

POLICY AND PROCEDURES FOR ACCEPTABLE USE OF ELECTRONIC RESOURCES

Henry County Public Schools believes that children can benefit from relevant and educational experiences involving a wide array of technological and electronic resources. Access to various software, email, and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make access to electronic resources available to further educational goals and objectives, users may find ways to access other materials as well. The purpose of this document is to provide guidelines for insuring appropriate use of electronic resources by students, staff, and community.

DEFINITION OF ELECTRONIC RESOURCES

The term "electronic resource" includes, but is not limited to, the following list.

- Desktops, laptops, tablets, gaming devices and other computing devices
- Computer networks (all equipment connected together for the sharing of information)
- Internet Access (web pages, chat applications, blogs, bulletin boards, other on-line applications)
- Personal devices using the District's network
- Email Access
- Software
- Video hardware and software
- Voice hardware and software

CONSENT FOR USE OF ELECTRONIC RESOURCES

In order to gain access to the district's electronic resources, all users must sign the Acceptable Use of Electronic Resources Agreement Form. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic resources in school. Parents or guardians of students under 18 years of age must provide permission in order for their child to gain access to the district's electronic resources.

Students with a signed agreement form will be provided a District network account and email account. Other online accounts may be provided by the student's teacher, school, or the District for educational purposes.

By signing the Acceptable Use Policy located in the Student Code of Conduct, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

District employees, teachers, and activity sponsors may set up blogs and other social networking sites for use in the classroom. Teachers and sponsors may ask students to sign up for an account on these sites in order to participate in online instructional activities and discussions. By signing the Code of Acceptable Behavior and Discipline and Acceptable Use of Electronic Resources, you accept and agree to the use of instructional social networking sites by your child.

SUPERVISION AND SAFETY MEASURES

All adults directly involved in a student's use of an electronic resource are responsible for the supervision of the student's activities, including activities on personal devices. Parents/guardians are responsible for the supervision of their child's use of the district's electronic resources from home.

School and district personnel will maintain and implement software to filter inappropriate Internet communications and conduct periodic audits of Internet, email, and software use.

All adults are expected to model appropriate behavior on electronic resources, as outlined in the following section. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

BEHAVIOR EXPECTATIONS OF ALL ELECTRONIC RESOURCE USERS

Professional and Educational Use

Your use of electronic resources must be in support of education and research and consistent with the educational objectives of Henry County Public Schools. EXAMPLES:

1. Non-Productive Activities

- No playing games (other than game-like educational software).
- No sending personal, chain, spam (junk), or hoax emails.
- No chatting on the Internet, on instant messenger services, in chat rooms, in email, or accessing and/or setting up non-instructional blogs or social-networking sites. Teacher supervised chats are allowed if part of a class assignment.
- No surfing the Internet. Researching for school-related purposes is acceptable.
- Use of personal social-networking sites (e.g., Facebook, MySpace) by students is prohibited.

2. Personal Gain

- No conducting of private or personal business using the district's electronic resources.
- No use of electronic resources for political or religious purposes.

3. Appropriate Language and Conduct

- No profanity, ethnic slurs, or any other inappropriate language.
- No purposeful annoying of other Internet users.

Security & Operation

You may not compromise the security or operation of the network. EXAMPLES:

1. Password and Account Integrity

- Do not give your password to anyone.
- Do not offer access to the district's electronic resources via your account.

2. Malicious Activities

- Do not create, run, install, or share viruses or other malicious code.
- Do not access, modify, copy or destroy another person's data.
- Do not break or attempt to break into network resources or computer networks for which you do not have rights (i.e. hacking).

3. Electronic Resources Operation

- Do not monopolize or overload computer or network resources, such as running a large program over the network, mass emailing of large files, or printing too many copies.
- Do not vandalize any district hardware, software, or data.

Legal & Ethical Use

Conducting illegal activities via the district's electronic resources is strictly prohibited. EXAMPLES:

1. Sexually Explicit and Offensive Material

- You may not get or transmit obscene, abusive, or sexually explicit material while using district's electronic resources.
- You may not harass, threaten, or transmit materials that are slanderous or defamatory in nature.

2. Copyrighted Material

- You are not permitted to get from or put onto the district's electronic resources any copyrighted material, including software.
- (Employees only) District or school software installed on a home computer must have a license providing for "Home Use Rights" be used only for the purposes of work-related activities, and uninstalled from the home computer should you leave Henry County Public Schools.

3. Privacy

- You must protect the identity of yourself and others through any form of electronic communication.
- Do not store confidential documents on publicly accessible storage devices. Be aware that network administrators periodically audit electronic resources for acceptable use.

4. Other Inappropriate Behavior

- You are not permitted to impersonate another individual through email or Internet communication.
- You are not permitted to engage in illegal activities as defined by state and federal laws while using Henry County Public Schools' electronic resources.
- You are not permitted to harass or bully other individuals.

PENALTIES FOR VIOLATIONS

Penalties for violations may include legal, financial, loss of access privileges, or other disciplinary action. The administration, faculty, and staff of Henry County Public Schools may request the system administrator to deny, revoke, or suspend specific user accounts and/or access to the Internet and other resources.

REFERENCES

Board Policy 08.2321 (Copyrighted Materials); Board Policy 08.2323 (Access to Electronic Media)
Kentucky Revised Statute 156.675
701 Kentucky Administrative Regulation 5:120
16 Kentucky Administrative Regulation 1:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520
Kentucky Educational Technology System (KETS)

Please detach and return this form to your child's teacher.

Student's Name

Teacher

Acknowledgement of Receipt of Code of Acceptable Behavior and Discipline and Acceptable Use of Electronic Resources.

As the parent/guardian of _____ I have read and discussed the Code of Acceptable Behavior and Discipline and Acceptable Use of Electronic Resources with my child. I give my permission for my child to have access to and use the district's electronic resources, including a school email account and a network user account.

Parent's/Guardian's Signature

Date

Parent's/Guardian's Signature

Date

I have read and agree to comply with the Code of Acceptable Behavior and Discipline and the Acceptable Use of Electronic Resources. I understand that I will be provided access to a school email account and network user account and that use of these accounts must comply with the district's Acceptable Use of Electronic Resources.

Student's Signature

Date