



# **Information Technology: Policies and Procedures**

**Wakulla County School District**

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**1.0 Overview**

- The IT Department’s intention for publishing Policies and Procedures is to provide clear guidelines and expectations aligned with established mission of providing users with the best resources possible to educate every student. The IT Department is committed to protecting Wakulla County School District's users from illegal or damaging actions by individuals, either knowingly or unknowingly. Network related systems, including but not limited to computer equipment, software, operating systems, storage media, mobile devices, network accounts providing electronic mail and or resources, WWW browsing, and FTP, are the property of Wakulla County School District. These systems are to be used for educational and school business-related purposes with the intent of serving the interests of the students, teachers, and other staff members of Wakulla County School District. Maintaining a network requires proper planning, organization, monitoring, and effective security. A team effort involving the participation and support of every Wakulla County School District employee and affiliate is required to meet and exceed the standards set forth by Florida State Law, Federal Law, the Wakulla County School Board and administrators. It is the responsibility of every computer user to know these guidelines, and to govern themselves accordingly.

## **2.0 Purpose**

- The purpose of this policy is to outline the acceptable use of the network-related systems within the Wakulla County School District. These rules are in place to protect the students, staff, and the Wakulla County School District. Inappropriate use, improper planning, and disregard of these procedures exposes Wakulla County School District to risks including compromise of network systems and services, possible damage to the network, and legal issues.

## **3.0 Scope**

- This policy applies to students, employees, contractors, consultants, temporary employees, authorized guests, and other workers at Wakulla County School District, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Wakulla County School District to include all future purchases.

## **4.0 Acceptable Use Policy**

### **4.1 General Use and Ownership**

- Users should be aware that the data they create on the network remains the property of the Wakulla County School District. Users should have no expectations of expressed or implied privacy.
- Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Network/Internet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
- Using the Wakulla County School District network is a privilege. As with all privileges, it is the responsibility of the user to use this service appropriately and in compliance with all school board policies and procedures, Florida state law, and Federal laws.

- The use of excessive bandwidth and reproduction of copyrighted materials is strictly forbidden and will result in the termination of network services.
- The Wakulla County School District assumes no responsibility for costs associated with loss or damage to devices not owned by Wakulla County School District while on the network.
- For security and network maintenance purposes, the IT Department may monitor equipment, systems, and network traffic at any time.
- The Wakulla County School District's IT Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

## 4.2 Security

### 4.2.1 Passwords, Accounts, and Antivirus

- Users, which includes employees, students, and guests of Wakulla County School District, will be granted access to the network after they have signed the appropriate Network Usage Agreements forms and forwarded them to designated administrator (see Appendix A, Appendix C, and Appendix D).
- Users must keep passwords secure and should not share their accounts. Authorized users are responsible for the security of their passwords and accounts.
- Users shall not leave computer unattended while logged on.
- Users of Windows based computer's will be required to change their passwords every 60 days as prompted automatically by Windows Active Directory. use a password meeting security criteria set by the Director of Informational Services and change their passwords as prompted by Windows Active Directory automated processes.
- Users with access to certain sensitive data may be required to use Multi-Factor Authentication (MFA) consistent with cyber security best practices to ensure data remains private and secure.
- Users needing password resets for various programs must contact the IT Department. User positive identification methods may include sight/voice reconciliation, a predetermined security question, or other questions as determined by the Director of Informational Services.
- All computers used by students, employees, or guests that are connected to the Wakulla County School's network, whether owned by the user or Wakulla County School District, shall be continually executing virus-scanning software with a current virus database.

Director of Informational Services: Daniel

Lilly Wakulla County School Board

- Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

#### **4.2.2 Network Security and Administrator Rights**

- Administrative passwords for the network, servers, computers, wireless access points, and other electronic devices are to be kept strictly confidential and known only by the IT staff members that need them to perform their duties. Distributing passwords of any kind is strictly forbidden.
- Wireless access points will be secured by a security mechanism to be determined by the Director of Informational Services. Any attempt to circumvent and/or distribute ways to circumvent this security mechanism is strictly forbidden.
- Users using Wakulla County School District devices will not be granted Administrative Rights to those devices unless they submit a written request to the IT Department proving that they have a legitimate need for such rights. The Director of Informational Services or his/her designee will determine if there is another alternative before granting such rights. To satisfy security and audit purposes, other alternatives will always be used when possible.

#### **4.2.3 New Employee Network, Focus, and Email Access**

- New employees will first have all required paperwork processed through the Human Resources Department
- The Human Resources Department will then forward a new user form to the Information Technology Department. Only employees whose job title or duties require access to the Network, Focus (SIS), or email will have a new user form created by the Human Resources Department.
- The Information Technology Department will attempt to process all new user forms within to three five business days after receipt; however, it may be longer during peak times.
- Focus (SIS) access will only be granted to new employees whose job title or duties warrant access to student data.
- New employees will be automatically added to any managed email groups that are part of their job title duties.

## 4.3 Sensitive and Confidential Information

### 4.3.1 Definition and Protection

- When handling sensitive and confidential information, precautions must be taken to prevent unauthorized access to the information. Staff members may not disclose sensitive information to persons not authorized to receive it. This includes non-public information such as Social Security Numbers, credit card numbers, bank account numbers, health information, or other confidential student and user data.
- Access to student data is limited by Statute. Section 1002.22(3)(d) F.S. guarantees every student a right of privacy with respect to his or her educational needs. In addition the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 123g; 34 CRF Part 99 protects the privacy of student educational records and applies to all schools that receive funds from the Department of Education.
- All users who have access to or may have access to personally identifiable student and user records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Wakulla County School Board Policies and Procedures, and all other applicable State and Federal laws and regulations, as they relate to the release of such information.
- Below are the guidelines that must be followed where applicable:
  - Encrypt data.
  - Password protect data.
  - Physically protect devices that can be easily moved such as PDA and Laptops that are used to access sensitive data.
  - Avoid creating files that use social security numbers as identifiers. Use employee numbers and/or student local identification number instead.
  - Never download or copy sensitive data to your home computer

- Never store un-encrypted data on a portable device
- Protect printed sensitive data. Store sensitive data in locked desk, drawer or cabinet. Do not leave unattended sensitive data on copier, FAX, or printer. Shred sensitive data that need to be disposed.
- Contact school administrator, department supervisor, or district administrator when questions arise regarding protected data.

### **4.3.2 Access and End User Support**

- Sensitive data access is restricted to only those personnel who need to perform their job duties. Access restrictions to such data are maintained by the IT Department in conjunction with the Finance Department, the Human Resources Department, the Superintendent of Wakulla County School District, and the School Board. Access to sensitive information is only granted at the request of an administrator with an accompanying and verifiable need. Reviews of accesses and privileges are conducted regularly and monitored to ensure compliance with all School Board Policies as well as State and Federal Laws and regulations.

## **4.4 Guest and Vendor Access**

- Ongoing Guest and Vendor access will not be granted to any Wakulla County School District network or network device without a signed and approved vendor contract or a Guest Access Agreement Form (**Appendix D**).
- Using the Wakulla County School District network is a privilege. As with all privileges, it is the responsibility of the guest user to use this service appropriately and in compliance with all school board policies and procedures, Florida state law, and Federal laws.
- The use of excessive bandwidth and reproduction of copyrighted materials is strictly forbidden and will result in the termination of network services.

- The Wakulla County School District assumes no responsibility for costs associated with loss or damage to devices not owned by Wakulla County School District while on the network.
- The Wakulla County School District IT staff can only provide limited support in aspects of network connectivity and access of network resources.
- Backing up data and ensuring the security of network devices are the sole responsibility of the owner.
- Vendor supplied user ID's, program passwords, guest accounts, and security devices are administrated by the IT Department. This information and these devices are kept secure from general users unless knowledge of them is imperative to the course of their job.

### **4.5 User Device and BYOD Policy**

- Wakulla County School District cannot provide support for personal devices and generally discourages their use for work or school business. Personal devices should be limited to Wakulla County School District's distinct Bring Your Own Device (BYOD) network and meet minimum security specifications as determined by industry best-practice with use falling under the general acceptable use privileges.
- Students devices are available for one to one access on a check-out system with a signed Laptop Agreement (**Appendix E**) at each K-12 school site as determined by the Wakulla County School District and Director of Informational Services.
- Users that are issued laptops by the Wakulla County School District must sign a Laptop Usage Agreement form upon receipt of the laptop (see **Appendix B**).
- Users will be responsible for the security of the laptop while assigned to them whether on or off campus. Users must understand that issued laptops are property of Wakulla County School District and must be returned in their original condition upon request.
- Users assume all risk of injury or harm associated with the use of the laptop off-premises, including but not limited to, physical damage or loss, or personal injury.
- While laptops are being used off campus, the Wakulla County School District has no control over the information accessed through the Internet and cannot be held responsible for content viewed.
- Wakulla County School District and its users will not be held liable for claims or damages that may arise from the use of issued laptops while not on school property.

### **4.6 Revocation of privileges**

- Privileges and access to all Wakulla County School District network devices, software, email, and information systems will be revised or evoked as necessary in the event of the following:
  - Transfer of employee.
  - Resignation of employee.
  - Termination of employee.
  - Termination of vendor contract.
  - Termination of consulting contract.
  - In the event of an investigation of employee, vendor, or consultant where revision or revocation of privileges and access is necessary.
- The Human Resources Department will forward a list of any employee who has been terminated or resigned to the Information Technology Department within three business days.
- The Information Technology Department will attempt to process any revocation of privileges within three to five business days of receipt; however, it may be longer during peak times.
- Revocation of privileges will include the following steps:
  - Disabling of employee account in Active Directory
  - Removing employee from all unnecessary groups in Active Directory (leaving only Domain Users)
  - Removing access to the SIS (Focus)
  - Email access will automatically be disabled after Active Directory account is disabled

## 5.0 Unacceptable Use

- The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host, if that host is disrupting production services).
- Under no circumstances is an employee, student, or authorized guest of Wakulla County School District authorized to engage in any activity that is illegal under local, state, federal or international law, while utilizing Wakulla County School-owned resources, to include the network and Internet.
- Users shall not access, download, store, send, or display text, images, movies, or sounds that contain pornography, obscenity, or language that offends or degrades others.

- Attempts to circumvent or defeat mechanisms put in place by the Wakulla County School District staff to manage the network is strictly forbidden.
- Users shall not attempt to download and/or install services, electronic file sharing mechanisms, games, software, tools, or any executable file including but not limited to the following file types: .exe, .bat, .cmd, .zip, .msi, and .rar.
- The list below is not exhaustive, it does, however, provide a framework for activities which fall into the category of unacceptable use.

## **5.1 Unacceptable Use: System and Network Activities**

- The following activities are strictly prohibited, with no exceptions:
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Wakulla County School District.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Wakulla County School District or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a Wakulla County School District computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any Wakulla County School District account.

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning unless prior notification and approval is received beforehand.
- Executing any form of network monitoring unless prior notification and approval is received beforehand.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the user's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the network/Internet.
- Providing information about, or lists of, Wakulla County School District's users to parties outside the Wakulla County School District without prior permission from the Superintendent of Schools.

## **5.2 Unacceptable Use: Email and Communications Activities**

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Students shall not use social network sites including, but not limited to, myspace.com, facebook.com, chat rooms, etc.
- Students shall not agree to meet with anyone met online.
- Unauthorized use, or forging, of email header information.

- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within Wakulla County School District's networks of other internet/network service providers on behalf of, or to advertise, any service hosted by Wakulla County School District or connected via Wakulla County School's network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

## 6.0 IT Technician Responsibilities

- It is the responsibility of the IT Technicians to follow the guidelines and policies of the Director of Informational Services, Wakulla County School District, Florida Department of Education, and all State and Federal Laws.
- IT Technicians report to the Director of Informational Services. Training and meetings, as determined by the Directory of Informational Services, are to be held between the IT Technicians and the Director of Informational Services in order to maintain close working relationships and openness in day-to-day communications.
- Among their other responsibilities, the IT Technicians should use reasonable efforts to:
  - Respond to requests for support, information, problem determination and problem resolution.
  - Become familiar with all applicable Wakulla County School District IT policies.
  - Participate in required IT Technician training and regular meetings as determined by the Director of Informational Services.
  - Take precautions against theft of or damage to the system components and information.
  - Comply with terms of all hardware and software licensing agreements applicable to the system.
  - Treat information about, and information stored by, the network users in an appropriate manner and to take precautions protecting the security of the network and the security and confidentiality of the information contained therein.

- Promptly inform the Director of Informational Services of any computing incidents which clearly compromise network integrity, including but not limited to:
  - Notification by outside institutions or individuals of any incident.
  - Data loss or theft.
  - Inappropriate systems or information access or use
  - Any other breach or violation of IT policies of which they become aware.
  - Promptly notify the Director of Informational Services of material changes in network architecture or administration.
- IT Technicians, when requested, are expected to cooperate fully with the Director of Informational Services in any investigation, identification, and resolution of network incidents.
- IT Technicians are not responsible for the content of files, images, video or audio clips, electronic communications, and news postings produced by others. The IT Technician is also not responsible for unauthorized software installed by others. IT Technicians are responsible, however, for notifying the Director of Informational Services of any observed violations of Wakulla County School District policies, licensing agreements with software manufacturers, or observed violations of local, state, or federal laws regarding these matters.

## 7.0 Security Incidents

### 7.1 Definition

- A security incident is any violation of set Policies and Procedures that may or may not result in the following:
  - loss of information confidentiality (data theft)
  - compromise of information integrity (damage to data or unauthorized modification)
  - theft of physical IT asset including computers, storage devices, printers, etc.
  - denial of service
  - misuse of services, information, or assets
  - infection of systems by unauthorized or hostile software

- an attempt at unauthorized access
- unauthorized changes to organizational hardware, software, or configuration
- reports of unusual system behavior etc

## **7.2 Response**

- If an IT Technician becomes aware of a security incident, they must provide notification of the incident to the Director of Informational Services. Upon confirmation, the Director of Informational Services will notify the user's supervisor (if a Wakulla County School District employee) or School Administrator (if a Wakulla County School District student).
- Other steps that may be taken:
  - Temporarily suspend or restrict the user's computing privileges during the investigation. Reactivation is at the discretion of the Directory of Informational Services.
  - Remove the affected computer device, as appropriate, from the network.
- These steps may be taken only after authorization by the Director of Informational Services unless the situation represents an emergency or immediate threat to network security/integrity. In such case, the IT Technician must take corrective action and notify the Director of Informational Services as soon as possible. Actions should be taken in such a way that any impacts to non-offending users are minimized.

## **7.3 Monitoring**

### **7.3.1 Devices and Applications**

- In effort to maintain network security, integrity, and to reduce the risk of Security Incidents the IT Department, at the discretion of the Director of Informational Services, can and will monitor network activity. These monitoring devices/applications include but at not limited to:
  - Firewall logs
  - Web Filtering logs

- Network Traffic Monitoring
- Active Directory Monitoring
- Mail Scanner logs
- Database, backup, and usage logs on servers
- Event logs and histories created in individual machines

### **7.3.2 Files and Correspondence**

- In the course of their duties, it may be necessary for IT Technicians to view files, data or communications that have been stored by users on devices or network file servers. The viewing of such material is permitted only when it is necessary to troubleshoot problems at the request of the user, protect the security and integrity of the Wakulla County School District's network, protect the rights or property of Wakulla County School District or third parties, or to ensure compliance with Wakulla County School District policy or applicable law. Examples include:
  - the identification/restoration of lost, damaged or deleted files;
  - the identification of a process that is interfering with normal network functions;
  - or in more serious circumstances, an investigation of a Security Incident.
- In all such cases, the IT Technician shall take into consideration the confidential nature of files and/or communications that may potentially be reviewed and shall implement the appropriate safeguards to ensure that all local, state and federal privacy laws are complied with. The Director of Informational Services must be advised of and approve any non-routine monitoring that occurs. Non-routine monitoring includes directed investigations of potential policy and/or security violations. Discovery of such violations in the course of routine monitoring must be reported.

## **8.0 Data Loss Prevention**

- To prevent data loss from a disaster, the IT Department will follow all disaster policies and guidelines set forth by the Wakulla County School District. In addition, the IT Department will

take routine measures to protect and restore critical on-site systems by performing daily, weekly and monthly backups and storing backups in two separate and secure locations. Contracts for information systems off-site include data loss protection plans and disaster recovery plans as a rule before approval.

- In the event of immediate threat the IT Department will take the following actions:
- Backups will be performed and stored in both locations if possible
- Most servers except mission critical servers (Active Directory and E-mail) will be shut down.
- Information will be provided on the Wakulla County School District web site.
- Network closets and battery backups (UPS) should be turned off if unnecessary
- In the event the MIS building is damaged or destroyed, operations will be re-established at one of the schools or department buildings.
- Each school and district office department should take the following steps to protect data and equipment:
- Computers should be turned off and unplugged, if connected to battery backups there should be turned off and unplugged as well.
- Computers should be moved away from windows, off the floor, and covered with plastic if possible.
- Please see Wakulla County School Board's Disaster Recovery Plan for additional information including Disaster Response team and recovery in the event of a disaster.

## **9.0 Purchasing**

- The IT department is responsible for the seamless integration of any hardware or software into the existing network system and maintaining an inventory of all such items. When considering the purchase of any technology related item requiring network support, or ongoing service and installation, prior approval from the IT Department is required.

## **10.0 Disposal of Technology Equipment**

- All technology equipment must be disposed of in a manner that adheres to all State and Federal Laws as well as Wakulla County School Board Policy. Please see the Property

Disposal Policy for more information about proper disposal of Wakulla County School owned equipment.

## **11.0 Enforcement**

- Failure to adhere to these policies and guidelines may result in suspension or revocation of the offender's privilege or access to the network and/or other disciplinary or legal action.

## **12.0 Revisions**

- The Wakulla County School Board reserves the right to change these policies and procedures at any time to ensure the operability and safety of the network and its users.

## Appendix A



### Wakulla County School District IT Department

### Employee Network Usage Agreement Form

I have read, understand, and will abide by the provisions and conditions of the Wakulla County School Board Information Technology Policies and Procedures. I understand that any violations of these provisions may result in disciplinary action, the revocation of my access privileges, and/or appropriate legal action. All the guidelines described in the IT Policies and Procedures and the Wakulla County School Board Policies are applicable when I am on the Wakulla County School network.

I further understand that my failure to sign this agreement will result in my access to the Wakulla County Schools Network, Internet, and the e-mail system being completely denied. I also agree to report any known misuse of the network to my immediate supervisor.

**I also understand that this agreement is effective for the duration of my employment with the Wakulla County School System.**

Upon signing this agreement, the employee verifies that she/he has had no employment disciplinary record for on-line technology abuse in her/his present or former workplace. The employee also verifies that she/he has not been found guilty in a United States civil or criminal court for violating any

state or federal computer/technology laws. If the employee has been found guilty of violating state or federal computer/technology laws, she/he must attach a separate paper explaining the violations.

**Employee Name (Please Print):** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_      **DATE:** \_\_\_\_\_

## Appendix B



### Wakulla County School District IT Department

### Laptop Usage Agreement Form

Employee Name \_\_\_\_\_

School or Location \_\_\_\_\_

Property Record # of laptop \_\_\_\_\_

Serial Number of laptop \_\_\_\_\_

I acknowledge receipt of the laptop computer assigned to me by the Wakulla County School District for the purpose of removing it from school property for school-related use. I agree I will be solely responsible for the laptop's security and care while it is off school premises and in my personal custody and control. Further, I agree to return it in its original condition when requested.

- I agree to assume all risk of injury or harm associated with the use of this laptop off-premise, including but not limited to, physical damage or loss, or personal injury.
- While off campus the Wakulla County School System has no control over the information accessed through the internet and cannot be held responsible for content viewed.

- Therefore I agree to release Wakulla County School System and its employees from all liability, claims, damages, and causes of action that may arise from my use of this computer while not on school property.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix C



### Wakulla County School District IT Department

### Student Network Usage Agreement Form

The Wakulla County Schools Network is an electronic network which serves public education in accessing the Internet. The Internet is an “information highway” connecting thousands of computers and millions of individual people all over the world. Students, teachers, and support staff Wakulla County School Network accounts have access to electronic mail (E-Mail) with the ability to communicate with people all over the world. Information, news, and data can also be received from a variety of world-wide sources.

With access to computers and people all over the world comes the availability of some material that may not be considered to be of educational value within the context of the school setting. Efforts have been made to direct participation to education-related materials only. However, on a global network, it is impossible to control all materials. The Wakulla County School Board has established Acceptable Use Guidelines for all users of technology and the Internet in the school system. *If any user violates any of these guidelines, his/her access to the network will be terminated and appropriate disciplinary and/or legal action will be taken.*

**ACCEPTANCE OF GUIDELINES/PARENT OR LEGAL GUARDIAN SIGNATURE:**

As the parent or guardian of this student, I have read the Acceptable Use Guidelines for technology use and Internet use and understand that Internet access via the Wakulla County Technology Network is being provided for educational purposes only. I further understand that it is impossible for the Wakulla County School System to restrict access to all controversial materials, and I will not hold the Wakulla County School System responsible for materials acquired on the Wakulla County Technology Network. *I also understand that if my child violates any of the rules of the Acceptable Use Guidelines, the Student Code of Conduct, or the Wakulla County School Board Policies/Rules regarding technology or Internet use, appropriate disciplinary/legal action will be taken.*

Student Name: \_\_\_\_\_ Student

**CHECK THE APPROPRIATE BOXES BELOW, SIGN AND RETURN TO SCHOOL SITE.**

YES  I have read and understand the IT Policies and Procedures, and understand that this agreement will be in effect until rescinded by me, the undersigned. *I DO give my permission* for my child to use the Wakulla County Technology Network to access the Internet; *OR*

NO  I have read and understand these IT Policies and Procedures, and understand that this agreement will be in effect until rescinded by me, the undersigned. *I DO NOT give my permission* for my child to use the Wakulla County Technology Network to access the Internet.

**ELECTRONIC DISTRIBUTION OF STUDENT DATA**

YES  *I DO give my permission* for my child to have his/her name, picture or other personal data included in photographs or videos that are in newspapers and newsletters or posted on school/district maintained or school/district sponsored websites or other electronic communication systems that will be subject to public viewing on the Internet. I understand that this agreement will be in effect until rescinded by me, the undersigned.

NO  *I DO NOT give my permission* for my child to have his/her name, picture or other personal data included in photographs or videos that are in newspapers and newsletters or posted on school/district maintained or school/district sponsored websites or other electronic communication systems that will be subject to

ID: \_\_\_\_\_

I understand and will abide by the provisions and conditions of the IT Policies and Procedures. I understand that any violations of the above provisions may result in disciplinary action, the revocation of my access

privileges, and/or appropriate legal action. I also agree to report any misuse of the network/information system to a school representative. All the rules described in the IT Policies and Procedures, the Student Code of Conduct, and the Wakulla County School Board Policies/Rules are applicable when I am on the network/Internet.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School Site:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

## Appendix D



## Wakulla County School District IT Department

### Non-Student/Non-Staff Guest Access and Usage Agreement Form

The Wakulla County School District (WCSD) welcomes anyone whose intentions it is to better the lives and education of our students. In this effort we have created policies regarding the use of laptops and other electronic equipment not belonging to the WCSD on the WCSD network.

Using the WCSD network is a privilege. As with all privileges, it is the responsibility of the user to use this service appropriately and in compliance with all school board policies and procedures, Florida state law, and Federal laws.

The use of excessive bandwidth, reproduction of copyrighted materials, and attempts to circumvent or defeat mechanisms put in place by the WCSD staff to manage the network is strictly forbidden and will result in the termination of network services.

The WCSD assumes no responsibility for costs associated with loss or damage to devices not owned by WCSD on the WCSD network. The WCSD staff can provide support in aspects of network connectivity and access of WCSD network resources. Backing up data and ensuring the security of network devices is the sole responsibility of the owner.

The WCSD has the right to rescind privileges and or change this policy in the future.

Please sign below to acknowledge that you have read, understand, and agree to adhere to these policies.

Guest

Name: \_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_



## STUDENT & PARENT/GUARDIAN LAPTOP AGREEMENT

*The laptop issued to each student is the property of the Wakulla County School District. It is provided to support the learning objectives of the district and is intended for educational purposes only. The use of this laptop is a privilege and not a right. Repeated misuse may result in disciplinary actions including loss of laptop privilege. The laptop will be returned to the district by the end of the school year (or sooner if the student withdraws from the district), or at any time the laptop is requested by the district.*

*This form must be read, agreed, and signed by both the student and parent/guardian before a laptop will be issued. Please bring the signed agreement with you during the designated pickup time(s) at your school.*

### **NO LAPTOP WILL BE ISSUED WITHOUT A SIGNED AGREEMENT**

#### **STUDENT AGREEMENT**

- You are being provided one laptop and power cable for educational use during this school year. By accepting this laptop, you agree to and understand the following:

##### **I WILL:**

- ✓ Bring the laptop to school fully charged each day.
- ✓ Use the laptop for educational purposes only.
- ✓ Notify school administration immediately if the laptop has been lost, stolen, or damaged.
- ✓ Strive to be a responsible digital citizen.
- ✓ Keep the laptop secure at all times.
- ✓ Return the laptop to the district at any time upon request.

##### **I WILL NOT:**

- ✓ Attempt to install software, or make any system modifications on the laptop.
- ✓ Intentionally damage the laptop.
- ✓ Attempt to repair the laptop myself.
- ✓ Leave the laptop in an unsecure location.
- ✓ Decorate the laptop with stickers, writing or other markings.
- ✓ Peel off or remove school supplied asset tags or identification labels.
- ✓ Use the laptop for purposes unrelated to educational purposes.
- ✓ Use the laptop to harass, intimidate, ridicule, or harm others.
- ✓ Give out personal information online.
- ✓ Search for, possess, read, view or copy inappropriate pictures or information.
- ✓ Loan the laptop to anyone else.

- ##### **I UNDERSTAND:**
- ✓ I am responsible for the security of the laptop.
  - ✓ My work can be lost and I should be careful to back up important work.

- ✓ The use of this computer is a privilege and not a right.
- ✓ School personnel and administration have full authority over the laptop.
- ✓ If the laptop is lost, stolen, damaged, or not returned upon request, I may be responsible for reimbursing the school district for the price of repairs or replacement (see attached price estimations).

**PARENT/GUARDIAN AGREEMENT:**

- Your student is being provided one laptop and power cable for educational use during the school year. By accepting this laptop, you agree to and understand the following:

**YOU WILL:**

- ✓ Supervise your student’s use of the school issued laptop at home.
- ✓ Discuss your family’s values and expectations regarding the use of the Internet and email at home and will supervise your student’s use of the Internet and email.
- ✓ Discuss the importance of bringing the laptop to school each day, charged and ready to go.
- ✓ Report any problems with the laptop to the school, or instruct your student to do so.
- ✓ Make sure that your student returns the laptop at the end of the school year, or at any time upon request.
- ✓ Make sure your student uses the laptop for educational purposes only while at home.
- ✓ Discuss the importance of keeping the laptop secure at all times.

**YOU WILL NOT:**

- ✓ Attempt to repair the laptop yourself, or take the laptop to a computer repair shop to be repaired.
- ✓ Attempt to install software, or make any system modifications on the laptop.
- ✓ Let your student loan the laptop to anyone else.

**YOU UNDERSTAND:**

- ✓ That if my student does not come to school with their laptop, they may not be able to participate in classroom activities, and their grade may be affected.
- ✓ If the laptop is lost, stolen, damaged, or not returned upon request, you may be responsible for reimbursing the school district for the price of repairs or replacement (see attached price estimations).
- ✓ That the laptop must be returned at the end of the school year, or you may be responsible for reimbursing the school district for the price of the laptop (see attached price estimations).
- ✓ That no website filtering system is perfect. While Wakulla County Schools does their best to filter inappropriate websites, we strongly urge parents/guardians to supervise their student’s use of the internet while at home.

**STUDENT:** I have read, understand, and agree to abide by the terms of this agreement.

Printed Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT/GUARDIAN:** I have read, understand, and agree to abide by the terms of this agreement.

Printed Name: \_\_\_\_\_

Student’s Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# LAPTOP REPAIR AND REPLACEMENT ESTIMATIONS

The Wakulla County School District fully understands that things like accidental damage, loss, and theft of laptops are likely to occur. As such, we are willing to work with our students and parents to the best of our ability when these types of events occur. However, in order to establish a baseline of accountability, an estimation of possible fees is outlined below. Please keep in mind that it is impossible to outline every possible scenario, and every case may be different.

- If your laptop is unintentionally damaged (i.e. accidentally dropped, or a drink spilled on it, etc.), please notify School Administration as soon as possible. If it is outside school hours, please notify School Administration the next school day. After the initial report we will assess the damage, and determine the possibility of successful repair. Depending on the circumstance, you may be charged **UP TO \$100.00** for the cost of the repair.
  - If it is determined that the damage was intentional, you may be charged for a **FULL LAPTOP REPLACEMENT** (see below)
- If your laptop is stolen, please notify School Administration as soon as possible. If it is outside school hours, please notify School Administration the next school day.
  - If you also file a police report about the theft, we will work with you the best we can about replacement cost, but at a discounted price.
  - If you do not file a police report about the theft, you may be charged for a **FULL LAPTOP REPLACEMENT** (see below)
- If you lose your laptop, please notify School Administration as soon as possible. If it is outside school hours, please notify School Administration the next school day. As per the agreement, the laptop issued to you is your responsibility, so if you lose it, you may be charged for a **FULL LAPTOP REPLACEMENT** (see below)
- If you fail to turn in your laptop at the end of the school year as requested, we will work with you to the best of our ability to get the situation resolved. However, if our attempts are unsuccessful, we will have no choice but to consider the laptop missing/stolen, and you may be charged for a **FULL LAPTOP REPLACEMENT** (see below)

## FULL LAPTOP REPLACEMENT

- If we determine that you will be charged for a full laptop replacement we will take the following things into consideration before setting a final amount:
  - The age of the laptop, or how long it has been in circulation
  - The situation that lead to the full laptop replacement decision
- It is difficult to estimate an exact amount that could be due, or even a range of amounts. Laptop prices fluctuate, and older laptops may have lesser value than newer laptops based on depreciation. However, currently, the average price for the laptops we are purchasing range in price from **\$350-\$500**. This amount is not set in stone, and could vary based on many circumstances. It is only a very rough estimation.

*\*\*These scenarios and prices are not all inclusive. Every situation is different and may result in different fees. The Wakulla County School District will attempt to handle every situation as equitably and fairly as possible.\*\**