GUIDELINES FOR SAFE AND ACCEPTABLE USE OF COMPUTERS AND THE INTERNET

In preparing our students for the 21st Century, each Duval County Public School (DCPS) student will be assigned a computer network login that will provide the student with access to the Internet. The proper use of the Internet provides opportunities for research, learning, and web-based educational programs. The use of the DCPS network or computers is a privilege that may be restricted or removed by school based administration, automated content control systems, or the Office of Information Security. Students must abide by guidelines described in this document, the Code of Student Conduct, and the District’s Acceptable Use Policy.

The school’s mission, goals, objectives and standards will guide the instructional use of technology resources, including computers, software and the Internet. The DCPS’ goal in providing Internet connectivity is to establish direct access to appropriate materials that support curricular goals and objectives. School faculty will integrate thoughtful use of computer technology throughout the curriculum and provide guidance and instruction to students in its use. Teacher supervision of independent student computer and Internet activities is the key element in effective and safe use of these resources by students. Teachers may present web sites to students during instructional times.

DCPS acknowledges the fact that inappropriate materials exist on the Internet and will do everything, including the use of filtering software, to actively avoid them, including the use of filtering software. The DCPS has implemented technology protection measures that filter Internet access to block visual displays that are obscene, pornographic, or harmful to minors, but this technology is not 100% effective. Student Internet access is monitored, but not every instance of inappropriate use can be reported to the school or parent/guardian. No software can filter out all of the materials that are unacceptable in an educational setting and it should be clearly understood by all students and their parents/guardians that intentional access to such material, in any form, is strictly forbidden.

DCPS makes no guarantee that the functions or the services provided by or through the District’s network will be error-free or without defect. The District will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. Students are responsible for making a back up copy of crucial files. The District is not responsible for the accuracy or quality of the information obtained through or stored on the network. The District will not be responsible for financial obligations arising through the unauthorized use of the network as the result of intentional misuse.

Students that demonstrate the inability to properly use technology resources may have those resources restricted or removed. This may have a detrimental effect on the student’s ability to access online curriculum resources including grade recovery and intervention program.

If a student feels there is a problem or feels uncomfortable with the information someone is transmitting to them, the student should tell his/her teacher or school site administrator. Students shall immediately notify a teacher or administrator if inappropriate information is mistakenly accessed or found anywhere on the DCPS network including student shares.

Students and other users access a computer with unique network accounts or ID and passwords. ID and passwords must never be shared. Students are responsible for any activity that occurs under their account. Students have no expectation of privacy while utilizing the DCPS network, computers, or any device that is attached to it.

Plagiarism and Copyright Infringement

- Students will not plagiarize works that they find on the Internet. Plagiarism is adopting the ideas or writings of others and presenting them as if your own. Credit should always be given to the person who created the words or idea.

- Students must respect the rights of copyright owners. Copyright infringement occurs when the student inappropriately reproduces a work that is protected by a copyright. If students have questions about possible copyright infringement, they should ask a teacher or school’s media specialist.

- Unless it is otherwise stated, assume that all materials on the Internet, including web sites and graphics, are copyrighted, and that existing copyright guidelines, such as those involving photocopying, electronic copying, multimedia, and fair use, apply. Students using computers and the Internet should be aware of what is and is not allowed as it pertains to software, multimedia productions, and web publishing.
Netiquette Rules

Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

- Be polite – rudeness is never acceptable.
- Understand that when you post something on the Internet, it is there forever and you no longer have control of who sees it or what they do with it.
- Do use the Internet to help with schoolwork. The Internet is a source of great volumes of information. It's like having the world's largest library at your fingertips!
- Do not provide any personal information (such as name, address/telephone number, social security number).
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Do use the Internet to learn more about colleges and universities. Many colleges let you take a "virtual tour" of the campus, or submit applications for admission or financial aid applications on line.

Disciplinary Action

USE OF COMPUTERS AND THE INTERNET

Possible consequences for violations of the DCPS use of computers and Internet policies include, but are not limited to:
- Suspension or limited access of the Internet.
- Suspension of DCPS network privileges.
- Suspension of computer access.
- Disciplinary actions as outlined in the Code of Student Conduct.
- School suspension and/or expulsion.
- Appropriate legal action, civil and/or criminal.