



POLICY 3.29

5-C I recommend that the Board approve development of the proposed **revised** Policy 3.29, entitled "Acceptable Use of Technology by Employees."

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

Development

CONSENT ITEM

- 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 5A/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
34 Employee 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, upon initial
38 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 c. When the District transitions to Google eMail as the District standard the
88 following shall apply:

89 i. Personal Cellular Devices, if approved by the Chief Information Officer or
90 designee, may be connected to the District's Google eMail system for
91 District business use.

92 ii. The employee agrees to allow the District, at the District's discretion, to
93 remotely erase all the District data from their phone.

94 iii. The employee agrees to hold the District harmless should personal
95 information, pictures, or any electronic data be lost, destroyed or if their
96 device becomes inoperable for any reason through District actions in
97 erasing the data as noted in c ii above.

98 iv. The employee agrees to immediately notify the District if their phone is
99 lost so the District can erase District data on the device.

100 v. The employee agrees to comply with the IT Users Standards and
101 Guidelines Manual and all other District policies.

102 vi. The employee agrees District eMail on their personal device is a privilege
103 and it can be rescinded at anytime without cause.

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

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

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

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

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

109 6. All passwords are to be treated as sensitive and confidential information and shall
110 not be shared with anyone but the employee to whom they were assigned.
111 Employees are responsible for all activity that occurs for user accounts that have

112 been assigned to them as well as any e-signatures that are attributed to their
113 account.

114 7. An employee may utilize District technology resources services (except for cellular
115 devices) outside of the employee's paid duty normal work hours to use the Internet
116 for the employee's personal and professional growth provided no additional costs
117 are incurred to the District, the District's Internet and network resources are not
118 negatively impacted, and firewall and network configurations are not altered to
119 allow different services that are not usually allowed during the employee's paid
120 duty hours.

121 This provision is not intended to restrict or limit an employee's ability to utilize
122 District technology during the employee's paid duty hours for professional
123 development when the professional development is related to the employee's
124 responsibilities for the District, certification, or license, such as District or
125 professional organization training vodcasts; power points or breeze presentations
126 related to one's duties.

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

132 ~~provided no additional costs are incurred to the District within the parameters set~~
133 ~~forth below:~~

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

137 ~~b. Internet use is encouraged "after hours" for employees for the following~~
138 ~~reasons:~~

139 ~~i. personal and professional growth;~~

140 ~~ii. the services are "free"; and~~

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

142 ~~c. Use of the Internet is similar to use of a school gym or library after school.~~
143 ~~Professionals are encouraged to use these facilities for personal and~~
144 ~~professional growth, which must not be confused with financial gain. FIRN's~~
145 ~~Acceptable Use Policy and Guidelines, which forms the cornerstone of the~~
146 ~~School District of Palm Beach County Internet Guidelines, uses the~~
147 ~~terminology "financial gain." Examples of "financial gain" include offering~~

148 ~~products or services for sale or soliciting for advertisers or sponsors for the~~
149 ~~benefit of any enterprise other than the District.~~

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

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

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

163 c. A centralized, standardized, and cost-effective wireless services contract shall
164 be established through a competitive procurement process. All cellular ~~phones~~
165 devices paid for with District funds, or internal accounts, must be obtained and
166 operated under the standard contract approved by the School Board. Cellular
167 devices purchased prior to the adoption of this Policy and under existing
168 contracts may remain under that contract until the existing term expires, and
169 then the number will be ported to the District carrier ~~other than those sued by~~
170 ~~personnel at school sites and paid from local funds, must be obtained and~~
171 ~~operated under a standard contract adopted by the District.~~

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

179 i. must routinely be immediately available to citizens, supervisors, or
180 subordinates;

181 ii. be available to respond to emergency situations;

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

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

- 185 v. have limited or no access to a standard phone, or have no ability to use a
186 personal cell phone, if needed.
- 187 e. Each District cellular device must be placed on the most cost-effective plan
188 under the District's contract to satisfy the work-related needs of the particular
189 employee. Each school/department is responsible for the cost of the cellular
190 devices and monthly service.
- 191 i. Orders for new cellular devices must be made through a District Purchase
192 Order that includes a name, school/department and funding strip or
193 internal account number for monthly service. P-Cards cannot be used for
194 a cellular device purchases or monthly service, per Purchasing Manual
195 chapter 24-7-C. The Purchasing Manual can be found at:
196 <http://www.palmbeach.k12.fl.us/bids/purch/manual/default.html>.
- 197 ii. Transfers and Cancellations – If an employee with a cellular device
198 transfers to another school/department or terminates employment, the
199 supervisor must immediately submit a written or email request to the
200 District's wireless contract designee to cancel, suspend or transfer the
201 service.
- 202 iii. The employee must immediately report lost, stolen or damaged cellular
203 devices to the Supervisor and the Service Desk to suspend or cancel
204 service. If the cellular device contains District data, such as email, the
205 employee must immediately inform the Service Desk so that the
206 information will be deleted remotely from the device in a manner
207 consistent with public records retention requirements. The Supervisor
208 needs to complete the Plant Security report (PBSD 0766) and submit the
209 report to School Police. The school/department using the cellular device
210 is responsible for all charges up to the time the loss is reported to the
211 cellular-carrier. If a replacement cellular device is required, the purchase
212 price will be charged to that school/department. Employees must exercise
213 due care to prevent loss or theft of the cellular device. If it is determined
214 that a District cellular device is lost, stolen or damaged through
215 carelessness, the Supervisor may exercise reasonable discretion,
216 considering the circumstances, in deciding whether to provide a
217 replacement or, through District procedures, request reimbursement to
218 the District from the employee.
- 219 iv. Cellular plan features, such as roaming, anytime minutes, nights and
220 weekends, free long distance, text messages, instant messages (IM), and
221 directory assistance, are for District use only. If these features are an
222 additional charge to the plan, they would need to be cost effective,
223 approved and justified by the Supervisor as in the best interests of the
224 District.

- 225 f. Monitoring Bills: the Director, Principal or Area Superintendent of an employee
226 with a District cellular device shall monitor and approve the bills and call
227 details generated by the employee's usage.
- 228 i. Personal Calls
- 229 A. Personal calls on District cellular devices are prohibited.
- 230 B. A "personal call" means communication for purposes other than
231 furtherance of the employee's public duties for the District. This
232 includes, but is not limited to incoming calls, outgoing calls and night
233 and weekend calls.
- 234 C. If an employee is found to be using the cellular device for personal
235 reasons, the Supervisor may take disciplinary action, up to and
236 including termination. If the use, however, was due to a *bona fide*
237 emergency (which is defined as an imminent threat to the health,
238 safety, or welfare of an individual), discipline would not be warranted.
239 The District would request reimbursement for personal use through
240 District procedures. Reimbursement would be accomplished by the
241 employee paying legal tender to the District immediately, although in
242 cases hardship, the employee may be allowed, at the discretion of
243 the Supervisor and the IT cell phone contract manager, to make
244 payments over time not to exceed a year and the payment terms
245 could also be spelled out. If the employee does not make payment,
246 the School Board may institute a civil action for damages to hold the
247 employee liable.
- 248 ii. District / Business Calls
- 249 A. Based on a monthly review of the cellular device use for each
250 employee, the Director, Principal or Area Superintendent or
251 designee, shall consider altering or terminating the employee's plan
252 by contacting the cellular contract designee to request modification
253 to a more economical plan or termination.
- 254 g. Subject to any prohibitions within this Policy or federal or state law or local
255 ordinances, as applicable, the following shall apply to employees using cellular
256 devices or data devices (i.e. laptops, blackberries, smart phones, etc.) while
257 driving a vehicle:
- 258 i. Texting, instant messaging, and composing or reading written messages
259 or emails are prohibited.
- 260 ii. Employees issued a District cellular device shall not use the device for
261 any purpose while driving any vehicle, unless using the device hands-

- 262 free.
- 263 iii. Employees are not authorized while driving a vehicle to use any cellular
264 devices, including cellular phones, to communicate regarding District
265 related matters, unless using the device hands-free.
- 266 iv. Employees are not authorized, while driving a vehicle on any District
267 authorized business, to use any cellular device, including cellular phones,
268 for any purpose, unless using the device hands-free.
- 269 v. Employees are not authorized, while driving a District owned or leased
270 vehicle, to use any cellular device, including cellular phones, for any
271 purpose, unless using the device hands-free. This does not prohibit the
272 use for legitimate District business of the two-way radio installed in
273 District vehicles.
- 274 vi. Bus drivers, while operating a District vehicle, are prohibited from using
275 any cellular or data devices even if a hands-free device is available. This
276 does not prohibit the use for legitimate District business of the two-way
277 radio installed in District vehicles.
- 278 vii. Other persons driving students on District business are prohibited from
279 using any cellular or data devices, while operating the vehicle, even if a
280 hands-free device is available.
- 281 viii. School police would be exempt from these Policy restrictions if the
282 cellular or data device is being used for District business, and exceptions
283 to the Policy would be made for all employees when responding to health
284 and safety emergencies.
- 285 ix. Nothing contained within this provision obligates the District to provide an
286 employee with a hands-free cellular device.
- 287 h. Wireless internet access on wireless devices, such as PDAs or Air Cards, that
288 use a cellular network, is to be used for District business use only. This
289 includes connecting the device to any computer/laptop. Employee users must
290 restrict their usage to sites consistent with School Board site restrictions stated
291 within Policy 8.125 District Review and Filtering of Web Sites and CIPA and be
292 knowledgeable as to the categories of these restrictions.
- 293 i. An employee is prohibited from sending or receiving his/her personal email on
294 a District cellular device.
- 295 j. Third party services enabled on accounts must be pre-approved in writing on
296 PBSD 2317 by the Supervisor who will then notify the IT cell phone contract
297 manager. If third party charges appear on the monthly bill that have not been

298 authorized (i.e. ring tones, games), the employee shall cancel that service and
299 reimburse the District for the cost of that service.

300 k. GPS Tracking. The District has the right to track the location of any District
301 cellular device at any time without further notification to the employee beyond
302 the statements within this Policy. Reasons include proper allocation of
303 resources, monitoring employee's job performance and efficiency,
304 consideration of disciplinary action or other good cause.

305 9. As set forth in the Manual, employees may use electronic signatures through their
306 District account for certain forms and documents as approved by the
307 Superintendent/designee.

308 i. ~~Schools sites, using internal account funds for cellular service, are~~
309 ~~authorized and encouraged to participate under the District-approved~~
310 ~~wireless contract described in this policy. School principals who choose~~
311 ~~another plan must justify the cost-effectiveness of that choice in writing to~~
312 ~~the area superintendent.~~

313 ii. ~~Every cell phone issued in the District must be approved in writing by~~
314 ~~the employee's Director-level supervisor (or Principal at school centers)~~
315 ~~and justified as reasonably necessary for carrying out the employee's~~
316 ~~responsibilities for the District. The Director-level supervisor must obtain~~
317 ~~the employee's signature acknowledging receipt of this Policy and~~
318 ~~maintain the acknowledgment on file at the department or school site.~~

319 iii. ~~Each District cell phone must be placed on the most cost-effective plan~~
320 ~~to satisfy the work-related needs of the particular employee. The~~
321 ~~employee's Director-level supervisor, or designee, must approve the~~
322 ~~appropriate plan that fulfills the employee's reasonable needs for District~~
323 ~~use. Extra features and upgrades such as roaming, anytime minutes, and~~
324 ~~"free" long distance shall be included only when justified as necessary~~
325 ~~and cost-effective features for the employee's particular work functions.~~

326 iv. ~~The Director-level supervisor, or designee, of an employee with a~~
327 ~~District cell phone shall periodically monitor and approve the bills and call~~
328 ~~details generated by the employee's usage.~~

329 A. ~~The employee shall identify any personal calls shown on such bills.~~

330 i. ~~A "personal call" means communication for purposes other~~
331 ~~than furtherance of the employee's public duties for the District.~~

332 ii. ~~A brief, occasional call to the employee's home from the~~
333 ~~school or from a District-sponsored event or activity (e.g., to~~
334 ~~explain that the employee will be delayed in returning home due~~
335 ~~to being present at a District-sponsored event), will not be~~
336 ~~construed as a personal call.~~

337 iii. ~~Personal calls on District cell phones will generally be limited~~
338 ~~to emergencies and exigent circumstances. Employees who~~
339 ~~wish to use their District cell phones for personal calls routinely~~

340 must establish a separate personal account, at personal
341 expense, with the cellular service provider.

342 IV. Employees shall reimburse the District for any personal calls
343 that result in any increased expense to the District (e.g., when
344 personal calls have resulted in the employee exceeding the total
345 minutes allowed under a flat-rate/flexible-rate plan). Such
346 reimbursement shall be on a monthly or quarterly basis and
347 shall cover the actual extra cost incurred by the District.

348 B. Based on a monthly review of the use and non-use thresholds for
349 each employee, the Director-level supervisor, or designee, shall
350 consider altering the employee's plan if the bona fide District calls
351 regularly fall significantly below the allotted minutes for more than
352 two consecutive months. Director-level supervisors or their
353 designees will use a memo to Information Technology to request
354 modification or elimination of an employee's plan.

355 b. Employees issued a District phone should not make or receive calls on the
356 phone while driving unless equipped for hands-free usage. Employees must
357 also exercise due care to prevent loss or theft of the phone. If the phone is lost
358 or stolen, the employee must report the incident to the supervisor and
359 Information Technology immediately. If it appears that a District phone is lost
360 through carelessness, the supervisor may exercise reasonable discretion in
361 deciding whether to provide a replacement.

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

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

372 a. Any information generated through a computer, electronic device, stored on
373 electronic storage media hard disks, electronically mailed, including but not
374 limited to text messaging, instant messaging, tweets, and similar
375 instantaneous methods of communication, or handled as e-mail, if it meets the
376 definition of a public record, is subject to the District's Retention Schedule,
377 records holds, and Florida law concerning public records, as explained in
378 School Board Policy 2.041. The District's Retention Schedule can be found at:
379 <http://www.palmbeach.k12.fl.us/Records/Text/RetnSchd.doc> . Employees are
380 allowed to communicate by e-mails through services provided by the District
381 but are prohibited from engaging in text messaging, instant messaging,
382 tweeting and other methods of instant electronic communication if the
383 messages must be retained as public records in accordance with the District's

384 ~~Retention Schedule~~ or handled as e-mail is the same as any written document
385 and is subject to all rules governing public records and Chapter 119, Florida
386 Statutes, as explained in Policy 2.044.

387 b. The willful and knowing unauthorized use, modification, alteration,
388 dissemination, or destruction of District information technology resources and
389 or databases is considered a violation of this Policy and the District may
390 impose discipline, up to and including termination. The Supervisor, including
391 through District procedures as stated above in Section 7(f) (i) (c), may request
392 reimbursement to the District for the actual cost of damages from the
393 employee. If the employee does not make payment, the School Board may
394 institute a civil action for damages to hold the employee liable. Moreover, this
395 conduct may constitute is a computer-related crime punishable under Fla.
396 Stat. Ch. 815.

397 c. All employees who have access to or may have access to personally
398 identifiable student information records shall adhere to all standards included
399 in the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §
400 1232g; the IDEA and its regulations at 20 U.S.C. § 1417(c) and 34 C.F.R. §
401 300.572; Fla. Stat. §§ 1002.22 and 1002.221; School Board Policy 5.50; and
402 other applicable laws, rules, and regulations, as they relate to the release of
403 student information. Employees shall not use access to student records
404 information for personal gain and shall use and release student information
405 only as authorized by law.

406 d. Intranet and Internet Resources, phones telephones, voice mails, text
407 messaging, instant messaging, tweets, and e-mail, when utilized, shall be
408 used in performance of District business and shall not be used to send
409 abusive, threatening, or harassing messages. Employees shall not send
410 communications where the meaning of the message, or its transmission or
411 distribution, would be illegal under state or federal statutes, federal
412 regulations, or state rules or unethical under or violative of Fla. Stat. Ch. 112,
413 or Chapter 6B-1 of the State Board of Education rules, or School Board
414 Policies, including Policies 5.001, 5.002, 5.81 and 3.02 ~~irresponsible as~~
415 ~~determined by the reasonable discretion and judgment of the employees'~~
416 ~~supervisor.~~

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

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

431 g. Employees shall not make or facilitate the distribution of unauthorized copies
432 of software. Modifications cannot be made to any software without the
433 authorization of the copyright holder. The copyright legend or notice shall not
434 be removed from the software or any of its documentation.

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

439 12. **Implementation.** -- The Superintendent or designee is authorized to issue bulletins
440 and administer procedures regarding the use of information technology in the
441 District in accordance with the standards set forth in this Policy including the
442 Manual. The Superintendent will direct compliance training for employees who use
443 District technology. The training will be provided and designed to promote the
444 District's commitment to the standards as set forth within this Policy and the
445 Manual.

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

455 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(2); 1001.42(26);
456 1001.43(1) 1001.43(9), (11)

457 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.43(3); 1001.42(8) & (9);
458 1003.31; 1006.28(1), 1011.09(4) 112.313; 119.011; 1001.43(9); 1002.22

459 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 development 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 Policies

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