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## **Appendix A: Acceptable Use Procedures (AUP) for Students and Visitors**

### **GUIDELINES AND PROCEDURES FOR STUDENTS/VISITORS OF ST. JOHNS COUNTY SCHOOL DISTRICT DIGITAL NETWORK AND TECHNOLOGY RESOURCES**

#### **1. Acceptable Use of the Digital Network of the St. Johns County School District**

- Students' use of the District's digital network, internet service and other electronic resources is a privilege. As a condition of that privilege, students must comply with this Acceptable Use Policy ("AUP"). The following general rules govern students' use of the District's digital network and technology resources:
- The use must be in support with the District's educational goals and policies.
- The use must comply with this Acceptable Use Policy ("AUP").
- The use must comply with the instructions of teachers and staff.
- The use must comport with the six pillars of CHARACTER COUNTS!
- Require that students who access our network with district or personally owned electronic equipment ANNUALLY sign this Acceptable Use Agreement which is to be kept on file at each school or district department.
- The use must comply with applicable laws and regulations, including (a) bullying and harassment and (b) copyright laws.

#### **2. Prohibited Activities**

**The following are prohibited:**

- Use that violates the Code of Conduct.
- Use of another individual's account or providing individual account information to another person.
- Use of the network for financial gain or for political or commercial activity.
- Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.
- Attempting to access, modify, harm or destroy another user's data on the network.
- Harassing, insulting, ridiculing, attacking or defaming others via network communications.
- Attempting to subvert, defeat or disable installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school district's technology resources.
- Users of unauthorized methods of access to St. Johns County School District technology resources such as modems and virtual private networks (VPN's).
- Use of remote access software or services to access remote computer networks, workstations or servers from the district system.
- Attempting to transmit damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damaging or disrupting any computer facility, software, or data.

Attempting to interfere with the normal operation of computers, terminals, peripherals, or networks.

- Usage invades the privacy of others.
- Use or experimentation with software or hardware.
- Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, prurient, sexually suggestive or otherwise inappropriate.
- Changing, deleting or modifying Internet browser settings including hiding or deleting Internet history or records of Internet use.
- Use of the system for an unauthorized purpose.

### **3. Enforcement**

Students who violate these procedures may be denied access to St. Johns County School District computing or technology resources and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to the St. Johns County School District disciplinary procedures.

### **4. No Expectation of Privacy**

Students and visitors have no expectation of privacy in their use of the District system.

### **5. AUP Agreement**

As a condition of the privilege of using the District system and technology resources, students are required to annually execute the District AUP Agreement found in the Forms Section of this Code of Conduct.

### **6. The Use and Operation of Personally Owned Technology Devices or Electronic Property**

Students and visitors who are authorized to use or operate personally owned devices must adhere to the following:

- District employees are not authorized to install software, perform any repair, configuration or maintenance on student-owned technology resources, that are brought to school property or present during school sponsored activities including both software and hardware resources.
- Students shall not perform any kind of maintenance, repair, configuration or installation services on technology devices owned by the District, and while at school, students shall not perform services on technology devices owned by others.
- Students who are authorized to bring and/or use a personally owned technology devices are responsible for the safe keeping and proper use of their property. The District is in no way liable for any loss or damage for student-owned devices.
- Schools/Departments will not be responsible to hold or store student-owned devices.

## **7. Additional Requirements for Students or Visitors Requesting a Waiver for Personal Electronic Property**

Students and visitors requesting to operate their personal electronic property within the district must obtain written approval and abide by the following additional requirements:

Any computer that is connected to the District Digital Network via wired or wireless control must have approved and functioning anti-virus software running with up-to-date virus definitions. Acceptable antivirus software includes those by Norton/Symantec, McAfee, and Trend Micro.

A Waiver for Personal Electronic Property form must be signed (denoting approval) by the school or district department administrator prior to operating any personal electronic property in St. Johns County School District schools or offices.

Any student for visitor that operates any personal electronic property must also sign and acknowledge this AUP.

## **8. Additional Guidelines for Students**

Student users must adhere to the following additional guidelines:

- Students will follow teacher instructions regarding the use of the St. Johns County digital network.
- Students must observe and adhere to all regulations when using any digital device on school campus or during sponsored events including cell phone use as outlined in the Student Conduct Code.
- Students will comply with the St. Johns County Digital Citizenship Guidelines.

## **9. Additional Rules Governing the Use of Video, Photo and/or Audio Recording Devices at School**

This section addresses the use of devices that can record audio, photo or video content in the school environment, particularly the classroom. Such recording devices include:

- Smart Pen (i.e. Livescribe Echo), Personal audio recorder
- Mobile/Smart Phone (i.e. iPhone), Personal Media Player/MP3/MiniDisc Player (i.e. iPod)
- Mobile Tablet or Slate Device (i.e. iPad, Nexus), eReader (i.e. Nook, Kindle)
- Mobile Computer System capable of recording video, photo, audio (i.e. notebook, netbook)
- Digital or film-based Camera or video recorder
- Digital or film-based Audio Recorder (i.e. Cassette player)

### **General Rule.**

Except at open house and public events as discussed below, students, parents and visitors are not allowed to videotape, photograph or make audio recordings while on school premises. All recording devices must be turned off at school. The purpose of this general rule is to foster an appropriate educational environment, prevent unwarranted disclosure of student images and information, and to comply with the requirements of the negotiated agreement with the St. Johns Education Association.

### **Open House and Public Events Exception.**

Open house and public events are events where school premises are opened to the public or a segment of the public at the direction of the principal. They include: open houses, sporting events, plays, musicals, contests, fairs, fund raisers, awards/recognitions and theatre performances. They also include off campus events such as graduations, contests, fund raisers and other school sponsored public events.

In the exercise of judgment and discretion, a principal may also allow videotaping or photographing under other circumstances, provided that appropriate steps are taken to prevent unwarranted disclosure of student images contrary to their directory information opt-out election and to avoid disruption of the educational environment.

### **10. Web Content Developed by Students**

As part of class/course projects, students may be developing and publishing content on web page(s) for the Internet. Student photographs, drawings, and written work that are published on a class or school page may NOT contain any personal information that can be linked to the student. Teachers may use first names or other codes, such as the teacher's name and a number for each student within the web page and with all file names.

The following procedures apply:

- Student web pages which profile a student are prohibited. No web page shall contain a student's phone number, address, e-mail address, opinions, or other personal information.
- Blogs in use by St. Johns County School District students must be registered with their local school or department with an accountable publisher and content approver who is responsible for all content posted to the blog.
- Students are not authorized to share or post personal photos and other profile information to public or school district websites when using district or personally owned electronic devices on school property or during any school sponsored activities.
  
- If an AUP violation does occur by a volunteer, the school or district department webmaster shall immediately notify the District webmaster. The school and district webmasters will work with the volunteer to resolve the AUP issue(s).
- The District webmaster will be responsible to revoke any volunteer account when notified by any school or district department or if the AUP is not followed.

# Student Acceptable Use Procedures Agreement Form and Student Waiver for Personal Electronic Property Form

(Applies to students or visitors who wish to use the District's digital network)

**(Optional):** Applies to students or visitors who wish to use their own personal electronic devices in schools/offices)

## **Student or Visitor User (Applies to Student and Visitors)**

I have read and agree to follow the St. Johns County School District's Acceptable Use Procedures for Students and Visitors.

Student/Visitor Name: \_\_\_\_\_ (please print)

School or Visitor Affiliation: \_\_\_\_\_ (school name)

Student/Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent/Guardian Permission**

### **(Required for Students to operate or access the District's digital network)**

As the parent or guardian of this student, I have read, understand, and agree to the School District Acceptable Use Procedures for Students and Visitors for use of the District's Digital Network and the Internet. I give permission for my child to use the District's Digital Network in accordance with the Acceptable Use Procedures.

Parent/Guardian's name: \_\_\_\_\_ (please print)

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **School Administrator's Approval (School Designee)**

The administrator verifies the user and approves their access to the St. Johns County School District Digital Network. Approval is also granted to use a personal electronic device, noted below (if applicable).

School Administrator's name/position: \_\_\_\_\_ (please print)

Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **(Optional) Student or Visitor Waiver for Personal Electronic Property**

### **(Required for Students or visitors to operate personally owned technology devices in school)**

As a student or visitor, I wish to bring my personal electronic device(s) to School or on District premises. I understand that responsibility for the care and use of this device belongs solely to me.

Requested Device(s): \_\_\_\_\_ (If applicable)

*(Computer or mobile device make/model that can access the District network)(Excludes: Smartphones/cell phones)*