



POLICY 3.29

4-F I recommend that the Board adopt the proposed revised Policy 3.29, entitled “Acceptable Use of Technology by Employees.”

[Contact: Deepak Agarwal, PX 48773 and Larry Padgett, PX 48830.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on May 26, 2010.
- The following language was added:
 - Lines 37-38 were changed to remove the annual employee sign off requirement.
 - Line 194 was changed to reference the District Cellular Device Request form.
 - Lines 231-233 were added to denote that any IRS fees or penalties stemming from personal use are the responsibility of the employee.
- This Policy sets forth terms and conditions as well as standards and guidelines for the acceptable uses by District employees of Palm Beach County School District technology resources.
- It also provides for employee use of e-signatures and electronic notarizations when authorized.
- It sets forth the General Standards of Appropriateness, addresses employee approved cellular device use, prohibits driving while texting, and also sets forth the implementation procedure of this policy and the policy's enforcement which includes disciplinary action up to and including termination.

See Item 4D/Policy 8.123 for the referenced IT User Standards and Guidelines Manual.

POLICY 3.29

ACCEPTABLE USE OF TECHNOLOGY BY EMPLOYEES

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3 1. **Purpose.** -- The purpose of this Policy is to set forth terms and conditions as well
4 as standards and guidelines for the acceptable uses by District employees and
5 School Board Members (hereinafter collectively referred to as employees) of Palm
6 Beach County School District technology resources and other technology when
7 conducting District business. The Policy also provides for employee use of e-
8 signatures and electronic notarizations when authorized. This Policy does not
9 prohibit or restrict public access to inspect data and information on publicly
10 available District technology resources.
- 11 2. **General Standards of Appropriateness.**
 - 12 a. When using District technology resources, applications, databases, and
13 supplies, District employees shall adhere to the standards established by this
14 Policy, all applicable laws, regulations, rules, School Board Policy 2.501 and
15 the District's Information Technology (IT) User Standards and Guidelines
16 Manual ("Manual"). This Manual is specifically incorporated by reference into
17 this Policy and is located on the District's IT Security web site at:
18 <http://www.palmbeachschools.org/it/security.asp>.
 - 19 b. ~~Palm Beach County School District employees shall not conduct a private~~
20 ~~enterprise on school time. Except as stated within Section 6 of this Policy,~~
21 ~~District technology resources, including, but not limited to the use of~~
22 ~~computers, networks, copiers, biometric record readers, and other~~
23 ~~communication devices such as cellular and office phones, personal digital~~
24 ~~assistants (PDAs) and facsimile machines, may shall not be used for a private~~
25 ~~business or financial gain (as defined by the Florida Information Resource~~
26 ~~Network ("FIRN")) of the employee or for the benefit of "for profit," or "not for~~
27 ~~profit" organizations unless expressly authorized by the Superintendent or the~~
28 ~~Superintendent's designee the use of the technology will benefit the District or,~~
29 as to "not for profit" organizations, if the organization benefits the children,
30 schools or community and is not for religious or political purposes.
- 31 3. Any employee using the Internet in any form through the District's network must
32 ~~have an~~ submit to his/her supervisor (or, if the form is available and can be
33 transmitted electronically, submit to the District) a completed and signed Employee
34 Internet/Intranet Services Acknowledgement and Consent form (PBSD 1664) on
35 file at the District Information Technology office or the work location. This form is
36 specifically incorporated into this policy by reference. The employee shall sign and
37 submit this form shortly after the School Board's adoption of this Policy, **after any**
38 **revisions to this policy, and** upon initial employment by the District, **and annually.**

- 39 a. The consent form shall state and the employee shall acknowledge that there is
40 only a limited expectation of privacy to the extent required by law for the
41 employee related to his/her use of District technology resources. The District
42 may monitor an employee's use of District technology for good cause, such as
43 for educational purposes, responding to a records request, ensuring that their
44 use is authorized; for management of the system; to facilitate protection
45 against unauthorized access; verifying security procedures, survivability and
46 operational security; compliance with School Board policies, a possible
47 security incident, routine maintenance or computer performance.
- 48 b. The consent form shall further reflect that before using the District's
49 technology resources, employees shall become familiar with the District's
50 employee code of conduct (School Board Policy 3.02) as well as Fla. Admin.
51 Code Sections 6B-1.001 and 6B-1.006, including the provisions prohibiting
52 harassment and discrimination, defamation, use of institutional privileges for
53 personal gain, and improper disclosure of confidential information; Fla. Stat. §
54 112.313, including the duty to avoid improper use or disclosure of "information
55 not available to members of the general public and gained by reason of [their]
56 official position for [their] personal gain or benefit or for the personal gain or
57 benefit of any other person or business entity", and School Board Policy
58 8.121 on the use of copyrighted materials. All employees shall abide by these
59 provisions when using the District's technology resources.
- 60 c. ~~All employees shall abide by the Code of Ethics of the Education Profession in~~
61 ~~Florida. When using the District's technology resources, Employees shall~~
62 ~~become familiar with and abide by Fla. Admin. Code Sections 6B-1.001 and~~
63 ~~6B-1.006, including the provisions prohibiting harassment and discrimination,~~
64 ~~defamation, use of institutional privileges for personal gain, and improper~~
65 ~~disclosure of confidential information; and Fla. Stat. § 112.313, including the~~
66 ~~duty to avoid improper use or disclosure of "information not available to~~
67 ~~members of the general public and gained by reason of [their] official position~~
68 ~~for [their] personal gain or benefit or for the personal gain or benefit of any~~
69 ~~other person or business entity."~~
- 70 4. The District authorizes employees to use District technology resources,
71 applications, and databases for the employees' assigned responsibilities when
72 allowed by an appropriate District representative. Employees shall use these
73 resources to enhance job productivity in performance of District business.
74 Principals and department heads are to follow District standards to ensure
75 accountability of their staff's use of these resources to support academic and
76 business functions.
- 77 a. Creation by an employee of any District blogs and/or social networking sites
78 must be authorized by the Superintendent/designee and be for a public
79 purpose. The use of the blog must be compliant with District policies.

80 including but not limited to those involving public records retention, student
81 privacy, and copyright laws.

82 b. Employees are advised that many District technology resources, including but
83 not limited to laptops and desktops, may contain input systems such as web
84 cameras and microphones which can be remotely controlled to turn them on
85 and off. The District will not utilize any such input systems remotely unless
86 consistent with the law.

87 5. Examples of utilizing employee user account/passwords can include:

88 a. Electronically sign District documents by e-signature.

89 b. Provide access to the employee's personal information.

90 c. Make binding legal obligations, if the employee is authorized.

91 d. Access District files or records to the extent the employee is authorized.

92 6. All passwords are to be treated as sensitive and confidential information and shall
93 not be shared with anyone but the employee to whom they were assigned.
94 Employees are responsible for all activity that occurs for user accounts that have
95 been assigned to them as well as any e-signatures that are attributed to their
96 account.

97 7. An employee may utilize District technology resources services (except for cellular
98 devices) outside of the employee's paid duty normal work hours to use the Internet
99 for the employee's personal and professional growth provided no additional costs
100 are incurred to the District, the District's Internet and network resources are not
101 negatively impacted, and firewall and network configurations are not altered to
102 allow different services that are not usually allowed during the employee's paid
103 duty hours.

104 This provision is not intended to restrict or limit an employee's ability to utilize
105 District technology during the employee's paid duty hours for professional
106 development when the professional development is related to the employee's
107 responsibilities for the District, certification, or license, such as District or
108 professional organization training vodcasts; power points or breeze presentations
109 related to one's duties.

110 Employees are encouraged to use these facilities for personal and professional
111 growth, which must not be confused with financial gain, and engaging in activities
112 seeking financial gain is prohibited.. Examples of "financial gain" include offering
113 products or services for sale and soliciting for an advertiser or sponsor for the
114 benefit of any enterprise other than the District.

115 provided no additional costs are incurred to the District within the parameters set
116 forth below.

117 a. The Florida Information Resource Network (FIRN) provides Internet services
118 to our District at no cost. The District provides the network connectivity to the
119 Internet and mainframe through leased lines (currently T1s and T3s).

120 b. Internet use is encouraged "after hours" for employees for the following
121 reasons:

122 i. personal and professional growth;

123 ii. the services are "free"; and

124 iii. there is no significant negative impact on our network during these hours.

125 c. Use of the Internet is similar to use of a school gym or library after school.
126 Professionals are encouraged to use these facilities for personal and
127 professional growth, which must not be confused with financial gain. FIRN's
128 *Acceptable Use Policy and Guidelines*, which forms the cornerstone of the
129 School District of Palm Beach County Internet Guidelines, uses the
130 terminology "financial gain." Examples of "financial gain" include offering
131 products or services for sale or soliciting for advertisers or sponsors for the
132 benefit of any enterprise other than the District.

133 8. **Cellular Devices Telephones**-- Consistent with the goal of expending public funds
134 in the most economical manner, the following standards shall apply to use of
135 District-issued wireless communication cellular devices, which include but are not
136 limited to cellular telephones phones, cellular radios, PDAs, air cards, and any
137 other portable communications devices that can transmit voice and/or cellular
138 signals through wireless technology, all of which are referred to in this policy as
139 "cellular phones devices":

140 a. Cellular devices purchased or leased with District or Internal Account funds
141 are for District business use only.

142 b. District employees will limit cell phone usage; whenever possible, calls will be
143 made on a conventional land line telephone if one is reasonably available.
144 Employees should be aware that when using cellular devices they are subject
145 to outsider's viewing or hearing the communications through spy ware.

146 c. A centralized, standardized, and cost-effective wireless services contract shall
147 be established through a competitive procurement process. All cellular phones
148 devices paid for with District funds, or internal accounts, must be obtained and
149 operated under the standard contract approved by the School Board. Cellular
150 devices purchased prior to the adoption of this Policy and under existing

151 contracts may remain under that contract until the existing term expires, and
152 then the number will be ported to the District carrier other than those sued by
153 personnel at school sites and paid from local funds, must be obtained and
154 operated under a standard contract adopted by the District.

155 d. Every cellular device issued in the District must be approved in writing on
156 District Cellular Device Request Form PBSB 2317 by the employee's Chief,
157 Director, Area Superintendent or Principal and justified as reasonably
158 necessary for carrying out the employee's responsibilities for the District. In an
159 effort to reduce the number of cellular devices, the District limits the use of
160 cellular telephones, personal digital assistants (PDAs), and other cellular
161 devices to only those employees who, as part of their official assigned duties:

162 i. must routinely be immediately available to citizens, supervisors, or
163 subordinates;

164 ii. be available to respond to emergency situations;

165 iii. be available to calls outside of regular working hours;

166 iv. have access to the technology in order to productively perform job duties
167 in the field; or

168 v. have limited or no access to a standard phone, or have no ability to use a
169 personal cell phone, if needed.

170 e. Each District cellular device must be placed on the most cost-effective plan
171 under the District's contract to satisfy the work-related needs of the particular
172 employee. Each school/department is responsible for the cost of the cellular
173 devices and monthly service.

174 i. Orders for new cellular devices must be made through a District Purchase
175 Order that includes a name, school/department and funding strip or
176 internal account number for monthly service. P-Cards cannot be used for
177 a cellular device purchases or monthly service, per Purchasing Manual
178 chapter 24-7-C. The Purchasing Manual can be found at:
179 <http://www.palmbeach.k12.fl.us/bids/purch/manual/default.html>.

180 ii. Transfers and Cancellations – If an employee with a cellular device
181 transfers to another school/department or terminates employment, the
182 supervisor must immediately submit a written or email request to the
183 District's wireless contract designee to cancel, suspend or transfer the
184 service.

185 iii. The employee must immediately report lost, stolen or damaged cellular
186 devices to the Supervisor and the Service Desk to suspend or cancel

187 service. If the cellular device contains District data, such as email, the
188 employee must immediately inform the Service Desk so that the
189 information will be deleted remotely from the device in a manner
190 consistent with public records retention requirements. The Supervisor
191 needs to complete the Plant Security report (PBSD 0766) and submit the
192 report to School Police. The school/department using the cellular device
193 is responsible for all charges up to the time the loss is reported to the
194 cellular-carrier. If a replacement cellular device is required, **District**
195 **Cellular Device Request Form PBSD 2317 will be used and** the purchase
196 price will be charged to that school/department. Employees must exercise
197 due care to prevent loss or theft of the cellular device. If it is determined
198 that a District cellular device is lost, stolen or damaged through
199 carelessness, the Supervisor may exercise reasonable discretion,
200 considering the circumstances, in deciding whether to provide a
201 replacement or, through District procedures, request reimbursement to
202 the District from the employee.

203 iv. Cellular plan features, such as roaming, anytime minutes, nights and
204 weekends, free long distance, text messages, instant messages (IM), and
205 directory assistance, are for District use only. If these features are an
206 additional charge to the plan, they would need to be cost effective,
207 approved and justified by the Supervisor as in the best interests of the
208 District.

209 f. Monitoring Bills: the Director, Principal or Area Superintendent of an employee
210 with a District cellular device shall monitor and approve the bills and call
211 details generated by the employee's usage.

212 i. Personal Calls

213 A. Personal calls on District cellular devices are prohibited.

214 B. A "personal call" means communication for purposes other than
215 furtherance of the employee's public duties for the District. This
216 includes, but is not limited to incoming calls, outgoing calls and night
217 and weekend calls.

218 C. If an employee is found to be using the cellular device for personal
219 reasons, the Supervisor may take disciplinary action, up to and
220 including termination. If the use, however, was due to a *bona fide*
221 emergency (which is defined as an imminent threat to the health,
222 safety, or welfare of an individual), discipline would not be warranted.
223 The District would request reimbursement for personal use through
224 District procedures. Reimbursement would be accomplished by the
225 employee paying legal tender to the District immediately, although in

226 cases hardship, the employee may be allowed, at the discretion of
227 the Supervisor and the IT cell phone contract manager, to make
228 payments over time not to exceed a year and the payment terms
229 could also be spelled out. If the employee does not make payment,
230 the School Board may institute a civil action for damages to hold the
231 employee liable. Any Internal Revenue Service (IRS) fees or
232 penalties resulting from the benefits of "personal use" are the
233 responsibility of the employee.

234 ii. District / Business Calls

235 A. Based on a monthly review of the cellular device use for each
236 employee, the Director, Principal or Area Superintendent or
237 designee, shall consider altering or terminating the employee's plan
238 by contacting the cellular contract designee to request modification
239 to a more economical plan or termination.

240 g. Subject to any prohibitions within this Policy or federal or state law or local
241 ordinances, as applicable, the following shall apply to employees using cellular
242 devices or data devices (i.e. laptops, blackberries, smart phones, etc.) while
243 driving a vehicle:

244 i. Texting, instant messaging, and composing or reading written messages
245 or emails are prohibited.

246 ii. Employees issued a District cellular device shall not use the device for
247 any purpose while driving any vehicle, unless using the device hands-
248 free.

249 iii. Employees are not authorized while driving a vehicle to use any cellular
250 devices, including cellular phones, to communicate regarding District
251 related matters, unless using the device hands-free.

252 iv. Employees are not authorized, while driving a vehicle on any District
253 authorized business, to use any cellular device, including cellular phones,
254 for any purpose, unless using the device hands-free.

255 v. Employees are not authorized, while driving a District owned or leased
256 vehicle, to use any cellular device, including cellular phones, for any
257 purpose, unless using the device hands-free. This does not prohibit the
258 use for legitimate District business of the two-way radio installed in
259 District vehicles.

260 vi. Bus drivers, while operating a District vehicle, are prohibited from using
261 any cellular or data devices even if a hands-free device is available. This
262 does not prohibit the use for legitimate District business of the two-way

- 263 radio installed in District vehicles.
- 264 vii. Other persons driving students on District business are prohibited from
265 using any cellular or data devices, while operating the vehicle, even if a
266 hands-free device is available.
- 267 viii. School police would be exempt from these Policy restrictions if the
268 cellular or data device is being used for District business, and exceptions
269 to the Policy would be made for all employees when responding to health
270 and safety emergencies.
- 271 ix. Nothing contained within this provision obligates the District to provide an
272 employee with a hands-free cellular device.
- 273 h. Wireless internet access on wireless devices, such as PDAs or Air Cards, that
274 use a cellular network, is to be used for District business use only. This
275 includes connecting the device to any computer/laptop. Employee users must
276 restrict their usage to sites consistent with School Board site restrictions stated
277 within Policy 8.125 District Review and Filtering of Web Sites and CIPA and be
278 knowledgeable as to the categories of these restrictions.
- 279 i. An employee is prohibited from sending or receiving his/her personal email on
280 a District cellular device.
- 281 j. Third party services enabled on accounts must be pre-approved in writing on
282 PBSD 2317 by the Supervisor who will then notify the IT cell phone contract
283 manager. If third party charges appear on the monthly bill that have not been
284 authorized (i.e. ring tones, games), the employee shall cancel that service and
285 reimburse the District for the cost of that service.
- 286 k. **GPS Tracking.** The District has the right to track the location of any District
287 cellular device at any time without further notification to the employee beyond
288 the statements within this Policy. Reasons include proper allocation of
289 resources, monitoring employee's job performance and efficiency,
290 consideration of disciplinary action or other good cause.
- 291 9. As set forth in the Manual, employees may use electronic signatures through their
292 District account for certain forms and documents as approved by the
293 Superintendent/designee.
- 294 a. ~~Schools sites, using internal account funds for cellular service, are authorized~~
295 ~~and encouraged to participate under the District-approved wireless contract~~
296 ~~described in this policy. School principals who choose another plan must~~
297 ~~justify the cost-effectiveness of that choice in writing to the area~~
298 ~~superintendent.~~

- 299 b. ~~Every cell phone issued in the District must be approved in writing by the~~
300 ~~employee's Director-level supervisor (or Principal at school centers) and~~
301 ~~justified as reasonably necessary for carrying out the employee's~~
302 ~~responsibilities for the District. The Director-level supervisor must obtain the~~
303 ~~employee's signature acknowledging receipt of this Policy and maintain the~~
304 ~~acknowledgment on file at the department or school site.~~
- 305 c. ~~Each District cell phone must be placed on the most cost-effective plan to~~
306 ~~satisfy the work-related needs of the particular employee. The employee's~~
307 ~~Director-level supervisor, or designee, must approve the appropriate plan that~~
308 ~~fulfills the employee's reasonable needs for District use. Extra features and~~
309 ~~upgrades such as roaming, anytime minutes, and "free" long distance shall be~~
310 ~~included only when justified as necessary and cost-effective features for the~~
311 ~~employee's particular work functions.~~
- 312 d. ~~The Director-level supervisor, or designee, of an employee with a District cell~~
313 ~~phone shall periodically monitor and approve the bills and call details~~
314 ~~generated by the employee's usage.~~
- 315 i. ~~The employee shall identify any personal calls shown on such bills.~~
- 316 A. ~~A "personal call" means communication for purposes other than~~
317 ~~furtherance of the employee's public duties for the District.~~
- 318 B. ~~A brief, occasional call to the employee's home from the school or~~
319 ~~from a District-sponsored event or activity (e.g., to explain that the~~
320 ~~employee will be delayed in returning home due to being present at a~~
321 ~~District-sponsored event), will not be construed as a personal call.~~
- 322 C. ~~Personal calls on District cell phones will generally be limited to~~
323 ~~emergencies and exigent circumstances. Employees who wish to~~
324 ~~use their District cell phones for personal calls routinely must~~
325 ~~establish a separate personal account, at personal expense, with the~~
326 ~~cellular service provider.~~
- 327 D. ~~Employees shall reimburse the District for any personal calls that~~
328 ~~result in any increased expense to the District (e.g., when personal~~
329 ~~calls have resulted in the employee exceeding the total minutes~~
330 ~~allowed under a flat-rate/flexible-rate plan). Such reimbursement~~
331 ~~shall be on a monthly or quarterly basis and shall cover the actual~~
332 ~~extra cost incurred by the District.~~
- 333 ii. ~~Based on a monthly review of the use and non-use thresholds for each~~
334 ~~employee, the Director-level supervisor, or designee, shall consider~~
335 ~~altering the employee's plan if the bona fide District calls regularly fall~~
336 ~~significantly below the allotted minutes for more than two consecutive~~

337 months. Director-level supervisors or their designees will use a memo to
338 Information Technology to request modification or elimination of an
339 employee's plan.

340 e. Employees issued a District phone should not make or receive calls on the
341 phone while driving unless equipped for hands-free usage. Employees must
342 also exercise due care to prevent loss or theft of the phone. If the phone is lost
343 or stolen, the employee must report the incident to the supervisor and
344 Information Technology immediately. If it appears that a District phone is lost
345 through carelessness, the supervisor may exercise reasonable discretion in
346 deciding whether to provide a replacement.

347 f. The invoice and all call details of District cell phone accounts, including all
348 numbers dialed, are public records subject to disclosure under Florida Statutes
349 Chapter 119 and monitoring by supervisors for compliance with this Policy.

350 10. **Compliance.**— When using District technology resources, applications,
351 databases, and supplies, in addition to adhering to the standards set forth above in
352 Sections 2 and 3, District employees must observe that ~~employees shall adhere to~~
353 ~~the standards established by all applicable laws, regulations, and the District's~~
354 ~~Acceptable Use Guidelines that are available at~~
355 ~~<http://www.palmbeach.k12.fl.us/learnnet/district.html> and are incorporated into and~~
356 ~~made part of this Policy by reference. Further, employees must observe that:~~

357 a. Any information generated through a computer, electronic device, stored on
358 electronic storage media hard disks, electronically mailed, including but not
359 limited to text messaging, instant messaging, tweets, and similar
360 instantaneous methods of communication, or handled as e-mail, if it meets the
361 definition of a public record, is subject to the District's Retention Schedule,
362 records holds, and Florida law concerning public records, as explained in
363 School Board Policy 2.041. The District's Retention Schedule can be found at:
364 <http://www.palmbeach.k12.fl.us/Records/Text/RetnSchd.doc> . Employees
365 are allowed to communicate by e-mails through services provided by the District
366 but are prohibited from engaging in text messaging, instant messaging,
367 tweeting and other methods of instant electronic communication if the
368 messages must be retained as public records in accordance with the District's
369 Retention Schedule or handled as e-mail is the same as any written document
370 and is subject to all rules governing public records and Chapter 119, Florida
371 Statutes, as explained in Policy 2.041.

372 b. The willful and knowing unauthorized use, modification, alteration,
373 dissemination, or destruction of District information technology resources and
374 or databases is considered a violation of this Policy and the District may
375 impose discipline, up to and including termination. The Supervisor, including
376 through District procedures as stated above in Section 7(f) (i) (c), may request

377 reimbursement to the District for the actual cost of damages from the
378 employee. If the employee does not make payment, the School Board may
379 institute a civil action for damages to hold the employee liable. Moreover, this
380 conduct may constitute is a computer-related crime punishable under Fla.
381 Stat. Ch. 815.

382 c. All employees who have access to or may have access to personally
383 identifiable student information records shall adhere to all standards included
384 in the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §
385 1232g; the IDEA and its regulations at 20 U.S.C. § 1417(c) and 34 C.F.R. §
386 300.572; Fla. Stat. §§ 1002.22 and 1002.221; School Board Policy 5.50; and
387 other applicable laws, rules, and regulations, as they relate to the release of
388 student information. Employees shall not use access to student records
389 information for personal gain and shall use and release student information
390 only as authorized by law.

391 d. Intranet and Internet Resources, phones telephones, voice mails, text
392 messaging, instant messaging, tweets, and e-mail, when utilized, shall be
393 used in performance of District business and shall not be used to send
394 abusive, threatening, or harassing messages. Employees shall not send
395 communications where the meaning of the message, or its transmission or
396 distribution, would be illegal under state or federal statutes, federal
397 regulations, or state rules or unethical under or violative of Fla. Stat. Ch. 112,
398 ~~or~~ Chapter 6B-1 of the State Board of Education rules, or School Board
399 Policies, including Policies 5.001, 5.002, 5.81 and 3.02 irresponsible as
400 determined by the reasonable discretion and judgment of the employees'
401 supervisor.

402 e. Users shall utilize only hardware and licensed software and that has been
403 approved by the Superintendent/designee after submission to the Technology
404 Clearinghouse Committee (TCC). Software and hardware installed prior to
405 July 1, 2009 are grandfathered in but subject to approval by the
406 Superintendent/designee following submission to the TCC before they are
407 upgraded or replaced. Employees are responsible for using software in
408 compliance with restrictions that apply to those licensing agreements. ~~All~~
409 ~~software on computers must be licensed.~~

410 f. All devices that are connected to a School District of Palm Beach County
411 (SDPBC) network must be approved by the District's Director of IT
412 Infrastructure, or designee. These devices include, but are not limited to,
413 servers, workstations, modems, wireless access points, routers, switches or
414 hubs. Any unauthorized devices will be immediately disconnected from the
415 District network.

416 g. Employees shall not make or facilitate the distribution of unauthorized copies

417 of software. Modifications cannot be made to any software without the
418 authorization of the copyright holder. The copyright legend or notice shall not
419 be removed from the software or any of its documentation.

420 11. **Forms:** The PBSB forms mentioned within this Policy or within the Manual are
421 incorporated herein by reference, as part of this Policy and can be found on the
422 District's Records Management Web site for forms, located at
423 <http://www.palmbeach.k12.fl.us/Records/FormSearch.asp>.

424 12. **Implementation.** -- The Superintendent or designee is authorized to issue bulletins
425 and administer procedures regarding the use of information technology in the
426 District in accordance with the standards set forth in this Policy including the
427 Manual. The Superintendent will direct compliance training for employees who use
428 District technology. The training will be provided and designed to promote the
429 District's commitment to the standards as set forth within this Policy and the
430 Manual.

431 13. **Enforcement.** -- Any employee failing to comply with this Policy or its
432 implementing-procedures and standards may be subject to disciplinary action up to
433 and including termination. Moreover, the Supervisor, including through District
434 procedures as stated above in Section 7(f) (i) (c), may request reimbursement to
435 the District for the actual cost of damages from the employee. If the employee
436 does not make payment, the School Board may institute a civil action for damages
437 to hold the employee liable. Depending on the misconduct, the employee may also
438 face criminal liability. Additionally, IT has the authority to take reasonably
439 necessary immediate actions to protect District technology resources.

440 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(2); 1001.42(26);
441 1001.43(1) 1001.43(9), (11)

442 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.43(3); 1001.42(8) & (9);
443 1003.31; 1006.28(1), 1011.09(4) 112.313; 119.011; 1001.43(9); 1002.22

444 HISTORY: 11/5/97; 6/14/00; 10/9/03; ___/___/2010

Legal Signoff:

The Legal Department has reviewed proposed Policy 3.29 and finds it legally sufficient for adoption by the Board.

Attorney

Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Plant Security Report

DATE OF REPORT
 / /

SCHOOL		TELEPHONE () -	TIME OF INCIDENT :	DATE OF INCIDENT / /
POLICE CALLED? <input type="checkbox"/> Yes <input type="checkbox"/> No	TIME POLICE CALLED :	INVESTIGATOR (Last) (First) (M.I.)	OFFICER ID NO.	CASE NUMBER
CHECK ITEM(S) <input type="checkbox"/> Wind or Storm <input type="checkbox"/> Entry <input type="checkbox"/> Theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Fire <input type="checkbox"/> Accident <input type="checkbox"/> Other:				

SYNOPSIS: What, Where, How?

MAINT. WORK ORDER NO. (if applicable)

MATERIAL AND EQUIPMENT STOLEN, DESTROYED OR DAMAGED

PROPERTY ASSET NO.	BRAND NAME MODEL DESCRIPTION	SERIAL NUMBER	MODEL OR CATALOG NO.	Stolen	Destroyed	Damaged	YEAR PURCHASED	PURCHASED PRICE

WITNESS	ADDRESS	AGE
WITNESS	ADDRESS	AGE
WITNESS	ADDRESS	AGE

<input type="checkbox"/> Offender <input type="checkbox"/> Suspect	ADDRESS	AGE
DATE OF BIRTH: / /	FATHER'S NAME	MOTHER'S NAME
GUARDIAN'S NAME	SCHOOL ATTENDING	

<input type="checkbox"/> Offender <input type="checkbox"/> Suspect	ADDRESS	AGE
DATE OF BIRTH: / /	FATHER'S NAME	MOTHER'S NAME
GUARDIAN'S NAME	SCHOOL ATTENDING	

<input type="checkbox"/> Offender <input type="checkbox"/> Suspect	ADDRESS	AGE
DATE OF BIRTH: / /	FATHER'S NAME	MOTHER'S NAME
GUARDIAN'S NAME	SCHOOL ATTENDING	

Was a direct admission received from the guilty person? Yes No Explain _____

NAME OF PERSON WHO RECEIVED ADMISSION	TITLE
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District Cellular Device Request

What type of cellular device service are you requesting?

New Purchase Modify Device/Service *

Use this form for approval to purchase a District cellular device (cell phone, PDA/Blackberry, air card, etc.), or modify an existing cell device account (Ex. name, school/dept location, service options, or cancel service). If approved for new service, the school/department must submit a Purchase Order to the District's contracted cellular provider.

In order for this employee/person to receive a District cellular device, the employee/person must do the following:

- have Director/Principal or above approval
- funding must be established for the device and monthly service
- use the device for District business only, and sign that Policy 3.29 or 2.50 (as applicable) and its referenced manual provisions have been read.

Service is requested for the following employee: Submit Date

Employee/Person ID #

Title PX

School/Department School/Dept. #

School or department number for billing purposes, if different from above

School/Dept. School/Dept. #

Does this employee currently have a District issued cell phone? Yes No

If yes, what is the cell phone number?

How was this device funded? District Funds, or Internal Accounts?

If the device was ordered through Internal Accounts, name the provider:

NEW CELLULAR DEVICE

Justification based on Policy 3.29 or 2.50 and its referenced manual provisions (no more than 255 characters)

What type of device is this employee/person requesting?

See page two to modify a device or cancel a service.

What modification do you need? (check all that apply) *

Name Location Funding Upgrade Device (current device must be >1 year old) Service

MODIFY EXISTING CELLULAR DEVICE ACCOUNT

Modify Name: Current Employee/Person Name

New Employee/Person Name

Modify Location: Current School/Dept. #

New School/Dept.#

Modify Funding: Current Funding Strip for Service

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Dept</i>	<i>Fund</i>	<i>Func</i>	<i>Acct</i>	<i>Prog</i>	<i>B Mgr</i>	<i>Awd Yr</i>

New Funding Strip for Service

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Dept</i>	<i>Fund</i>	<i>Func</i>	<i>Acct</i>	<i>Prog</i>	<i>B Mgr</i>	<i>Awd Yr</i>

Modify Device: Current Brand/Model

New Brand/Model

MODIFY SERVICE

Add Unlimited Text messaging (for business use only)

Add Third Party Service

Name of Service

Reason

Remove Data Service

Suspend Service

Cancel All Services

(Send device to the cellular contract designee for reuse or disposal unless held for a new hire)

Provide the name and identification number of the employee/person submitting this request:

Submitter of Request * Employee/Person ID # *

I understand that by choosing "Yes" and submitting this request:

I verify that the information provided on this request is true and correct.

I verify the employee/person requesting service has been given and read Policy 3.29 or 2.50 (as applicable) and its referenced manual.

I verify I am the person named above as submitter of this request. Yes No *

Signature of Principal

Signature of Director

Signature of Chief

Signature of Area Superintendent or Superintendent

How to Route Form For Approval

Click " How to Route Form for Approval" button above and review document.
To submit request choose submit in the drop-down menu below and click " Go".

Go