

**ACCEPTABLE USE POLICY FOR EMPLOYEE USE OF
DISTRICT ELECTRONIC COMMUNICATIONS SYSTEM**

6.83

1. The District Electronic Communication System. The District has an electronic voice and data communication system which provides internet, e-mail, telephone access and other electronic digital communication services (“District System” or “System”), as defined in School Board Rule 6.82.
2. Authorized Use. The use of the District System must be work-related and consistent with the educational mission, goals and policies of the District, including the Code of Ethics and Principles of Professional Conduct of Education Profession in Florida and Rule 9.021 regarding Civility.
3. Personal Use. Employees are generally not permitted to utilize the District System to conduct personal business or for other personal purposes. However, limited personal use of the system is permitted, but only to the extent it does not conflict with the user’s employment duties and responsibilities. Instructional staff may use the telephone system to make personal telephone calls in compliance with the applicable requirements of the negotiated agreement with the St. Johns Educational Association. Other employees may use the telephone system to make calls on their breaks. Such calls should be brief and infrequent so as not to interfere with the official use of the system.
4. Internet and Email Cyber Security. The District is required to comply with state and federal data privacy laws. Employees are required to safeguard employee and student data they have access to in the course of performing their duties. They are required to safeguard their network/system credentials to protect student and employee data from hacks and unauthorized access. The District will provide employees with training in sound email and Internet security practices. Employees who fail to complete assigned Internet and email security training in a timely manner shall be subject to discipline, as described in the Acceptable Use Policy (AUP) Guidelines and Procedures Management Directive.
5. Prohibited Activities. In using the District System, employees shall not:
 - a. Violate the conditions of the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida;
 - b. Violate rules, procedures or guidelines of the School Board;
 - c. Use the System for inappropriate communications with students;
 - d. Access, download, store, view, send or display text, images, movies or sounds that contain pornography, obscenity, sexually suggestive material, or language that offends or degrades others.

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- e. Bully, harass or threaten any person;
- f. Sexually harass any person;
- g. Discriminate against or harass any person on the basis of gender, race, religion, ethnicity or disability;
- h. Communicate slanderous, false or defamatory material;
- i. Encourage or celebrate substance abuse;
- j. Use the System in a manner that promotes or foreseeably could incite violence;
- k. Use the System in a manner that could foreseeably disrupt the educational process;
- l. Use the System in a manner that could foreseeably impair the employees' effectiveness in the performance of his or her duties;
- m. Violate copyright laws.
- n. Disclose personally identifiable student information or material to an unauthorized person except for student directory information as authorized by School Board Rule 6.21;
- o. Access or use of unauthorized social media;
- p. Allow another person to use his or her username and password;
- q. Use another person's username and password;
- r. Use the System or allow its use for political election/campaign activities, for political advocacy or activism, or to express personal views on issues that are pending or may reasonably be expected to come before the School Board. Personal e-mail or other non-District media should be used for those purposes. However, this rule shall not prohibit School Board Members and the Superintendent and his staff from using the District's system for communications relating to legislative affairs, other political issues affecting schools and education, and issues that may be pending or may come before the School Board;
- s. Use the system for personal financial gain, online bidding or for any other activities related to non-School Board business;
- t. Attempt to send or send anonymous messages of any kind or pretending to be someone else while sending a message;

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- u. Electronically or physically damage or attempt to damage the District System, equipment, materials or data, including hacking, flooding or virus deployment;
 - v. Attempt to or actually access the System without authorization or in violation of any law; or
 - w. Use the System for illegal or inappropriate activities.
6. No Expectation of Privacy. Users have no expectation of privacy in any communication sent or received over or through the District System, including e-mail, internet access, network access or other electronic resources, or material stored on or using any District-owned electronic device.
7. Acceptable Use Policy (AUP) Guidelines and Procedures. The Superintendent is authorized to adopt procedures and guidelines implementing and administering this rule and adopting an AUP regulating the use of the District resources by students and other users in addition to employees.

STATUTORY AUTHORITY:

1001.41, F.S.

LAWS IMPLEMENTED:

1001.42; 1012.32, F.S.

HISTORY:

**Adopted: 05/15/12
Revised: 10/14/14; 7/13/21**