

EMPLOYEE USE OF TECHNOLOGY

1. **General Standards of Appropriateness** — Board employees shall not conduct a private use of computers, copiers, and other communication devices such as phones, personal digital assistants (PDAs) and facsimile machines may not be used for a private business enterprise on school time. District technology resources, including, but not limited to, the financial gain (as defined by the Florida Information Resource Network ("FIRN")) of the employee or for the benefit of private, "for profit," or "not for profit" organizations unless expressly authorized by the Academy President or Management Company Representative or President or Management Company Representative's designee.
 - a. Any employee using the Internet in any form through the District's network must have an Employee Internet Services Request and Consent form on file at the school. This form is specifically incorporated into this policy by reference.
 - b. All employees shall abide by the Code of Ethics of the Education Profession in Florida. When using the Board's technology resources, Employees shall become familiar with and abide by Fla. Admin. Code Sections 6B-1.001 and 6B-1.006, including the provisions prohibiting harassment and discrimination, defamation, use of institutional privileges for personal gain, and improper disclosure of confidential information; and Fla. Stat. § 112.313, including the duty to avoid improper use or disclosure of "information not available to members of the general public and gained by reason of [their] official position for [their] personal gain or benefit or for the personal gain or benefit of any other person or business entity."
 - c. The Board authorizes employees to use technology resources, applications, and databases for assigned responsibilities. Employees shall use these resources to enhance job productivity in performance of Academy business
 - d. Employees may utilize District technology services outside of the employees' normal work hours provided no additional costs are incurred by the Board within the parameters set forth below:
 - i. The Florida Information Resource Network (FIRN) provides Internet services to our District at no cost. The District provides the network connectivity to the Internet and mainframe through leased lines (currently T1s and T3s).
 - ii. Internet use is encouraged "after hours" for employees for the following reasons:
 - A. Personal and professional growth
 - B. The services are "free"; and
 - C. There is no significant negative impact on our network during these hours.
 - e. Use of the Internet is similar to use of a school gym or library after school. Professionals are encouraged to use these facilities for personal and professional growth, which must not be confused with financial gain. FIRN's *Acceptable Use Policy and Guidelines*, which forms the cornerstone of the School District of Palm Beach County Internet Guidelines, uses the terminology "financial gain." Examples of "financial gain" include: offering products or services for sale or soliciting for advertisers or sponsors for the benefit of any enterprise other than the School.
2. **Compliance** -- When using Board technology resources, applications, databases, and supplies, employees shall adhere to the standards established by all applicable laws, regulations, and the Board's Acceptable Use Guidelines and are incorporated into and made part of this Policy by reference. Further, employees must observe that:
 - a. Any information generated through a computer, stored on hard disks, electronically mailed, or handled as e-mail is the same as any written document and is subject to all rules governing public records and Chapter 119, Florida Statutes, as explained in Palm Beach School District Policy 2.041.
 - b. The willful and knowing unauthorized use, alteration, or destruction of information technology resources and databases is a computer-related crime punishable under Chapter 815, Florida Statutes.
 - c. All employees who have access to or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; the IDEA and its regulations at 20 U.S.C. § 1417(c) and 34 C.F.R. § 300.572; Fla. Stat. § 1002.22 and other applicable laws and regulations, as they relate to the release of student information. Employees shall not use access to student records information for personal gain.

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- d. Intranet and Internet Resources, telephones, and e-mail shall be used to enhance job productivity in performance of District business and shall not be used to send abusive, threatening, or harassing messages. Employees shall not send communications where the meaning of the message, or its transmission or distribution, would be illegal under state or federal statutes, federal regulations, or state rules; unethical under Fla. Statutes Chapter 112 or Chapter 6B-1 of the State Board of Education rules; or irresponsible as determined by the reasonable discretion and judgment of the employees' supervisor.
 - e. All software on computers must be licensed. Employees are responsible for using software in compliance with restrictions that apply to those licensing agreements.
 - e. Employees shall not make or facilitate the distribution of unauthorized copies of software. Modifications cannot be made to any software without the authorization of the copyright holder. The copyright legend or notice shall not be removed from the software or any of its documentation.
3. **Enforcement** -- Any employee failing to comply with this policy or its implementing procedures and guidelines may be subject to disciplinary action and civil or criminal liability.

Authority: §§ 1001.41(2), 1001.43(9), (11), Fla. Stat.

Implemented: §§ 1001.41(2), 1001.43(9), (11), Fla. Stat.

History: New: 7/01/2004; Revised: 7/07/04, 3/11/2010

Reference: Palm Beach School District Policy 3.29