



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

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September 25, 2012  
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Contact:  
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**Action By:**  
**December 21, 2012**

TO: All Principals

FROM: Janis Andrews, Ed.D. *JA*  
Chief Academic Officer

Michael J. Burke *MJB*  
Chief Operating Officer

**SUBJECT: DISTRICT POLICY 8.123 SCHOOL COMPLIANCE**

In order for the District to comply with [District Policy 8.123 Technology Acceptable Use Policy for Students](#), staff from Library Media Services, Safe Schools, IT Governance, and the Department of Educational Technology collaborated to provide an age-appropriate training program for all students. This training program is available to all schools and complies with the Children Internet Protection Act (CIPA), The Protecting Children in the 21<sup>st</sup> Century Act, The Family Educational Rights and Privacy Act (FERPA), and other protective federal and state mandates.

Schools are responsible for implementing this training for all students who use District technology. During the training, students must be permitted to ask questions. The options for training are designed to promote the District's commitment to:

- The standards and acceptable use of District technology
- Student safety and meeting E-Rate requirements which include teaching all students the following:
  - How to be safe on the Internet;
  - How to behave appropriately while online, on social networking websites, and in chat rooms;
  - To be aware of cyberbullying and how to respond;
  - To understand Digital Citizenship and responsibility;
  - To protect personal information and privacy.

**Actions:**

1. Schools have flexibility on how this training is implemented. The training materials and instructions are available in TrainU Course, [District Policy 8.123 School Compliance](#).

2. As a final step, principals are required to log the percentage of all students who participated in the training in the TrainU course, [District Policy 8.123 School Compliance](#), no later than Friday, December 21, 2012.

It is highly recommended that principals direct their teachers to routinely repeat messages to their students about the proper use of district technology resources regarding:

- The legal, ethical, and safe use of technology (both in and out of school);
- Student use of district technology resources must be related to the curriculum, academic development, or school extracurricular activity;
- District technology resources must not be used for illegal purposes nor for sending or receiving messages that suggest pornography, cyberbullying, or stalking;
- The issue of "sexting" with students in grades 4-12, as well as in earlier grades (if the need arises).

Resources and scripts specifically for principals can also be found in the TrainU course, "District Policy 8.123 School Compliance." It is recommended that administrators, principals, and teachers review the [information, rules, and regulations related to technology as outlined in the Student and Family Handbook 2012-2013](#) with both students and parents.

EWG:JA:MJB:FR:GW:LK:pb

Approved by:   
E. Wayne Gent, Superintendent