

Access to Electronic Media

(Acceptable Use Policy)

STUDENT, STAFF, AND COMMUNITY MEMBER USE

The Board supports the right of students, employees and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall oversee the development and implementation of appropriate procedures to provide guidance for access to electronic media. Guidelines 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.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate manner 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.

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.

All users, including students, faculty and staff, and community members, must sign an agreement form. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, 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, the staff, and/or community members. 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.

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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. School officials shall also apply the same criterion of appropriate conduct as addressed in the Student Discipline Code.

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. Utilization of blocking/filtering software (iPrism / St. Bernard Software)
2. ~~Turning off the "auto load images" feature of the Internet browser~~
3. Using a proxy server to control accessible websites

ACCESS PRIVILEGES TO ELECTRONIC MATERIALS

In the District's schools, access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons the District maintains the right to limit access to software and/or documents found either on MCPSNet or the Internet, via technical or human barriers.

GENERAL STANDARDS – USERS

The following standards are used as a general structure for student, staff, and community member access to electronic resources.

Primary (P-Grade 3) Students*

- ~~• Primary students are allowed to use network resources using a "student" login. This type of user login allows student read-only access to instructional software and data files.~~
- ~~• Primary students are not allowed to have independent access to the Internet at school.~~
- ~~• Internet access software is installed on designated school workstations.~~

Elementary (Grades P-5) Students

- Elementary students are allowed to use network resources using a "student" login. This type of user login allows student read-only access to instructional software and data files.

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GENERAL STANDARDS – USERS (CONTINUED)

Elementary (**Grades P-5**) Students (Continued)

- Elementary students' access to the Internet is only available under the direct supervision of a teacher, instructional assistant, or other trained adult volunteer. ~~Elementary students are not allowed to have independent access to the Internet at school.~~
- Internet access software is installed on designated school workstations.

Middle School (Grades 6-8) Students

- Middle school students are allowed to use network resources using their assigned unique login and password. Student access to the Internet is available only under direct supervision of a teacher, instructional assistant or other trained adult volunteer.
- Middle School students may have access to a unique electronic mail account provided they have a permission form on file in the principal's office signed by a parent/guardian.

High School Students

- High school students are allowed to have independent access to the Internet only if they have a release signed by the parent or guardian.
- Student access to the Internet is available only under direct supervision of a teacher, instructional assistant, or other trained adult volunteer. High school students are allowed to have independent access to the Internet at school only if they have a release form signed by the parent/guardian. Students with independent Internet access and their parent or guardian must attend one (1)-hour training/awareness session provided by a network administrator or designee prior to being given the account.
- High School students may have access to a unique electronic mail account provided they have a permission form on file in the principal's office signed by a parent/guardian.

Certified and Classified Staff

- For every instructional staff person whose position requires network access, an account(s) with appropriate rights will be established. This account includes access to electronic mail and a private directory for files.
- Instructional staff with Internet access must attend a one (1)-hour training/awareness session. Access will be removed after the initial six (6) weeks for Internet and e-mail if the training is not completed and the signed staff form must be filed in the Principal's office.

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GENERAL STANDARDS – USERS (CONTINUED)

Community Members/Parents

The standards listed for middle and high school students apply to (non-student) parents and community members over the age of eighteen (18). The same restrictions regarding training prior to access apply as well.

Internet Access Software

When software is loaded on these workstations, the IP (internet Protocol) number shall be recorded and filed with the Chief Information Officer within one (1) month of assignment. Proxy servers are in operation at every school in the MCPSNet as required by KDE.

Right to Privacy

The Chief Information Officer has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised not to place confidential documents in their user directory. Network management and monitoring software packages such as *iPrism, Windows Server Tools and Remote Desktop* will be used for random access to student and staff monitors to review progress and for security purposes.

AUDIT OF USE

Use 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.

MCPSNet (INCLUDING INTERNET ACCESS) TERMS AND CONDITIONS

Acceptable Use

Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or

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ACCEPTABLE USE (CONTINUED)

political lobbying is not consistent with the purposes of the MCPSNet and is inappropriate. Illegal activities are strictly prohibited. Using your MCPSNet Internet account to play games (including MUDs or multi-user games) is not acceptable use.

Rights, Responsibilities, and Privileges

The document of the Terms and Conditions for Use of MCPSNet (~~version 1.0~~) must be signed by all students and adults to get an individual user account. It is designed to enable all users to understand clearly their responsibilities as users of the Internet via the MCPSNet. If users have questions about these responsibilities, they shall contact the **Chief Information Officer**.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet, and could eliminate future access.

Network and Internet Regulations

- Users shall use their accounts for educational and research purposes only. Such use shall be consistent with the educational objectives of the District.
- Users shall not share their passwords with others.
- Users shall not alter or use any one else's Internet account.
- Users shall not offer Internet access to any individual via their MCPSNet account.
- Users shall not break in or attempt to break into other computer networks.
- Users shall not create or share computer viruses.
- Users shall not destroy another person's data.
- Users shall not monopolize the resources of MCPSNet by doing such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using system resources for games.
- Users shall not use MUD (multi-user games) network via the MCPSNet.
- Users shall not retrieve or download onto the network any copyrighted material (including software) or threatening or obscene material.
- Users shall not purposefully annoy other Internet users, on or off the MCPS system. This includes such things as continuous talk requests.
- Users shall notify a network administrator of any violations of this contract taking place by other users or outside parties. Notification may be done anonymously.
- Users shall not conduct illegal activities via the network. (This also includes advertising for private financial gain or personal items via MCPS/KDE Internet or e-mail.)
- Users shall not use chat forums or bulletin boards.
- **Users shall not bypass the district filtering device.**
- **Users shall not use remote tools to shutdown, take control or modify in any unauthorized way district owned machines.**
- **Users shall not attempt to vandalize data, operating systems or other applications connected to the network.**

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Electronic Mail Regulations (Continued)

- Users shall be polite to others and shall not send or write abusive messages to others.
- Users shall use appropriate language. Swearing or using vulgarities or other inappropriate language is prohibited.
- Users shall not reveal their personal addresses or phone numbers of students or colleagues.

The use of electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

For additional information, see Board policies found in the Student Code of Conduct (Policy 09.438) and in Board policies 03.1321/03.2321 and 03.1325/03.2325 for certified and classified personnel regarding use of school property, disrupting the educational process, and conduct.

Loss/Restriction of Network Services

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to restriction of privileges for using equipment, software, or information access systems or other computing and telecommunications technologies.

The **Chief Information Officer** may suspend or close an account at any time as required. The **Chief Information Officer** must notify the user in writing within two (2) weeks of the reason for suspension or termination of an account. The administration, faculty, and staff of MCPS may also request the **Network Administrator or Chief Information Officer** to deny, revoke, or suspend specific user accounts. **The following procedures will be used:**

- **First offense – loss of network privileges and/or Internet rights for a period of one week.**
- **Second offense – loss of network privileges and/or Internet rights for a period of 30 days.**
- **Third offense – loss of network privileges and/or Internet rights for a period of 90 days.**
- **Fourth offense – loss of network privileges and/or Internet rights for the remainder of the school year.**

The Chief Information Officer has the discretion to elevate any offense based on its severity and threat to the district network and equipment.

Users (students, staff, or community members) whose accounts are denied, suspended, or revoked do have the following rights:

- To request (in writing) from the **Chief Information Officer** a written statement justifying the action(s).
- To submit a written appeal to the Superintendent.
- Pending the decision of this committee, to make a final appeal to the Board. The decision of the Board shall be final.

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Other

Disclaimer. The District makes no warranties whether explicit or implied for the services provided. The District shall not be responsible for any damages not limited to loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions.

Security. Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on MCPSNet, s/he must notify a school administrator or send e-mail to john.son@marshall.kyschools.us or teddy.thompson@marshall.kyschools.us with subject line noted in all capitals as SECURITY. The user shall not demonstrate the problem to other users.

~~OTHER (CONTINUED)~~

~~**Vandalism.** Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating system or applications of another user, MCPSNet, or any of the above listed agencies or other networks that are connected to KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. *Primary (P-Grade 3) students do not currently have access to unique electronic-mail accounts. Parent and community access to network and Internet resources is also currently not available. This policy will be in effect upon availability of access.~~

REFERENCES:

KRS 156.675
Kentucky Education Technology System (KETS)
47.U.S.C. § 254
701 KAR 5:120

RELATED POLICIES:

03.1321/03.2321
03.1325/03.2325
08.1353
08.2322
09.14
09.438

Adopted/Amended:
Order #