

Access to Electronic Media

(Acceptable Use Policy)

The Board supports the right of students, employees and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

PROCEDURES AND GUIDELINES

The Superintendent and the District Technology Committee has developed and implemented appropriate procedures to provide guidance for access to electronic media – voice, video, and data. Guidelines address teacher supervision of computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors’ access to materials harmful to them.

A technology protection measure may be disabled by the Board’s designee during use by an adult to enable access for bona fide research or other lawful purpose.

STUDENTS/PARENTS TO SIGN PERMISSION/AGREEMENT FORM

Parents or legal guardians of minor students (those under 18 years of age) and students shall be required to sign a permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student’s parent/guardian (or the student who is at least 18 years old) must provide the Superintendent/designee with a written request.

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ACCEPTABLE USES OF THE INTERNET AND DISTRICT E-MAIL

The District encourages the use of the Internet and e-mail because they make communication more efficient and effective. Internet and e-mail are District property and are intended primarily for business and educational use. However, the District realizes that personal e-mail is an acceptable form of communication, but should be limited. Every user has a responsibility to maintain and enhance the District's public image and to use District e-mail and access to the Internet in a productive manner.

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The District may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply.

UNACCEPTABLE USES OF THE INTERNET AND DISTRICT E-MAIL

District resources may not be used to establish or continue e-mail accounts through third party providers or any other nonstandard electronic mail system.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on District servers will be private.

The Network Supervisor will report inappropriate behaviors to the supervisor/building Principal who will take appropriate disciplinary action. (See 08.2323 AP.1 for more information for prohibited behaviors.) Any other reports of inappropriate behavior, violations, or complaints will be routed to the supervisor/building Principal for appropriate action. Violations may result in a loss of access and/or disciplinary actions. When applicable, law enforcement agencies may be involved.

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COMMUNICATIONS

Each user is responsible for the content of all text, audio, or images that s/he places or sends over the District's e-mail/Internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else or someone from another District. All messages communicated on the District's e-mail/Internet system should contain the user's name. Any messages or information sent by the user to another individual outside the District via an electronic network (e.g. bulletin board, online service, or Internet) are a reflection on the District. While some users include personal "disclaimers" in electronic messages, there is still a connection to the District, and the statements may be tied to the District. All communications sent by the user via the District's e-mail/Internet system must comply with this and other District policies and may not disclose any confidential or proprietary District Information.

SOFTWARE

To prevent computer viruses from being transmitted through the District's e-mail/Internet system, there will be no downloading of any unauthorized software. All software downloaded must be registered to the District. Users should contact the District Technology Coordinator if they have questions.

COPYRIGHT ISSUES

The users of the District's e-mail/Internet system may not transmit copyrighted material belonging to entities other than the District. All users obtaining access to another District's or individual's materials must respect all copyrights and may not modify or forward copyrighted materials, except with permission, or as a single copy to reference only. Failure to observe copyright or license agreements may result in disciplinary action.

SECURITY

The District routinely monitors usage patterns for its e-mail/Internet communications. The reasons for this monitoring are many, including cost analysis/allocation and the management of the District's gateway to the Internet. The District reserves the right to access and monitor all messages and files on the District's e-mail/Internet system. Users should not assume that electronic communications are totally private and should transmit highly confidential data in other ways.

VIOLATIONS

Any user who abuses the privilege of District facilitated access to e-mail or the Internet will be subject to appropriate disciplinary action. If necessary, the District also reserves the right to advise appropriate legal officials of any illegal violations.

EMPLOYEE USE

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

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EMPLOYEE USE (CONTINUED)

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

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COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

AUDIT OF USE

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law. The process may include, but not be limited to:

1. Using a proxy server to control accessible web sites, and
2. Auditing proxy user logs.

Each employee will be given copies of this policy and accompanying procedures and must sign an acceptable use agreement before establishing or continuing an account.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

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REFERENCES:

KRS 156.675; 47.U.S.C. § 254; 701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520
Kentucky Education Technology System (KETS)
www.kde.state.ky.us

RELATED POLICIES:

03.1325/03.2325; 03.17/03.27
08.1353; 08.2321; 08.2322
09.14; 09.4; 09.42; 09.421; 09.422; 09.425; 09.426; 09.42811; 09.43