

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 _____

School _____ Grade _____

STUDENT/PARENT AGREEMENT

I understand that Internet access is designed solely for educational purposes, and that it is intended that these resources are used 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.)

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.

BASIC INTERNET ACCESS

I hereby consent for my child to utilize the school Internet services, and for 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 Basic Internet Access - permission for my child to utilize the school Internet services
- 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.)

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. **Parents are responsible for contacting their child's school regarding updates or changes to the permissions indicated on the original Internet/Access Use Form.**

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.

The signed Internet Use/Access Permission form is to be completed as part of the initial registration of students. The signed forms must be maintained on file at the school or department site where the form was first completed. The permissions indicated are to be entered into the student information system (Genesis: Demographics/Permissions tab) and are maintained as part of the student's official school record. **Parents are responsible for contacting their child's school regarding updates or changes. Any change in permissions must be made in writing using an updated, signed Internet/Access Use Form.** The school is responsible for updating the student electronic record and maintaining the updated Internet Use/Permission form on file at the school site.

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 immediately.

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.