THE COLLEGIATE SCHOOL
FLORIDA STATE UNIVERSITY PANAMA CITY

Acceptable Use of Technology Information

Introduction

Internet access is a portal to resources for students and faculty. Students can connect to and correspond with businesses, major universities, national libraries, other schools and other students worldwide.

Just as students learn acceptable behaviors for the school environment, they must also learn the correct procedures and rules for using this network of information services. We require all students to adhere to these guidelines. Students who do not follow these rules may lose the privilege of using school technology, the internet, and communication systems. If any student breaks any of these rules, depending upon the nature of the infraction or the cumulative number of infractions, their continued use of the system will be in jeopardy.

Parents/guardians of all students will be required to sign a form which indicates that they are aware of the school rules and proper procedures for using the Internet, FSU (Florida State University) and TCS (The Collegiate School) network, instructional software and applications, and they acknowledge the consequences which will result if these rules are broken. By signing this form, students are agreeing to comply with the rules of The Collegiate School at Florida State University Panama City.

Acceptable Use

Acceptable uses of the school's network, devices, and technology include activities which support teaching and learning. Students are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions.

Unacceptable Use

Unacceptable uses of the network include:
A. Violating the conditions of the Florida State Board of Education's Administrative Rules dealing with students' rights to privacy (SB6A-1.0955).
B. Using profanity, obscenity or other language which may be offensive to another user.
C. Re-posting personal communications without the author's prior consent.
D. Copying commercial software or other copyright-protected material in violation of copyright law.
E. Using the network for financial gain or for any commercial or illegal activity.
F. Using the network to intimidate, bully or harass students or faculty.
G. Using the network to access any obscene material, to include but not limited to, sexually explicit material, or other material that may be patently offensive and inappropriate.
H. Using the network to bully or inappropriately make contact with peers or other individuals.

Communication

The following services are available to each student and hosted by TCS including email, software, applications, and platforms such as Canvas. All of these are managed, monitored, and filtered by The Collegiate School and FSU. All online activity through a school account is monitored. Additional programs may be used by individual teachers or teams of teachers by level and will be communicated to parents and students.

School Devices and Hardware

Students have access to a variety of devices. Some of these devices are used by students outside of the classroom. The students are responsible for the proper care of these devices. Printers, copiers, STEM (Science Technology Engineering and Mathematics) equipment and other related technology devices are for school-appropriate use only and require teacher approval prior to use. If the devices are damaged, the parent/guardian will be responsible for the device. The cost of repair or replacement will be determined by the school administration**.**

Computer Viruses, Malware, Extensions, Apps

Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Do not launch executable files without knowing the source and purpose of the file. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Digital Citizenship

Students are expected to use the network to pursue intellectual activities, seek resources, access libraries and information. When using the network, keep the following in mind:

For personal safety and for the safety of others, students must remember to exercise caution when communicating with people in the outside world. **Protect your own and others' private information.** If students feel there is a problem or feel uncomfortable with the information someone is giving, tell the school site administrator, teacher, or technology representative immediately.

Unwanted online communications can be considered harassment. If a user on the network asks that students no longer send him/her mail or in any other way contact him/her, students must stop all contact immediately. Students may feel that they have the right to freedom of expression, but others have the right to be free from harassment.

Unwanted online communications also apply to students using their personal devices to send or share inappropriate materials as defined in the Unacceptable Use section of this policy.

Cyber-bullying

Cyberbullying is "The use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others." This behavior is strictly prohibited on or off campus. If the school finds substantial evidence of cyber-

bullying, the individual(s) in question will be subject to disciplinary actions listed below and possible legal actions by the state. Students are expected to report any known cyberbullying to school officials.

Moral and Ethical Issues

The moral and ethical issues involving the use of worldwide information systems (Internet) deal with the appropriate access to information, the type of information accessed and the behavior of the user. The Collegiate School wants to provide students with a stimulating educational environment, yet we want to protect them from information not appropriate for student use.

The Collegiate School and FSU cannot condone the use of inappropriate information on the Internet. We acknowledge that these materials exist and do everything we can to actively avoid them, including using filtering software. However, we cannot screen all the materials unacceptable for academic purposes, and it should be understood by all students that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals and any information that does not support classroom learning is to be avoided.

The actual percentage of unacceptable or inaccurate materials is unfortunately growing and is a cause for concern among students, parents, and teachers. If students, or a fellow student, stumble onto such information while doing legitimate research, they should contact a teacher for appropriate action. Sharing unacceptable material, that they may have accidentally stumbled upon with other students, is forbidden.

Plagiarism
- Plagiarism is taking the ideas or writings of others and presenting them as if they were original work.
- Students are expected to complete and submit their own original work and use resources with honesty and integrity. It is unethical, illegal, and academically dishonest to use another written work without proper credit or citation. All students will be expected to adhere to the school policy.
- Faculty and staff have access to software to check for potential plagiarism.
- A grade of zero will be issued and other consequences may apply if there is evidence of plagiarism or cheating.

Copyright Infringement
- According to the Federal Copyright Act of 1976, "Fair Use" means that students may freely use any information they legally find on the Internet only for scholarly purposes.
- All students are expected to follow existing copyright laws. Posting any material (graphics, text, sound, etc.) that is in violation of any federal or state law is prohibited. This includes, but is not limited to, confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Copyrighted material shall not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.

Who Is Watching?

The Internet and our school are public places. Students must always remember that others are sharing this space. Potentially, millions of individuals may be interacting across the network at the same time. Others can monitor students' actions on the network. If students use a particular service on the network, chances are that someone knows the connections that they are making, knows about the computer shareware that students have borrowed, and knows what students looked at while they were in the system.

Because these connections are granted to students as part of the larger scope of the curriculum, The Collegiate School and FSU reserves the right to monitor all traffic on the network. We do this to ensure the network continues to function properly and safely for all users. To accomplish this, The Collegiate School uses a monitoring software that oversees the search history of anyone using the TCS or FSU domain. This monitoring software is active on any computer, in and out of our school's network.

Code of Conduct

The Collegiate School has behavior codes and student handbooks that detail appropriate school behavior, outline rights, and set expectations for students. Because the network is used as part of a school activity, the school's code of conduct applies to network activities as well. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, and tampering with hardware or software. Viruses may cause other types of damage and information loss to a computer system. If students are responsible for a computer becoming infected with a virus, they could be held liable. These roles further apply to the electronic use of harassing and abusive or obscene language/material. Students may not use the network to annoy, harass or offend other people.

Disciplinary Action

The Collegiate School declares unethical and unacceptable behavior as just cause for disciplinary action, the revocation of network access privileges, and/or the initiation of legal action for any activity through which an individual:

1. Uses the network for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.
2. Uses TCS or FSU for any illegal activity including violation of copyrights or other contracts violating such matters as institutional or third-party copyright, license agreements and/or other contracts.
3. Intentionally disrupts network traffic or crashes the network and connected systems.
4. "Hacks" system to circumvent schools' firewall and web blocking program.
5. Downloads or installs any software/extensions on any device without permission.
6. Changes the existing parameters, look, or settings of the device.
7. Degrades or disrupts equipment or system performance.
8. Uses TCS or FSU or equipment for commercial or financial gain.

9. Steals data, equipment, or intellectual property.
10. Gains or seeks to gain unauthorized access to resources or entities.
11. Forges electronic mail messages, or uses an account owned by another user.
12. Invades the privacy of individuals.
13. Creates, distributes, or purposely activates a computer virus.
14. Uses the network to send or request racist, inflammatory, sexist messages or any other forms of cyber-bullying.
15. Sends or requests messages or documents that are inconsistent with TCS or FSU guidelines or codes of conduct.

This applies to <u>all</u> devices used on The Collegiate School or FSU campus.

Consequences of Violations

The consequence of violating the technology policy is subject to administrative disciplinary action according to The Collegiate School discipline matrix.

Possible consequences of technology violations include, but are not limited to:

1. Suspension of Internet access.
2. Revocation of Internet access.
3. Revocation of computer access.
4. Suspension of computer access.
5. Revocation of school privileges.
6. Suspension of school privileges.
7. School suspension.
8. School expulsion.
9. Legal action and prosecution by the proper authorities.
10. Withdrawal from The Collegiate School.

If students are accused of any violations listed above, they have all the rights and privileges that any student would have if subject to any other type of disciplinary action.

TCS and FSU have the right to restrict or terminate network and Internet access at any time for any reason. Further, TCS and FSU have the right to monitor network activity, in any form that they see fit, in order to maintain the integrity of the network.