

## **Acceptable Use Policy**

### **Washington County Schools**

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. 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.

It shall be the responsibility of all members of the school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, the Children's Internet Protection Act and the Protecting Children in the 21<sup>st</sup> Century Act.

Internet Safety/Digital Citizenship/Cyberbullying Instruction, 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;
- Safety and security of minors when they are using electronic mail, chat rooms, social networking sites and other forms of direct electronic communications;
- Cyberbullying awareness and response;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

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 provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial 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.

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#### **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, 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 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.

#### **EMPLOYEE USE**

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.

Employees are encouraged to use electronic mail 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.

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.

District employees and activity sponsors may set up blogs and other social networking accounts 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.

Social Networking, e-mail, texting and other 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 for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.

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#### **EMPLOYEE USE (CONTINUED)**

3. Guidelines may specify whether access to the site must be given to school/District staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become “friends” 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 has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use; and
  - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology 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. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology 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, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District’s technology system, provided they attend any required training 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 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.

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#### **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.

#### **RETENTION OF RECORDS FOR E-RATE PARTICIPANTS**

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

#### **REFERENCES:**

KRS 156.675; 47.U.S.C. § 254; 701 KAR 5:120  
 16 KAR 1:020 (Code of Ethics)  
 47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520  
 Kentucky Education Technology System (KETS)

#### **RELATED POLICIES:**

03.1325/03.2325  
 03.17/03.27; 08.1353; 08.2322  
 09.14; 09.421; 09.422; 09.425; 09.426

# Washington County Schools

The Washington County Board of Education supports the rights of students, employees, and community members to have reasonable access to the electronic resources available on the District's Electronic Network. These include, but are not necessarily limited to, e-mail, Internet access, as well as telephone and video services. The Board also believes that it is incumbent on students, employees, and community members—and all other users—to exercise this privilege in an appropriate and responsible manner. **Use of these resources is a privilege—not a right. This Acceptable Use Policy applies to both on-site and remote access.**

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;
- Terminate their child(ren)'s individual email 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.

## **REASONS FOR ACCESS**

Access to the Internet, e-mail, and other electronic resources will enable users to utilize electronic resources located throughout the world. These resources include, but are not limited to:

- Libraries museums and news releases;
- Educational, commercial, and government databases;
- Personal interaction with individuals, teachers, students, authors, and experts in many fields through the use of e-mail and the Internet;
- Software libraries, graphic files, and numerous other educationally beneficial resources.

It is fully expected that all such use is to be in support of education and research consistent with the educational objectives of the Washington County Board of Education.

## **NETWORK SECURITY**

While our intent is to make Internet access available only to further educational goals and objectives, this is impossible to control completely. With access to computers and people all over the world comes the possible availability of material that may not be considered of educational value. All users and their families should be aware that some material via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Because of these possibilities, the Washington County Board of Education has taken the following steps:

- All users (or their parent or guardian in case of minors) must read and sign this Acceptable Use Policy.

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**NETWORK SECURITY (CONTINUED)**

- All traffic on the internet is monitored by proxy servers. (“Proxy servers” are computers used to block offensive sites and monitor all internet users.)
- Access logs that are created by proxy servers are monitored for inappropriate use by using software designed for that purpose.
- These rules are in place to block unauthorized or unsupervised access to computers:
  1. All student use of the network will be monitored as closely as possible by school staff using both personnel and electronic programs.
  2. No computer is to be left on overnight without permission from the DTC/CIO.
  3. All staff computers must have screen saver with password protection enabled with setting of less than 40 minutes. Staff computers should be locked while the user is away from their classroom or office.
  4. The home page of the Washington County School District is the mandatory default page for all Web browsers unless another is specifically authorized by the DTC/CIO.
  5. Observance or knowledge of unauthorized use must be reported to the DTC/CIO and Principal.
- Faculty, staff, and students are aware of and agree to follow Digital Citizenship practices for using the network.
- Monitoring of computer use by electronic means (monitoring use while the user is actually logged on) will be used to ensure the proper use of District resources.

While all Internet use is to be supervised as closely as possible by school personnel, the District is not responsible for restricting, monitoring, screening, or controlling the content viewed or communications used between individuals using the network. Ultimately, the users themselves and parents and/or guardians are responsible for setting and conveying the standards their children should follow when using media and information sources at school and in the community at large; and each individual is responsible for his/her own actions and the actions of those s/he knowingly permits to use assigned resources and passwords. To that end the Washington County Board of Education supports and respects each user and or his/her parents’/guardians’ right to decide whether or not to apply for access.

**NO PRIVACY GUARANTEE**

School computers and the network are the property of the District. Students and staff should have no expectation of privacy or confidentiality when using electronic communications. These communications are public in nature and, therefore, may be viewed by numerous people. Network or local PC storage areas may also be treated like school lockers. The Superintendent/DTC-CIO/designee may review files and communications at any time to maintain system integrity and insure the system is used responsibly. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

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**UNACCEPTABLE USES OF ELECTRONIC RESOURCES**

The following are considered violations of the Acceptable Use Policy for the Intranet/Internet, phone service, and local area network:

- Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Using someone else’s password, account or giving your password to anyone else, “hacking” or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access;
- Creating or sharing computer viruses;
- Online gaming, online music/video or otherwise intentionally wasting limited resources for non-educational purposes, including downloading of freeware or shareware programs;
- Transmitting, viewing, or knowingly receiving obscene, abusive, harassing or sexually explicit pictures, messages, or language electronically;
- Sending or displaying harassing or intimidating communications on any device (Cyberbullying);
- Damaging computer systems, computer networks or School/District websites;
- Violating copyright laws or downloading illegal or non-licensed software and/or other protected material;
- Trespassing in folders, work, or files belonging to others;
- Using the network for commercial purposes, financial gain or any illegal activity;
- Sharing confidential information about students or employees or publishing student names associated with pictures online without written consent;
- Preparing, assembling, or distributing materials for religious, political or personal business purposes;
- Accessing “chat rooms”, creating blogs or social networking sites that are not approved by the classroom teacher, principal or the DTC/CIO;
- Other uses deemed inappropriate by the Principal or DTC/CIO.

These are considered violations of the Acceptable Use Policy for e-mail:

- Sending unsolicited (Junk Mail) or harassing mail to others;
- Sending inappropriate image/video files through e-mail;
- Leaving e-mail active while you are away from your machine;

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**DISCIPLINARY ACTION FOR VIOLATIONS**

Violations of the Acceptable Use Policy could result in the following disciplinary actions:

- Possible student disciplinary action includes, but is not limited to: the loss of any or all computer privileges, termination of the user’s account, removal from the class with a failing grade, and/or suspension/expulsion. Privileges will be reinstated at the discretion of the District and school administrators.
- Discipline of staff may involve actions up to and including termination of employment.
- Parents, guardians, and/or perpetrators may be billed for damages to technology resources.
- All illegal/criminal activities will be referred to the appropriate law-enforcement agency.
- Other actions deemed appropriate by the school or District staff may be taken.

**GUIDELINES FOR GRANTING NETWORK ACCESS/USE**

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

**All Users**

All users will read and submit a signed Acceptable Use Policy form to the local school Media Specialist/designee to be kept on file until either the AUP is modified, graduation or promotion from school has occurred or a parent/guardian requests a change in student access. Staff signed AUP’s should be kept in their personnel file.

**All Students**

All students will be provided Digital Citizenship, Internet Safety and Cyberbullying training annually.

**Primary (P – 3) Students**

Primary students are permitted to use network resources using their own password protected student account login if requested by a sponsoring teacher or principal and the guidelines for “All Users” have been met. This account will also include a private storage directory for student work.

Primary students’ access to the Internet is only available under the direct supervision of a teacher, instructional assistant, or other trained adult volunteer. Primary and elementary students are not permitted to have unsupervised access to the Internet at school. Internet monitoring software may be installed on the teachers’ workstations and on students’ workstations in the classroom. Internet monitoring software may be installed in computer labs.

**Middle School (4 – 8) Students**

Students are permitted to use network resources using their own password protected login.

Students are permitted to have a school network user and e-mail account if the guidelines for “All Users” have been met. This account will also include a private storage directory for student work. Student access to the Internet is available only under direct supervision of a teacher, instructional assistant, or other trained adult volunteer.

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**GUIDELINES FOR GRANTING NETWORK ACCESS/USE (CONTINUED)**

**High School (9 – 12) Students**

High school students will be given their own password protected network account. The level of access for each account is dependent on the signed AUP.

All student access to the network will be supervised and monitored. No Washington County High School student will be allowed **unsupervised** network access without first having permission from the parent or guardian submitted in writing to the Principal, Teacher & DTC/CIO.

**Certified Staff**

All certified staff will be granted an Internet and e-mail account with appropriate rights and a storage space for backup and file storage once an AUP has been read and signed. Staff granted this access must attend a one (1)-hour training/awareness session provided by the DTC/CIO, Media Specialist or designee within one (1) month of being given the account.

**Classified Staff**

Classified staff will be given an Internet and/or e-mail account upon request of the building Principal or Superintendent, and the type of access will be determined based on need. A signed AUP is required. Each classified person granted an account must attend a one (1)-hour training/awareness session provided by the DTC/CIO, Media Specialist or designee within one (1) month of being given the account.

**Community Members**

Community members with demonstrated need may have access to the Internet when available. The DTC/CIO, Superintendent and/or the building Principal will determine the validity of each request for access. Community members who are granted Internet access must read and sign the AUP and be given a training/awareness session provided by the DTC/CIO, Media Specialist or designee prior to being allowed access.

**Washington County Schools**  
**Internet/Electronic Mail User Agreement and Parent Permission Form**

*As a user of the Washington County Schools' computer network, I hereby agree to comply with the Electronic Resources Acceptable Use Policy. I understand that computer use and Internet access is a privilege—not a right.*

\_\_\_\_\_  
**Student/User Signature**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student/User Name (Print)**

\_\_\_\_\_  
**Home Address**

*As a parent or legal guardian of the student signing above, I grant permission for my child to use the computers provided at school and to access networked services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable and that certain dangers exist there that cannot be controlled by the school system; however, 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. I understand that Internet use is restricted for educational purposes only.*

**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.*

**Please check one:**

- My child has permission to use the computers and access Internet and e-mail at school.
- My child may use the computers but does not have permission to access the Internet or e-mail unless online testing is being conducted.
- My child does not have permission to use the computers nor access the Internet or e-mail at school.

**STUDENT EVALUATION AND RECOGNITION**

**PHOTO/VIDEO RECOGNITION**

*I give my permission:*

*For my child to be audio- or videotaped for the radio/TV, photographed for the newspaper, and photographed for District or school Internet stories to be posted on the Web.*  Yes  No

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**