

Cyber Security Guidelines

Wakulla County School Board

Student's Guide to Computer Network Security

These guidelines are intended to help you to be an informed and responsible student.

1. Computer use is a privilege, not a right

Student use of the district's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The principal will have final authority to decide whether a student's privileges will be denied or revoked.

2. Parental Permission Required.

Students and their parent/guardian are required to sign and return the [Student Network Contract](#) before being allowed to use school computers.

3. No Expectation of Privacy

The Wakulla School District and the school retain control, custody and supervision of all computers, networks and Internet services owned or leased by the school or district. The district and school reserve the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school or district computers, including e-mail and stored files.

4. District and School Assume No Responsibility for Unauthorized Charges, Costs or Illegal Use or Damages caused by the student.

The Wakulla School District and the school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations. The student and/or the student's parent/guardian shall be responsible for compensating the school or district for any losses, costs or damages incurred by that student.

5. Student Use

- a. A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher.
- b. Students should never meet people they have contacted through the Internet without parental permission.
- c. Adhere to same standard of conduct expected and required in a classroom
- d. Follow rules for applying for password and e-mail accounts.
- e. Create strong passwords for any accounts you apply for. For instructions on how to create a strong password, go to SecureFlorida.org
- f. Never download or open an attachment or reply to an email you were not expecting or which looks suspicious, even from someone known to you. (E-mail addresses can be spoofed.)

- g. Do not reply to spam e-mail messages or other harassing or offensive email. By responding, you only confirm that you are an actual person who can be spammed.
- h. Follow rules for using resources, time limits and printing instructions
- i. Log off the system as soon as finished to provide others with the opportunity to access the system
- j. It is your responsibility to save your self-created school related documents on a storage device (server, thumb-drive, CD, etc.)
- k. Report violations of these rules

6. Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

- a. Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
- b. Violating Copyrights - Copying or downloading copyrighted materials without the owner's permission
- c. Plagiarism. "Plagiarism" means the taking of material created by others and presenting it as if it were one's own.
- d. Attempting to log in through another person's email account or to access another person's files. Do not share passwords in any way.
- e. Posting chain letters or engaging in "spamming." ("Spamming " means sending annoying or unnecessary messages to large numbers of people).
- f. Engaging in sexual harassment.
- g. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; or that violate any other laws.
- h. Participating in commercial activities that are not directly related to the educational purposes of the Wakulla School District.
- i. Copying Software - Copying or downloading software without the express authorization of the system administrator;
- j. Non-School-Related Uses - Using the school unit's computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;

7. System Security

The security of the school unit's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

The Wakulla County School District reserves the right to change these Guidelines at any time.