

**CHAPTER 8.00 – AUXILIARY SERVICES
SCHOOL BOARD PROCEDURES MANUAL**

**FOR SCHOOL DISTRICT OF
WASHINGTON COUNTY**

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SAFETY	8.10+
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Appropriate emergency management and emergency procedures plans are available and have been approved by the Board.

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TOXIC SUBSTANCES IN SCHOOL WORK AREAS

8.12+

Each employee is provided with information regarding any Toxic Substances in the school work area. The information in the orientation packet advises each new employee of any adverse health effects which may occur as a result of contact with toxic substances, and the location to which to direct requests for information on toxic substances.

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EMERGENCY DISASTER

8.17+

Designated schools are available for use as emergency shelters. Each principal provides an emergency disaster plan (Crisis Management Plan) for his/her school and the evaluation plan is printed and posted in all classrooms and made available to all concerned parents and the faculty.

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SECURITY PLAN	8.19+
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The district has an approved Crisis Management Plan that addresses school security. Each employee has access to a copy of the plan.

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PURPOSE AND FUNCTIONS OF THE TRANSPORTATION PROGRAM

8.30+

A transportation handbook that sets forth guidelines, responsibilities, directions and procedures for the District's transportation system is available in the Superintendent's office and in each Bus Barn.

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GENERAL FOOD SERVICE REQUIREMENTS

8.40+

Written procedures to govern School Food and Nutritional Services Program are available in the Superintendent's office.

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SUMMER NUTRITION PROGRAM

8.44+

The Florida School Food Service Reference Manual is on file in the Superintendent's Office. It contains the policies and procedures for all food services programs.

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NAMING FACILITIES

8.54+

1. No ceremony to name or rename a building, part of a facility, or an entire school may be held until the School Board has officially approved the name. A committee composed of individuals identified by the Superintendent and School Board shall be appointed to review the suggested name or names for the building or school. Representatives from the school, including both staff and students, the community the district office staff and the School Board shall constitute the committee.
2. The committee shall review reasons for naming or renaming the building or school and make a careful study. The committee shall report its findings as to the merit of naming or renaming any building or school to the Superintendent. If the committee recommends that a specific building or school be named or renamed, it shall include this recommendation.
3. The Superintendent, if he concurs shall present the recommendation to the School Board for their approval.

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TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60+

Telecommunications Network/Internet Acceptable Use Procedure: The Washington County District School Board's telecommunications network provides expanded learning opportunities for students and staff. The goal of this network is to support and enhance learning and teaching that prepares students for success in a global society. By providing this network to our students and staff, the district is able to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

Students and staff are provided access to the Internet through the District's telecommunications network. The Internet provides instant access to original source material, general information, data, images, and computer software. It enables the rural classroom to take advantage of classroom experts from all over the world. Such access encourages individual and group projects, collaboration, and idea sharing. As a hands-on classroom tool, it motivates students. Because class, race, ability, and disability are removed as communication factors or barriers, the Internet is a natural tool for addressing the needs of all students.

Students and staff of the Washington County District School Board must use these telecommunication resources in a responsible, efficient, ethical, and legal manner in accordance with this Policy. The use of these resources is a privilege that can be revoked at any time for inappropriate use. Other legal or disciplinary action as appropriate to the violation may also be taken. All users must acknowledge their understanding of this policy and guidelines as a condition of receiving access. Each year, employees, students, and their parent or guardian must sign and submit the appropriate Acceptable Use Agreement form. By signing the appropriate agreement form, the students and employees agree to follow the rules set forth in this Policy and to report any misuse to a teacher or supervisor. The students' parent or guardian must sign the appropriate agreement form and return it to the school before access is granted to their child.

Users are to have no expectation of privacy while accessing the provided telecommunication services. As providers of the computer hardware, software, local and wide area networks, and access to the Internet, federal and state laws give the Washington County District School Board the right to monitor all communications on district computers and other remote access equipment. All restrictions included in this Policy apply whether access is on or off site.

The users of the Washington County District School Board telecommunications network must recognize that they are bound by state public record laws. Documents that are

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created to formalize knowledge or transact business of the Washington County District School Board are considered public record, open to the review and copying of the general public. This includes all work records on every computer system, data transmitted over the servers from on site or off-site locations, and portable media such as disks, CD's, and any other transportable media. All records must be retained according to Florida public records statute.

Internet Safety

During the 1995-96 school year, prior to the passage of the Children's Internet Protection Act (CIPA), the Washington County District School Board began the use of Internet-site blocking technology. Currently, the district complies with the CIPA requirements by the use of an in-district WatchGuard Firebox Schoolmate Security System that was originally installed in 1998-99.

The filter software is updated electronically on an on-going basis. Additionally, during the 1999-2000 school year, the District began participating in the Florida Information Resource Network (FIRN) Internet filter. FIRN currently uses the 8e6 R2000 filtering system. All Internet access is, therefore, double filtered. The current blocked categories are: Illegal Gambling, Satanic/Cult, Gross Depictions, Sexual Acts, Full Nudity, Militant/Extremists, Violence/Profanity, Adult-Oriented, Racist or Hate-Oriented, and Seditious Material. Individual web-site addresses that are reported to the district as inappropriate are also blocked.

Students use of the Washington County District School Board's telecommunications network must be monitored by their responsible instructor and students must report any access to inappropriate sites to them. Instructors are expected to report the site addresses to the district Data Center so that they can be blocked immediately. All users are also expected to report any security problems to the appropriate individuals. The security problems are not to be demonstrated to others.

Acceptable Uses

The telecommunications network is the property of the Washington County District School Board and is intended to be used for approved educational purposes only. Acceptable uses of the telecommunications network are activities which support learning and teaching. Users are expected to develop uses which meet their individual needs and which take advantage of the network's functions such as: 1) Electronic mail; 2) On-line training; 3) Bulletin boards; 4) Data base and other research institutions' information searches; 5) Discussion groups; 6) On-line subscription services; and 7) On-line library services.

Unacceptable Uses

All users must become familiar with the basics of what specific communication triggers sexual harassment, other harassment, copyright, trademark, and other relevant computer abuse laws. Lack of knowledge is not a defense to computer abuse or violation of laws. The user must recognize a higher duty of care in using electronic communications because text-based messages, pictures, audio, video, and documents can reach a large

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audience within seconds. All uses must serve a legitimate educational purpose as determined by the sole discretion of the Board. Examples of unacceptable uses include, but are not limited to:

1. Violating the conditions of the Education Code dealing with student's rights to privacy.
2. Transmitting personal information through text or pictorial attachments.
3. Posting, accessing, downloading, storing or printing materials that are considered pornographic, obscene, harmful, inappropriate for educational purposes, may be considered offensive to others, and/or that encourage others to violate the law.
4. Using someone else's account (user id) or password at any time or disclosing one's account (user id) or password to other users for their use.
5. Accessing another user's email and reading or forwarding the emails or attachments that include any confidential information or that can be considered defamatory or harassing. The sender is liable for both opening and forwarding email and shall not disguise one's identity.
6. Wasting network resources by monopolizing or restricting the flow of data across the district's wide area network.
7. Downloading or installing any commercial software, shareware, or freeware onto computer hard drives, network drives or disks without written permission from administrator.
8. Hacking into the computer systems that belong to the Washington County District School Board.
9. Accessing "chat rooms" or utilizing "instant messaging."
10. Using the network for personal financial gain, commercial or illegal activity, or advertising and/or soliciting.
11. Using the network for trademark infringement or violation of the Federal copyright laws.
12. Linking district or school web sites to other sites without obtaining proper authorization from the employee's supervisor or the student's responsible instructor. When one site is linked to another, it gives the appearance that the district sponsors that site's content. Additionally, no other web site can be framed within a district or school web site unless permission has been obtained.

Network Etiquette

All users must understand and practice proper ethical use of the Washington County District School Board's telecommunications network. All users are expected to abide by this Acceptable Use Policy as well as the generally accepted rules of network etiquette.

The rules of network etiquette include, but are not limited to:

1. All messages to others will be courteous and non-abusive.
2. No swear words, vulgarities, or any other inappropriate language are to be used.
3. Messages should be well written. Words are to be chosen carefully to avoid misunderstanding. Users should always proofread and edit messages prior to sending them.

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4. Descriptive subject headings, salutations, and sender's name should be included in all email messages.
5. Avoid using all capital letters (SHOUTING) and any other agitating messages.
6. Inappropriate use of the network services, such as online game playing or opening/downloading streaming audio or video.
7. Students are to be under the direct supervision of their responsible instructors during their use of the network.

Legal Proceedings

In the event of litigation, all Washington County District School Board staff and students are under federal and state civil rules of procedure that require disclosure and allow search of all computer hardware and software. This includes, but is not limited to, school or district computers, laptops, printers, cell phones, and other electronic equipment. Any attempt to damage or destroy evidence embedded in any of these will cause severe civil and criminal penalties (legally known as spoliation claims).

Amendments

This Policy may be amended or revised as the need arises based on Washington County District School Board policies and procedures. Users will be provided with copies of all amendments and revisions. This Policy will also be posted and maintained on the District's web site, located at <http://www.paec.org/wcsb>.

Disclaimer

The Washington County District School Board makes no guarantees about the quality of the telecommunication network/Internet services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the services. Individual users are responsible for any losses sustained by the District or its affiliates resulting from the user's intentional misuse of these services. The District assumes no responsibility for the accuracy or quality of information obtained through these services

Admittance of Prior Online Abuse

By signing the appropriate Acceptable Use Agreement form, all employee and student users validate that they have no present or past disciplinary record for telecommunications network/Internet abuse. Further, all users acknowledge that they have not been found guilty in a United States civil or criminal court for violating any state or federal computer laws.

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**WASHINGTON COUNTY DISTRICT SCHOOL BOARD
Employee Acceptable Use Policy Agreement Form**

I have read, understand, and agree to abide by the provisions included in the current Washington County District School Board Telecommunications Network/Internet Acceptable Use Policy. I further understand that any violation of the conditions included in the Policy is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges can be revoked, as well as disciplinary action and/or appropriate legal action taken.

I understand and agree in the event a third party makes a claim against the School District as a result of my use of the telecommunications network or Internet access provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the telecommunications network and Internet services provided by the School District. I also agree not to hold the School District responsible for materials improperly acquired or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred from my use of these services.

I understand that this agreement shall be governed by and construed under the laws of the United States of America and the State of Florida.

Employee's Printed Name

Employee's Cost Center

Employee's Signature

Date Signed

This form is to be kept on file in the cost center administrator's office. It is to be completed annually for any employee who uses the Washington County District School Board's telecommunications network/Internet services.

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**WASHINGTON COUNTY DISTRICT SCHOOL BOARD
Parent/Guardian Acceptable Use Policy Agreement Form**

As the parent/guardian of _____, I agree my child may
Student's Name

participate in supervised access to the Washington County District School Board's telecommunications network/Internet. I also state that I have read, understand, and agree my child must comply with the provisions included in the current Washington County District School Board Telecommunications/Internet Acceptable Use Policy.

I realize that the Washington County District School Board provides access to their telecommunications network for educational purposes only. However, I also recognize that it is impossible for the School District to totally restrict access to controversial materials and I agree that I will not hold them responsible for such access by my child.

I understand and agree in the event a third party makes a claim against the School District as a result of my child's use of the telecommunications network or Internet access provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including my child, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my child's access or use of the telecommunications network and Internet services provided by the School District. I also agree not to hold the School District responsible for materials improperly acquired on the network or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred from my child's use of these services.

I understand that this agreement shall be governed by and construed under the laws of the United States of America and the State of Florida.

Parent/Guardian Printed Name

Parent/Guardian's Signature

Date Signed

Note: Student *MUST* complete the Acceptable Use Policy Agreement Form on the opposite side of this form.

This form is to be kept on file in the school administrator's office or other appropriate instructional area. It is to be completed annually for any student who uses the Washington County District School Board's telecommunications network/Internet services.

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MANAGEMENT INFORMATION SYSTEM

8.70+

A Management Information System is available in the Superintendent's office that includes a reports and forms management control system. All district data collection forms used under the jurisdiction of the School Board are subject to the procedures.

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RECORDS RETENTION AND DISPOSAL

8.80+

The system for the retention and destruction of District School records, including a records retention schedule for each type of record including teacher's records on each student's grade and attendance, etc., is available in the Superintendent's office.

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