

Access to Electronic Media

PART I: SCOPE

The procedures outlined herein, apply to Use of the Internet, Electronic Mail, all local hardware and software (computers, servers, electronics, software, etc.), Interactive and Non-interactive Video, Phones and any other similar device and/or system.

PART II: ROLES AND RESPONSIBILITIES (STAFF MEMBERS, STUDENTS, & PARENTS)

The District provides all technology equipment and services for the sole purpose of enhancing student learning. The District-wide network and each school-side network are provided to allow students and staff to access educational materials and to communicate with other parties of educational purposes only.

Each staff member has the responsibility (all certified and classified staff members) to utilize all equipment, software, and network applications solely for educational purposes that are related directly or indirectly to improving student learning. Each staff member has the responsibility to read the Board Policy and related Procedures(s), including prohibited activities, and to abide by the same. Each staff member must read and sign the Staff Member Account Agreement prior to receiving network access. Each staff member is hereby notified that failure to comply with the Board Policy and Procedure(s) may result in elimination of access privileges and further disciplinary or legal action, if appropriate.

Furthermore, staff members must supervise appropriately all students under their direction in all areas covered by this policy. Each staff member has the responsibility to stop any prohibited or objectionable activity, to discipline the student, if necessary, and to report serious violations to District personnel.

Each student has the responsibility to utilize all equipment, software, and network applications for the sole purpose of supporting learning as directed or approved by the supervising teacher. Each student has the responsibility to read the Board Policy and related Procedure(s) including prohibited activities and abide by the same. Each student must read and sign the Student Account Agreement prior to receiving network access. Each student is hereby notified that failure to comply with Board policy and Procedure(s) may result in elimination of access privileges and further disciplinary or legal action, if appropriate.

Furthermore, students are hereby notified that all student work and access to the networks is under the supervision of a staff member. The staff member has a right to access, guide, and otherwise review the contents of all student work for compliance with the standards stated in these procedures and to require appropriate behavior of all students. Students are also notified hereby that their parent and/or legal guardian may have access to all student work, files, and activities.

Each parent has the responsibility to keep informed about his/her student's work. Each parent has the responsibility to read the Board Policy and Procedures, including prohibited activities, and to sign the Student Account Agreement if the desire access for their student. Each parent has the right, with appropriate notification, to access any and all student work, files, and/or records of student activity.

Furthermore, each parent has the responsibility to support his/her student in his/her work to become a better-educated person.

Access to Electronic Media**PART III: ACCOUNTABILITY AND ASSURANCES**

All stakeholders (staff members, students, parents, and others) are hereby informed that all network activities will be directed through a single connection to the State of Kentucky Wide Area Network. Stakeholders are further advised that filtering software will be used to monitor all traffic to the Internet. The stakeholders should be aware that the filtering has the capability to do the following?

1. Block access to inappropriate Internet sites,
2. Identify the computer used to access the inappropriate Internet site,
3. Identify the time of day and the computer user at the time the computer accessed the inappropriate site.

Stakeholders should be aware that sexually explicit and other inappropriate sites will be monitored at the building level and/or the District level and the inappropriate sites will be blocked. Stakeholders are hereby informed that any staff member, student, or other party found to have deliberately and/or repeatedly accessed inappropriate sites may have access to the Internet suspended or terminated and that other disciplinary or legal action may occur, if appropriate.

All stakeholders are hereby notified that Electronic Mail will be periodically monitored to ensure that all use is appropriate and congruent with Board Policy and Procedure(s). Staff members should be aware that all Electronic Messages and Internet files are “discoverable” under the Kentucky Open Records Law.

It is the intention of the Board to ensure that all activities covered under this policy are solely for educational purposes. It is also the intention of the Board to take all necessary action, including appropriate disciplinary or legal action, to ensure that the technology system as previously described is not misused and/or abused.

SPECIFICALLY PROHIBITED ACTIVITIES FOR ALL USERS

1. All contact with sexually explicit, inappropriate or questionable material.
2. All contact with questionable persons.
3. All violation of copyright laws including the use and/or installation of unlicensed software.
4. All abuse of intellectual property including, but not limited to, plagiarism.
5. All objectionable behavior including, but not limited to, obscene, profane, abusive, threatening and/or discriminatory messages or postings. This includes using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.
6. All access and/or distribution of questionable material including all items in Item #5 above plus chain letters, “Spam”, and inappropriate list serve subscriptions.
7. All behaviors that destroy, damage, or endanger the hardware, software, Local Area Network, Wide Area Network, or other component of the technology system.

Access to Electronic Media**SPECIFICALLY PROHIBITED ACTIVITIES FOR ALL USERS (CONTINUED)**

8. All misuse of public property including, but not limited to, personal uses, commercial uses, and use for personal profit.
9. All violations of the right of privacy of any other person, including the transmission and posting of personal information.
10. All violations of the rights of other users, including the unauthorized change in user setting, inappropriate messages as previously described, and other violations that substantially disrupt the educational process or violate law or school rules.
11. All transmissions and/or postings of a student's name without written parental consent.
12. All transmissions and/or posting of student identity including pictures without written parental consent.
13. All Electronic Mail accounts outside of the District established mailbox system.
14. All sharing, trading, or otherwise revealing your own password or use of the password of another user.
15. Damaging computer systems, computer networks, or school/District websites.

SPECIFICALLY PROHIBITED ACTIVITIES FOR STUDENTS

1. Students are prohibited from revealing their names and/or all personal information.
2. Students are prohibited from establishing relationships or communications with strangers unless specifically authorized by the supervising staff members.

Review/Revised:7/12/07

Access to Electronic Media

(Acceptable Use Policy)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner. It is the policy of the Board to comply with all provisions of applicable statutes and regulations. The responsibility for compliance shall rest with the Superintendent and his/her designee(s) through implementation of appropriate procedures.

SAFETY PROCEDURES AND GUIDELINES

Guidelines and procedures shall address teacher supervision of student 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 shall 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 cyberbullying awareness and response.

Internet safety measures 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 minor’s access to materials harmful to them.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District’s code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources. Employees shall also be required to sign a staff member account agreement.

EMPLOYEE USE

Employees shall use electronic mail only for purposes directly related to work-related activities.

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one’s duties.) Each employee is responsible for the security of his/her own password.

Access to Electronic Media

(Acceptable Use Policy)

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.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

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

Users with network access shall not utilize District resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.

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

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

REFERENCES:

[KRS 156.675](#); 47.U.S.C. § 254; [701 KAR 005:120](#)

Public Law 110-385, Broadband Data Improvement Act/Protecting Children in the 21st Century Act.

Kentucky Education Technology System (KETS)

RELATED POLICIES:

03.1325/03.2325; 08.1353; 08.2322; 09.14; 09.421; 09.422; 09.425; 09.426

Adopted/Amended: 12/15/2009

Order #: 54

Electronic Access/User Agreement Form

STUDENT/PARENT FORM

Student Section

Student Name _____

Grade _____

School/Building _____

I have read and understand the Logan County School District board Policy and Procedures, including prohibited activities and agree to follow them. I understand that violation of these rules may result in suspension or termination of my account, disciplinary action and/or legal action.

Student Signature _____

Date _____

Parent Section

I have read and understand the Logan County School District board Policy and Procedures, including prohibited activities. If dial-up access is provided to my student, I agree to supervise my child's use of the system when my child is accessing the system from home.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth in the District Acceptable Use Policy and Procedures. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

The Kentucky Department of Education requires that parents/guardians agree to the following statement:
The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live email service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Parent Signature _____

Date _____

Parent Name _____

Parent Address _____
Street City Zip

Code

Parent Phone Number _____

District Use Only

Assigned User Name _____

Assigned Temporary Password _____

Electronic Access/User Agreement Form

STAFF MEMBER FORM

Name _____

Position _____

School/Building _____

I have read and understand the Logan County School District board Policy and Procedures, including prohibited activities and agree to follow them. I understand that violation of these rules may result in suspension or termination of my account, disciplinary action and/or legal action.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Signature _____ Date _____

Review/Revised:8/14/2001