

**Access to Electronic Media**

(Acceptable Use Policy)

The Whitley County School System is pleased to offer a network that supports and enhances teaching and learning by providing staff/students access to informational resources beyond the confines of the school. The Whitley County Board of Education supports the right of students, employees and community members to have reasonable access to various formats of information and believes users should utilize this opportunity in an appropriate and responsible manner.

**AGREEMENT/PERMISSION FORM**

[KRS 156.675](#) requires that each District adopt and implement an acceptable use policy. The purposes of this policy are:

- To educate,
- To provide protection against violations of privacy,
- To prevent misuse of public resources,
- To protect against inappropriate or destructive behaviors, and
- To ensure that technology resources are dedicated to improving student achievement and school administration.

The Superintendent and the District Technology Committee have developed and implemented these procedures to provide guidance for access to electronic media (including, but not limited to, the Internet, email, telephones, and other District technological resources). Each user, as well as parents or legal guardians of minor students (those under 18 years of age) shall be required to sign a permission/agreement form located at the end of this document. This signature sheet 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/designee with a written request.

**NETWORK ACCESS AND USE**

Upon signing this agreement each user will be given a unique username and password. This username and password should be used each time network access is required. Users should not give out their passwords nor should they use others' passwords. The network is provided for educational purposes and resources should be used in a manner that is consistent with Whitley County School System standards.

**INTERNET**

The Internet is provided to further educational goals and objectives. It is considered a District resource and is intended primarily for business and educational use. Every user has a responsibility to maintain and enhance the Whitley County School System's public image and to access to the Internet in a productive manner. Students should not reveal their name and personal information to or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication.

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**INTERNET (CONTINUED)**

The Whitley County School System makes every attempt to keep our students safe while on the Internet. Internet access is filtered and logs of Internet activity are examined periodically to detect access to objectionable material, as defined by the District. Internet 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 to inappropriate and/or harmful material
- Safety and security of minors when accessing Internet and all forms of electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities
- Unauthorized disclosure, use and dissemination of personal information regarding minors

Although we make every effort to block inappropriate material, families should be warned that some material may contain items that are illegal, defamatory, inaccurate, and/or potentially offensive to some people. Staff and students that unexpectedly come across such sites should report them to the proper officials. The Board's designee may disable a technology protection measure during use by an adult if necessary to enable access for bona fide research or other lawful purpose.

In accordance with the Children's Internet Protection Act (CIPA), staff members are expected to teach responsible use to students as well as provide guidance and supervision of students using the Internet on school premises. Just as educators are expected to select instructional materials and recommend research sources in print media, staff members are expected to select and guide students on the use of instructional materials on the Internet.

More information on Internet safety can be found at [www.whitley.kyschools.us](http://www.whitley.kyschools.us). Ultimately parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

**ELECTRONIC MESSAGING**

An email account will be created for each staff member and student in grades 3-12 in the Whitley County School System. The District encourages the use of electronic messaging for efficient and effective communication. Email is intended primarily for business and educational use; however, the Whitley County School System realizes that personal email is an acceptable form of communication but this type of communication should be limited.

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**ELECTRONIC MESSAGING (CONTINUED)**

Every user has a responsibility to maintain and enhance the School System's public image and to use school system provided email in a productive manner. Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The District may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily. The Whitley County School System provided email system is the only email system that is to be used on the Whitley County School System network. District resources may not be used to establish or continue e-mail accounts through third party providers or any other nonstandard electronic mail system.

Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees. Network and school administrators may review files and communications to maintain system integrity and to ensure that staff members and students are using the system responsibly. Each user is responsible for the content of all text, audio, or images that he or she places on or sends over the Whitley County School System network.

No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. All messages should contain the user's name. Any messages or information sent by the user via an electronic network (e.g. bulletin board, online service, or Internet) are a reflection on the Whitley County School System. While some users include personal "disclaimers" in electronic messages there is still a connection and the statements may be tied back to the Whitley County School System. All communications sent by the user must comply with this and other District policies and may not disclose any confidential or proprietary information of the Whitley County School System.

**TELEPHONES**

The Whitley County School System provides telephones in each classroom. Telephones are part of the communications network and are therefore considered school system resources entitled to the same procedures and regulations as other electronic media.

**GENERAL PRINCIPLES**

Staff and students are responsible for appropriate behavior on the Whitley County School System communication network just as they are on school premises. Users are expected to comply with the Whitley County School System standards and honor the agreements they have signed. Beyond clarification of such standards the Whitley County School System is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Within reason, freedom of speech and access to information will be honored.

The following behaviors are not permitted on Whitley County School System networks:

- Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information by sharing confidential information about students or employees

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**GENERAL PRINCIPLES (CONTINUED)**

- Sending or displaying offensive messages or pictures, including those that involve:
  - Profanity or obscenity; or
  - Harassing or intimidating communications
- Organizing political campaigns
- Engaging in practices that threaten the network (i.e., loading files that may introduce a virus)
- Violating copyright laws, including illegal copying of commercial software and/or other protected material
- Using others' passwords, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access
- Trespassing in others' folders, documents, or files
- By-passing the Internet filtering system
- Intentionally wasting limited resources, including downloading of freeware or shareware programs
- Employing the network for commercial purposes, union business, financial gain or any illegal activity
- Violating regulations prescribed by the network provider
- Preparing or assembling materials for religious institutions

Inappropriate behaviors, violations, or complaints will be reported to the supervisor/building Principal for appropriate disciplinary action. 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. Violations may result in a loss of access and/or disciplinary actions. When applicable, law enforcement agencies may be involved.

**SOFTWARE**

There is to be no unauthorized software downloaded and/or installed to the Whitley County School System network. The District must approve all software downloaded and/or installed.

**COPYRIGHT ISSUES**

The users of the Whitley County School System network may not transmit copyrighted material. All users obtaining access to another District's or individual's materials must respect all copyrights and may not modify or forward copyrighted materials, except with permission or as a single copy to reference only. Failure to observe copyright or license agreements may result in disciplinary action.

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**PRIVACY**

Users of the Whitley County School System network should be aware that information accessed, created, sent, received, or stored on the network is not private and is subject to review. All information is the property of the District. The District reserves the right to access and monitor all messages and files on the Whitley County School System network.

**NETWORK STORAGE**

Network storage is provided for staff and students of the Whitley County School System. The storage area is for educational purposes only and should be limited to only files needed for such. Users should not use the network to store games, music, movies or offensive material. Each user is responsible for the content of all text, audio, or images that he/she places on the network. Network and school administrators may review files to maintain the system integrity and to ensure that all are using the system responsibly.

**WEB CONTENT**

The content of the Whitley County School System Website shall be consistent with the purpose of supporting and enhancing learning and teaching. Users who publish pages on the site should use criteria appropriate to selecting materials that enrich the learning environment. The web page content should be accurate, objective, and current. Student artwork, writing, and/or picture may be placed on the Internet, but at no time shall pictures of students be associated with the student name. No home address or telephone number shall appear on the site.

**VIOLATIONS**

Investigations will be made into complaints regarding misuse of resources. Any user who abuses the access to the Whitley County School System network, e-mail or the Internet will be subject to appropriate disciplinary action. If necessary, the District also reserves the right to advise appropriate legal officials of any illegal violations.

**EMPLOYEE USE**

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.

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**EMPLOYEE USE (CONTINUED)**

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.

Networking, communication 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.
3. Guidelines may specify whether access to the site 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 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.

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**COMMUNITY USE**

On recommendation of the Superintendent/designee, the Whitley County School 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 Whitley County School System network, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

**AUDIT OF USE**

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law. The process shall include, but not be limited to utilization of filtering and monitoring of logs and bandwidth.

**RETENTION OF RECORDS FOR E-RATE**

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](#)

[16 KAR 1:020 KAR 001:020 \(Code of Ethics\)](#) (Code of Ethics)

47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520

Kentucky Education Technology System (KETS)

47 C.F.R. 54.516

**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; 09.4261

10.5

Adopted/Amended: 07/09/2015

Order #: 5C

**Electronic Access/User Agreement Form**

Upon signature of this form, the user will be given a username and password to access the network and Internet, and will be held accountable for all activity under that username. Staff and students in grades 3-12 will be given an email account as well as access to other electronic services.

By signing this form, you hereby accept and agree that your 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 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 using online services, you must accept the service agreement and, in certain cases, obtain parental consent

As a user of the Whitley County School System communication network, I hereby agree to comply with the District’s Acceptable Use Policy (full policy available online) and communicate over the network in a reliable fashion while honoring all relevant laws and restrictions.

Printed Name \_\_\_\_\_

User Signature: \_\_\_\_\_

Date \_\_\_\_\_

If the user is a minor, a parent/guardian signature is required.

As a parent/legal guardian of the minor listed above, I grant permission for my son/daughter to access the Whitley County School System communication network. I understand that users are to abide by the regulations and guidelines in the Acceptable Use Policy and that individuals and families may be held liable for violations. I accept responsibility for guidance of setting and conveying standards for my son/daughter to follow when selecting, sharing, or exploring information and media.

Parent /guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Review/Revised:07/09/15