

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 as required by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and Artificial Intelligence (AI) technologies. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, AI tools 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, cyberbullying awareness and response and the responsible use of AI tools. This instruction shall include guidance on proper attribution of AI-generated content, critical evaluation of AI-produced materials, and ethical considerations in AI usage.

Internet and AI 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 and AI platforms;
- Safety and security of minors when they are using electronic mail, chat rooms, AI tools and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" AI-enabled impersonation, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors including data processed by AI systems;
- Restricting minors' access to materials harmful to them including inappropriate AI-generated content; and
- Ensuring appropriate academic integrity in the context of AI tool usage.

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. The District shall regularly assess and update its AI usage policies to address emerging technologies and challenges while maintaining appropriate safeguards and educational standards.

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

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

Access to Electronic Media

(Acceptable Use Policy)

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.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, appropriate use of AI tools access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This agreement shall include specific acknowledgment of guidelines regarding AI use in academic work, proper attribution of AI-generated content, and consequences for AI-related academic integrity 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 with a written request. Any modifications to the agreement regarding AI tool usage must explicitly address both general technology access and specific AI-related permissions.

EMPLOYEE USE

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

Employees are encouraged to use electronic mail, AI resources, 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. When utilizing AI tools, employees must ensure appropriate attribution, maintain academic integrity, and follow District guidelines for AI-assisted instruction and communication.

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. This includes any AI-generated content, AI-assisted activities, or AI learning tools, which must be carefully vetted for age-appropriateness and educational value.

District employees and activity sponsors may set up blogs and other social networking accounts and utilize approved AI platforms 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. When using AI tools for content creation or communication, employees must follow established District protocols for AI-generated content and maintain appropriate oversight.

Networking, communication and AI-assisted instructional 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 or AI platform for instructional, administrative or other work-related communication purposes, they shall comply with the following:

Access to Electronic Media

(Acceptable Use Policy)

EMPLOYEE USE (CONTINUED)

1. They shall request prior permission from the Superintendent/designee. This includes specific approval for any AI tools or platforms intended for educational use.
2. If permission is granted, staff members will set up the site or AI implementation following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site or AI platform 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 or AI platform and obtain written permission for students to become "friends" or users 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 or AI platform has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use including oversight of AI-generated content and interactions; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law and ensuring AI systems comply with student data privacy requirements.

Staff members are discouraged from creating personal social networking sites or using personal AI tools or accounts to which they invite students to be friends or collaborators. Employees taking such action do so at their own risk. This includes the use of personal AI platforms, chatbots, or generative AI tools for student interaction or instruction outside of District-approved systems.

All employees shall be subject to disciplinary action if their conduct relating to use of technology, AI, 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. This includes ensuring appropriate use of AI tools, protecting student data from unauthorized AI processing, and maintaining academic integrity in AI-assisted instruction. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology, AI, 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.

COMMUNITY USE

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

Access to Electronic Media

(Acceptable Use Policy)

COMMUNITY USE (CONTINUED)

Upon request to the Principal/designee, community members may have access to the Internet, approved AI platforms and other electronic information sources and programs available through the District's technology system, provided they attend any required training on appropriate AI usage 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 and AI systems shall be subject to loss or restriction of the privilege of using equipment, software, AI tools, 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. This includes violations related to unauthorized AI use, AI-enabled plagiarism, or misuse of AI platforms.

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, misuse AI systems, or otherwise make unauthorized changes to a web site or AI-generated content shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate. This includes unauthorized modifications to AI systems, tampering with AI safety controls, or using AI tools to create or distribute inappropriate content.

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, AI platforms, or other electronic media. This includes evaluating AI tools for age-appropriateness, academic integrity, and alignment with educational objectives.

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, nor shall they use unauthorized AI platforms or create accounts on AI systems not approved by the District.

The Superintendent/designee shall establish a process to determine whether the District's education technology and AI interactions are 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 and AI interactions 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. This includes preventing AI systems from generating or accessing inappropriate content;

Access to Electronic Media

(Acceptable Use Policy)

AUDIT OF USE (CONTINUED)

2. Maintaining and securing a usage log including AI platform interactions and generated content; and
3. Monitoring online activities and AI usage of minors.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

REFERENCES:

[KRS 156.675](#); [KRS 365.732](#); [KRS 365.734](#)

[701 KAR 005:120](#)

[016 KAR 001:020](#) (Code of Ethics)

47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520

Kentucky Education Technology System (KETS)

47 C.F.R. 54.516

15-ORD-190

RELATED POLICIES:

03.13214/03.23214

03.1325/03.2325

03.17/03.27

08.1353; 08.2322

09.14; 09.421; 09.422; 09.425; 09.426; 09.4261

10.5

Adopted/Amended: 12/16/2024

Order #:

Access to Electronic Media

ELECTRONIC MAIL/INTERNET AND ARTIFICIAL INTELLIGENCE (AI) SYSTEMS

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet, and approved AI platforms. Because access to the Internet and AI systems 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 that includes AI usage guidelines to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form acknowledging AI usage policies.

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 email files and AI platform usage records;
- Terminate their child(ren)'s individual email account, AI platform access, and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet or AI platform access.

In addition, parents wanting to challenge information accessed via the District's technology resources or AI-generated content should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

GENERAL STANDARDS FOR USERS

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

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks and AI platforms. Independent access to network service and AI tools 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. This includes appropriate use of AI tools, proper attribution of AI-generated content, and maintaining academic integrity. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network or approved AI platforms independently.

The network and AI resources are 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 and monitor AI interactions. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, AI platforms, and other media that may carry/broadcast information.

Access to Electronic Media**NO PRIVACY GUARANTEE**

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, AI platform logs, or in electronic mail. S/he may review files and communications including AI-generated content and interactions to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or on District provided or sponsored technology services, including AI-generated content and interactions, to be private.

RULES AND REGULATIONS

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information through traditional or AI-enabled means.
2. Sending or displaying offensive messages or pictures, including those that involve:
 - Profanity or obscenity;
 - Harassing or intimidating communications; or
 - Using AI tools to generate inappropriate, offensive, or harmful content.
3. Damaging computer systems, computer networks, AI platforms, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material and misuse of AI-generated content without proper attribution.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, AI platforms, or attempting to gain such unauthorized access. This includes using AI tools to circumvent security measures or assist in unauthorized access.
6. Trespassing in another user's folder, work, or files, including using AI tools to access, modify, or generate content in another user's accounts.
7. Intentionally wasting limited resources, including downloading of freeware or shareware programs or excessive use of AI resources for non-educational purposes.
8. Using the network or AI tools for commercial purposes, financial gain or any illegal activity.
9. 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. This includes using AI to generate content for harassment or intimidation.

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 of both traditional and AI resources, as well as other disciplinary or legal action.

Access to Electronic Media

RELATED POLICIES AND PROCEDURES:

08.2322

09.14

Review/Revised:12/2/2024

Electronic Access/User Agreement Form

User's Name _____			
<i>Last Name</i>		<i>First Name</i>	
		<i>Middle Initial</i>	
User's Address _____			
<i>City</i>		<i>State</i>	<i>Zip Code</i>
User's Age _____	Date of Birth _____	Sex _____	Phone Number _____
School _____			
If applicable, User's Grade _____		Homeroom/Classroom _____	

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

As a user of the Oldham County School District's computer network and AI resources, I hereby agree to comply with the District's Internet and electronic mail, and AI platform rules and to communicate over the network and through AI systems 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 to both traditional and AI resources 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 and the Internet. 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

By signing this form, 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.

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian

Date

Daytime Phone Number: _____ Evening Phone Number: _____

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

Review/Revised:12/2/2024