Leon County Schools'
STUDENT INTERNET USE / ACCESS PERMISSION FORM

Please complete the following information and return it to your school. PLEASE PRINT!

PERSONAL INFORMATION

Student's Full Name: _____ Date of Birth _____

Student ID# _____ Grade _____

STUDENT/PARENT AGREEMENT *(to be completed by students & parents)*
I understand that Internet access is designed solely for educational purposes, and that I must use these resources only for educational purposes. The Leon County School District has taken reasonable precautions to supervise Internet usage by students. I have read and understand the **Guidelines for Telecommunications Use** (*see reverse side of this form*).

PARENTAL CONSENT – *(Required if student is less than 18 years of age.)*
In addition to the above student agreement, as a parent or guardian, I recognize that it is impossible for the district to control access by the students to all information or materials available on the Internet; it is likewise impossible to limit disclosure of information related to school internet websites or publications by the larger Internet public. I will not hold the school responsible for materials acquired, contact made, or for any limit on the educational privacy of my child as a result of the disclosure of information on the Internet. I accept full responsibility for supervision of my child outside the school setting. With that understanding, I hereby give permission for my child to utilize the school Internet services as indicated below: (Please **check yes or no** to indicate whether permission is given or not)

BASIC INTERNET ACCESS   yes [____]   no [____]

I hereby consent to the disclosure of the following information when related to an activity or an academic assignment within Leon District Schools, in accordance with the Family Educational and Privacy Rights Act, 20 USC §1232g: (**check yes or no** to indicate whether permission is given or not)

yes[____] no[____] Publication on a Leon County Schools website of my child's creative efforts, including stories and artwork

yes[____] no[____] Use of my child's name in Internet publications (including official school/district Listservs)

yes[____] no[____] Use of my child's picture in Leon County Schools websites

yes[____] no[____] Use of my child's picture and name in school-approved publications, media and other events coverage

I certify that the information contained on this application is true and correct to the best of my knowledge and belief. (*Students over 18 years of age may sign for themselves.*)

✖ _____   ✖ _____
Student Signature / Date   **Parent/Guardian Signature / Date**

Parent/Guardian Full Name (please print): _____

Parent/Guardian Work Phone: _____   Home Phone: _____

FOR SCHOOL USE ONLY: Date Authorization Granted: _____ By Whom: _____

Leon County Schools: Guidelines for Telecommunications Use

1. **Activities must support education and school operations consistent with the educational goals and policies of the Leon County School District.**

The use of the Internet and automated systems (mainframe, network, or workstation-based) is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege. School administrators will decide what is inappropriate use based upon guidelines, standards, policies and prudent judgment. User accounts shall be assigned or closed at the direction of the site or program administrator. It is the site administrators' responsibility to have a signed access use form on file for all users at that site prior to access authorization.

2. **The person in whose name an account is issued is responsible for its proper use.**

   Unacceptable uses of the network include:

   - violating student or staff rights to privacy
   - using profane, obscene or offensive language, graphics or other forms of communication
   - use of school system technology resources in support of private or personal businesses; (business partners or interagency agreement agencies may be an exception)
   - misuse or sharing of passwords
   - sharing or using personally identifiable information or individually owned or copyrighted material (this includes pictures, artwork, & products) without the author's (or parent/ guardian's) prior consent;

3. **Persons using Leon County Schools Internet or automated systems connections must be properly authorized.**

They must have completed the necessary district authorization forms & agreements; and these must be maintained on file at the school or department site. Mainframe password authorizations are also kept on file at Information Services. Automated systems access requires the site or program administrator's authorization and signature. Appropriate training on the respective system(s) is required prior to enabling system access.

Students will not be granted mainframe access. For students or staff (employees) under 18 years of age, a parent's signature is required for Internet or automated systems use.

4. **Any breach in security where confidential records may have been accessed or secure information altered is a very serious problem and must be reported to the school or department administrator, to Judy Knerr or Bill Piotrowski at Information Services and the site Tech Specialist <u>immediately</u>.**

This is necessary to secure systems which may be at risk, and to track access records to resolve any access or data change problem. The site or program administrator will be notified of suspected access or distribution violations. It will be the responsibility of the respective administrator to follow up in investigating such reports and taking appropriate action, which may include criminal litigation.

5. **Use of another individual's account (password) is a security violation. Attempts to log on as another user will result in cancellation of privileges and notification of the responsible administrators.**

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to all or part of the network.

6. **Each employee working with or having access to confidential records should be informed and acknowledge that most personally identifiable information is confidential (and, often times, directory information as well). Only those persons having direct and legitimate interest in that student may view, access, or otherwise make use of such information.**

Those properly authorized persons are responsible for appropriate access, distribution, records security and destruction of confidential information whether "hard copy" (e.g. paper) or electronic (including mainframe, midrange, server, workstation-based records; magnetic or optical disc stored records, etc.).

Off-site Internet and automated systems users should follow the same guidelines.