

### **ELECTRONIC MAIL/INTERNET**

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/Designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s e-mail files;
- Terminate their child(ren)'s individual e-mail account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

School sponsored E-Mail, or apps within the District's Google Apps for Education and Microsoft Office365 suites are the only forms of electronic communication allowed to be utilized by students while they are in school. All other forms of electronic communication (including texting) may not be used unless authorized by the school Principal.

### **GENERAL STANDARDS FOR USERS**

Standards for users shall be included in the District's handbooks or posted in other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

### **NO PRIVACY GUARANTEE**

The Network Administrator/District Technology Coordinator has the right to access information stored in any user directory, on the current user screen, or in electronic mail. They may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

# Newport Independent Schools

## Access to Electronic Media

### **PERSONALLY OWNED DEVICES**

**Staff** – Any staff member may utilize the wireless guest network on a personally owned computing device unless their device has been blocked from the network due to activity which violates the District Acceptable Use Policy.

**Students** – Personally owned devices are only allowed in School with the permission of the Principal or his Designee. Devices that generate a shared internet connection are not allowed.

### **NTI (NON-TRADITIONAL INSTRUCTION)**

In the event the District uses NTI days to continue learning in times of illness, extreme weather, etc. - the school-owned device assigned to your child may be sent home. Students are expected to use the devices safely and responsibly just as if they were in school, and are expected to promptly return the devices when NTI instruction is ended.

### **Videoconferencing**

In some cases, particularly during NTI days, but not limited to them, videoconferencing may be utilized for direct communication between students and teachers. Only District "owned" and approved programs will be used to comply with privacy regulations, and students and teachers must adhere to guidelines for appropriate use set by their school administrators.

# Newport Independent Schools

## Access to Electronic Media

### **USE OF PERSONAL CELL PHONES/**

### **TELECOMMUNICATION DEVICES**

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/Designee or immediate supervisor.

An exception may be made for events considered to be in the public arena, (e.g. sporting events, academic competitions, or performances to which the general public is admitted), where the activity does not materially disrupt the event, prevents others from observing the event, or otherwise violates legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

### **RULES AND REGULATIONS**

Generally, behavior including, but not limited to, the following is not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computer systems, computer networks, or school/District websites
5. Violating copyright laws
6. Using another user's password
7. Trespassing in another user's folder, work, or files
8. Intentionally wasting limited resources
9. Using the network for commercial purposes
10. Utilizing a network connection other than the school network
11. Utilizing Electronic communications other than school provided e-mail
12. Utilizing a device or software designed to bypass network safeguards
13. Using technology resources or social media platforms 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 Facebook, Instagram, TikTok, or Twitter.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

# Newport Independent Schools

## Electronic Access | Acceptable Use Policy (AUP)



User's Name \_\_\_\_\_  
*Last Name* *First Name* *Middle Initial*

(If applicable), User's Grade \_\_\_\_\_ Home E-mail Address \_\_\_\_\_

Please check if you are a  student  certified employee  classified employee  member of the community.

As a user of the Newport Independent School District's computer network, I hereby agree to comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) \_\_\_\_\_

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Date

### **PRIOR TO THE STUDENT'S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE:**

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail, internet, Google Apps for Education (GAFE), Microsoft Office365, and other services as deemed educationally appropriate by the district. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

#### CONSENT FOR USE OF OFFICE 365 AND GOOGLE APPS FOR EDUCATION

Microsoft Office365 and Google Apps for Education accounts are provided to your child by the District. By signing this form, you hereby accept and agree that your child's rights to use these core services, and other additional 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 within is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that these accounts provided to your child can also be used to access other electronic services that provide features such as online storage and instant messaging. Use of Microsoft services is subject to Microsoft's standard consumer terms of use (Microsoft Services Agreement). Similarly, use of GAFE is subject to the G Suite for Education online agreement.

Name of Parent/Guardian (Please print) \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS.**

### **HOME COMPUTER SURVEY**

*Do you have Internet Access at home capable of having a good experience watching a YouTube Video?* **Circle One:** YES NO

**(2024-2025)**