

## 9. Acceptable Use Procedures (AUP) for Students and Visitors

### A. 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.

### B. 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.
- Use of unauthorized methods of access to St. Johns County School District technology resources such as modems and virtual private networks (VPN's), including the 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 which invades /compromises the privacy of others.
- Use or experimentation with software or hardware without written approval from the CIO.
- 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.
- Broadcasting a WiFi signal or operating a personal Hotspots from personal devices.

### **C. Enforcement**

Anyone 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.

### **D. No Expectation of Privacy**

There is no expectation of privacy in their use of the District system.

### **E. 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.

### **F. The Use and Operation of Personally Owned Technology Devices or Electronic Property (BYOD)**

Students and visitors may utilize personally owned devices on the SJCSJ Digital Network provided they adhere to the BYOD Policies noted in section 8. These policies are also listed on the District website.

### **G. 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.

#### **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/recognition 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.

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

As part of class/course projects, students may be developing content on web page(s) that are published on the Internet. The following procedures apply:

- No web page content shall allow people accessing the web page enough information to contact any student directly or locate by providing a student's phone number, email address, location or any other private (non-directory) student information.
- As a precaution, teachers should avoid identifying students by using students' first names, initials, or other codes, or listing the teacher's name and a number for each student, within the web page and with all file names.
- Blogs in use by St. Johns County School District students must be registered with their local school or department and must have a designated teacher who is responsible for approving and/or publishing 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.
- The St. Johns County School District Information Technology Department does not warrant nor guarantee access or data integrity of student developed web content. Any and all web content created for class projects or course work should be backed up frequently using local resources.

# Student Acceptable Use Procedures (AUP) Form and Student Bring Your Own Device (BYOD) Form

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

**(Optional):** Applies to students or visitors who wish to Bring their own personal device 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: \_\_\_\_\_

## **(Optional) Student or Visitor Bring Your Own Device (BYOD)**

**(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 Student Device(s): \_\_\_\_\_ (If applicable)

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

## **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: \_\_\_\_\_