

**FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
OPERATIONAL POLICIES & PROCEDURES**

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POLICY NUMBER

SUBJECT

OPP 8.08

Student Internet Safety and Technology Use Policy

FSDB has many technologies available for students. This policy applies to all accounts, services and technologies including but not limited to, student computers, shared computers, Internet-capable devices, email, the World Wide Web, and other forms of communication accessed via the Internet.

Students are assigned technologies and accounts for short-term lessons, long-term projects, or for the duration of a school year. When the project ends, or if a student withdraws from FSDB, the computer must be returned to the academic department upon departure.

The School filters web content, and also as required by law, monitors the content on the school's network and the activities of its students while on the network. The School filters to ensure content that is obscene, pornographic, and otherwise harmful to minors is blocked. Filtering and monitoring is required by the Children's Internet Protection Act (CIPA).

Teaching, protecting, and monitoring technology use is a collaborative effort involving every FSDB stakeholder. Students, instructional and boarding staff, technology staff, administrators, parents, and campus visitors and guests all have a part in making sure we use technology well and that all students are safe and make good decisions. Campus-wide, staff will have access to Internet Safety training materials and students will have instruction on Internet Safety topics.

The Network Administrator, or designee, may examine files and monitor activity, to ensure the user is making good decisions, using technology appropriately and safely. If an infraction is made, the student will be subject to consequences.

Staff may lead research or other activities, which may require students to have additional permissions or access to otherwise blocked or unavailable technologies. The staff must complete a Technology Special Project Proposal and obtain approval and permissions. The staff and students will then have additional privileges for their project.

Each student is responsible at all times for the care and appropriate use of the School's technology. Each student must understand and agree to the following rules and consequences before being permitted to use technology on FSDB campus, or accessing the network.

Profiles and Accounts

- I will not share my personal information.
- I agree not to allow other people to use my profile and account information.
- If I think someone has discovered my account information or password I will tell an adult, teacher or dorm supervisor.

Passwords

- I will keep my passwords private.
- I will respect other people's passwords.

Publishing and Using Information – content, audio, images and video

- I will respect other people's privacy.
- I will not look at other people's work without permission.
- I will not open, delete, move, copy, or modify other people's files.
- I will not plagiarize and I will cite my sources.
- I will only use my own, copyright free, or other text/media which I have permission to use.
- I will not audio or video record my peers or staff without their permission.
- I will not publish to the Internet without prior review and approval from staff or my parents.
- I understand that staff have the responsibility to review, at will, any content, including email or other web-based communications I develop.

Appropriate Use

- I understand I have access to many technologies and it is my responsibility to make good decisions when using them.
- I understand the School will provide safe applications for classroom and online activity and communication and will filter the Web, as the law requires. If I want to use an application or website the School does not provide, I will (or request staff to) ask the Technology Department to review the application or website.
- I will pay attention during the Internet Safety lessons provided in both the school and/or in the dorm.
- I will bring my computer to each class, each day.
- I will use my computer for school projects and activities as the primary use. I will use it for enjoyment only when all my work is done, I have permission, and will go to only appropriate websites.
- If I want to use email on my school computer, I will complete permission forms, and only use it after school hours or with teacher permission.
- I will report inappropriate content immediately. I will report the inappropriate content to an adult, not to my peers.
- I will save my work in the correct places.

Care of Equipment and Accessories

- I will take care of any equipment I use.
- If I am assigned a computer, I will put my computer in its case and the power cords in their case.
- I will not put heavy objects on top of my computer because I understand the monitor can break.
- I understand that I cannot leave my cord where others can trip or fall over it.
- I agree not to pull on the cord to unplug it, as this will damage the cord.
- I will report any damage to my teacher or dorm supervisor, who will then immediately inform the Technology Department.

Inappropriate Content and Activities

- I will refrain from using inappropriate content including but not limited to, websites, music, pictures, videos and games.
- If I find inappropriate content on a computer on the FSDB network, I will report it to an adult, such as the classroom teacher or boarding supervisor.
- I will not access, or bring to campus, inappropriate text or media
- I will not send or show to others inappropriate text or media.
- I agree not to participate in illegal activities.
 - I will not use the FSDB network for financial gain, product advertisement, political campaigning, or other illegal activities.
- Harmful Messages or Materials
 - I will not create or send threatening, mean, or otherwise harmful messages or other media content.
 - I will report any bullying, from any technology device, to an adult.
- Unauthorized Access
 - I will not access or attempt to access (hack) servers or others' computers.
 - I will not bypass filters.
 - I will not be malicious or try to harm or destroy computer or network resources, such as uploading viruses.

Consequences

If an offense occurs within a teacher's class, the individual teacher's classroom management process will apply.

If the offense involves intentional damage, inappropriate use of FSDB's equipment or services, or unlawful use, then the following may apply:

Possible Consequences:

- Payment for any damage or loss that resulted from actions.
 - Removal of the equipment, length of time to be determined by the Assistant Principal/Principal. Length will factor severity of offense and any previous offenses.
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- Other consequences may be necessary depending on the severity of the offense. This would be at the discretion of the Assistant Principal/Principal.
 - Possible referral to the FSDB Police Department.

APPROVED:

L. Daniel Hutto, President

Date

STATUTORY AUTHORITY:

1002.36, 6D-4.003, F.A.C., F.S. 1001.41, 1001.42

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NEW: 8/24/11

LAW IMPLEMENTED:

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