



2015-2016 Acceptable Use Procedures (AUP) for Students and Visitors

GUIDELINES AND PROCEDURES FOR STUDENTS/VISITORS OF DUVAL COUNTY SCHOOL DISTRICT DIGITAL NETWORK AND TECHNOLOGY RESOURCES AT MAYPORT COASTAL SCIENCES MIDDLE SCHOOL

1. Acceptable Use of the Digital Network of the Duval 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 MCSMS Guidelines of Success: Be Respectful, Be responsible, Be Safe
- 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 DCPS Secondary Code of Student 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.
- Unauthorized methods of access to Duval 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.
- 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 Duval County School District computing or technology resources and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to the Duval 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 MCSMS AUP Agreement.

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 Guidelines for Students**

Student users must adhere to the following additional guidelines:

- Students will follow teacher instructions regarding the use of the Duval 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 DCPS Secondary Code of Student Conduct.

8. **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, and to prevent unwarranted disclosure of student images and information.

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.

9. **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 Duval 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.



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 User (Applies to Student and Visitors)

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

Student Name: _____ (please print)

School Affiliation: _____ (school name)

Student 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 MCSMS/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 Duval 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)