as a necessary privilege in order to perform **authorized** job functions at the institution where I am currently employed. I will not knowingly permit use of my entrusted access for any purpose other than those required to perform **authorized employment functions**. These include user name and password.

I will not disclose any access information unless properly authorized to do so by my employer. I will not use access information that has not been assigned to me. I will treat all information maintained on the Charlotte County Public Schools' computer systems as strictly confidential and will not release information to any unauthorized person.

**I agree to comply with the stated rules** in the Charlotte County Acceptable Use Policy and honor all relevant laws and restrictions. If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Charlotte County Administration or management of my institution.

I understand the Charlotte County administration reserves the right without notice to limit or restrict and individual's network access. The administration may inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of the network.

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept responsibility for adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

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**Name (Print)**

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**Date**

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**Employee Signature**

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**Date**