

Hazard Independent Schools

HISNet Terms and Conditions V 1.0

August 2007

General Information

The district wide provision of computers and technology for the express use of Hazard Independent School students and employees along with the communication services it provides will be referred to as the "Hazard Independent Schools Education Network" or HISNet. Administrative support is provided by the District Chief Information Officer and support staff. Additional administrative support is provided by the Kentucky Department of Education. The system administrators are employees of Hazard Independent Schools and reserve the right to monitor all activity on HISNet. Persons reading and accepting this policy will be given access to its services. They will be referred to as "users" of HISNet.

HISNet is connected by dedicated link which is attached to the Kentucky Department of Education in Frankfort, KY and their statewide backbone. Because of this complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so the users, and the parents of users under 18 years of age, are aware of the responsibilities they are about to acquire. Hazard Independent Schools may modify these rules at any time by publishing the modified rule(s) on the System. The signature(s) on the documents associated with this policy is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand their significance.

The HISNet Terms and Conditions (commonly referred to as the Acceptable Use Policy) are approved by the Hazard Independent Board of Education every year. This document must be read to all staff by building administrators and to all students by a classroom teacher.

Information Content and Uses of System

Users of HISNet agree not to publish on or over the System any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which contains any advertising or any solicitation of other users to use good or services. All users of HISNet agree not to use the facilities and capabilities of the System to conduct any business or activity or solicit the performance of activity which is prohibited by law. Users also agree not to use the System for private business or personal gain.

Student use of school computers will be monitored by responsible adults at all times unless written permission is granted by parent for independent access. However, because HISNet provides access to other computer systems around the world, users (and the parent(s) of users under 18 years of age) specifically understand that Hazard Independent Schools does not have control of the content of information residing on these other systems and can not be held responsible for the content viewed when accessing these systems.

Electronic Mail

Standards for Student and Staff Communication

1. Users will not compose, send, or attach defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive or illegal documents/files.
2. Students should not reveal their name and personal information to or establish relationships with “strangers” on the network. All student correspondence via electronic mail should be to facilitate classroom learning and be coordinated by a parent or teacher.
3. The school will not reveal a student’s personal identity unless the parent has given written consent and is required for the successful completion of the learning activity.
4. The school will not transmit a student’s work or picture containing personally identifiable information without written parental consent.
5. Do not access, copy, forward, or transmit another’s message without permission.

Note: Electronic mail is not guaranteed to be private and any message sent or received is property of Hazard Independent Schools. The District Chief Information Officer can, and may be required to read electronic mail for inappropriate use.

The Internet

Standards for Student and Staff Internet Use

1. Internet access through the school is to be used for instruction, research, and school administration purposes only. Internet access provided by HISNet is not to be used for private business or personal gain.
2. Users should not visit sites that contain profane, sexually oriented, threatening, racially offensive, or other objectionable material.
3. Teachers, library media specialists, and other educators will select and guide students use of computer and instructional resources at all times unless written permission is given by parent.
4. Students should not reveal their name or personal information or establish relationships with “strangers” on the Internet, unless the communication has been coordinated by a teacher and written permission is granted by the student’s parent(s).
5. The school should not reveal a student’s personal identity or post a picture of the student or the student’s work on the Internet with personally identifiable information unless the parent has given written consent.
6. Students should neither download any files, nor install any software off of the Internet. If an online application is needed for instruction, the software will be downloaded and installed by the classroom teacher, technician, or instructional facilitator.
7. Supervised and Independent Access:
 - a. Very young children will not be provided unsupervised access to HISNet. At the lower grade levels, an Internet or e-mail session is best conducted with small groups and always supervised by a teacher.
 - b. Children in middle school, who are familiar with the network, and generally demonstrate good conduct, may be provided with limited independent access in a location where the session may be monitored.

- c. In the upper grades, those students in good standing who have proven their ability to be responsible users may be provided with independent access in a location where the session may be monitored.

Phone Systems

Classroom phones should be used for instructional purposes or emergency situations only. Personal calls made during the school day should be during non instructional times. Any personal long distance charges will be incurred by the user placing the call.

Copyrighted Material

Copyright and Licensing Standards for Student and Staff

1. Copyrights must be respected. Copyrighted software and other instructional materials must not be installed, copied, or transferred to another except as provided under the license agreement or copyright notices.
2. Personal software owned by teachers and/or students may not be installed on any of the district's computers or network.
3. Copyrighted material must not be placed on any system connected to HISNet without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the System. Users may download copyrighted material for their own use but must document and site its usage in an appropriate fashion.

Disk Usage

The system administrators reserve the right to set quotas and parameters for disk usage on the System. A user who exceeds his or her quota will be advised to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request via electronic mail to the District Chief Information Officer stating the need for the increase.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a user feels they can identify a security problem in HISNet, the user must notify a system administrator. The following user practices are required to ensure security to HISNet:

1. User passwords must not be exchanged with other users, nor should a user use another user's password. The individual user is responsible for the security of his/her own password.
2. Personal computers and/or peripherals owned by teachers and/or students may not be connected to HISNet. Teachers and students may use their personal computers and peripherals at school; however they may not be connected to HISNet. (*Note: The loss, theft, or damage to a teacher's or student's personal computer or peripheral is not the responsibility of Hazard Independent Schools.*)
3. Any user allowed to take home a portable device (i.e. laptop) must adhere to the same guidelines described in this document. Users possessing these devices may

from time to time be required to connect these devices to HISNet to receive software and virus updates.

4. Any student or vendor assisting the district or schools by offering technical assistance must receive permission and approval from the District Chief Information Officer.

Vandalism and Theft

Vandalism will result in the cancellation of privileges. Vandalism is defined as the malicious attempt to harm or destroy hardware, data of another user, HISNet, or any of the agencies or other networks that are connected to HISNet, the KETS system, or the WorldCom Internet backbone. This includes, but not limited to, the uploading, creation, or distribution of computer viruses.

Auditing Procedures

From time to time HISNet will be audited to determine whether the technology is being used for the purpose of accessing inappropriate material and to ensure that the network is being used for its intended purpose. The following methods may and will be used to audit the network:

1. Proxy/ISA server software shall be implemented and maintained at every school on a twenty-four hour, seven day a week basis.
2. Logs of Internet activity shall be examined and scanned periodically to detect access to sexually explicit or other objectionable material.
3. Responsibility for log maintenance, examination, security and retention shall be clearly defined.

Wireless Access and Hand held devices(PDAs, Ipods, ect.)

- **All of the AUP applies to handheld devices and Wireless Access including, but not limited to: PDAs, Ipods, thumbdrives, etc.**
- **Anyone using HISNet via Wireless Access must request permission from the technology staff.**

Disciplinary Actions and Consequences

Any breach of the Acceptable Use Policy by any user will result in the suspension and or termination of network access. The length of time of this penalty is to be determined by building and/or district administrators. (Employees of Hazard Independent Schools will be subject to district personnel policies.) Prior to suspension or termination, a system administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation.

All violations discovered by school staff must be documented and reported to the school administration. School administrators must document and report all violations to the District Chief Information Officer.

Any additional consequences will be decided upon by the building/district administrators and/or the Hazard Independent School Board. Additional consequences may include one or more of the following:

- Extended loss or termination of network access
- Disciplinary action
- Legal action

Failure to abide by the HISNet Terms and Conditions by any user is in violation of Hazard Independent Board Policy, Senate Bill 230, and 701 KAR 5:120.

Hazard Independent School Board Approval

These, as well as other compliance issues associated with implementation of 1998 Senate Bill 230, are included in the Assurances section of the District Consolidated Plan as well as stated here:

Each local school district shall establish a policy regarding student internet access that shall include, but not be limited to, parental consent for student internet use, teacher supervision of student computer use, and auditing procedures to determine whether education technology is being used for the purpose of accessing sexually explicit or other objectionable material.

The above cited guidelines are in compliance with the Office of Education Technology Acceptable Use Policy Guidelines and the Kentucky Department of Education Requirements for Student and Staff Access to Electronic Information Resources in compliance with the 1998 Senate Bill 230, Relating To School Technology and 701 Kentucky Administrative Regulation 5:120, Prevention of Sexually Explicit Materials Transmitted to Schools via Computer.

Each staff member, each student, and the parents of the students under the age of eighteen will be required to sign the official Acceptable Use Policy documents included with this document at the beginning of each school year. Copies of these documents are to be kept on file at each school location.

This policy is adopted by the Hazard Independent Board of Education, July 24, 2006.

Signatures:

Hazard Independent Board Chairman:

Hazard Independent Schools Superintendent:

District Chief Information Officer: _____