## Student Access to Electronic Media
(Acceptable Use Policy)

**STUDENT USE**

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

**SAFETY PROCEDURES AND GUIDELINES**

The Superintendent shall develop and implement appropriate procedures to provide guidance for student 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 matter 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**

Written parental permission shall be required prior to the student being granted independent access to electronic media involving District communications systems.

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.

## Student Access to Electronic Media
(PROCEDURE TO IMPLEMENT ACCEPTABLE USE POLICY)

**RESPONSIBILITIES OF INDIVIDULA STAFF MEMBERS WHO USE COMPUTERS:**

1. Observe copyright policy and license agreements in use of software.
2. Follow district policies and procedures governing the use of technology.
3. Use reasonable safety and security measurers to prevent misuse of abuse of hardware and software.
4. Notify their school technology coordinator of any problems with hardware or software that they could not resolve.
5. Keep a log of any problems with their workstations and how they were resolved.
6. Develop and improve their level of computer proficiency through participation and appropriate training.

Teachers have the additional responsibility to:
7. Teach their students how to use the computer(s) and software located in their classrooms.

**PURCHASING**

New hardware and software must be KETS compatible. For this reason, all purchase orders for hardware and software regardless of funding source are to be routed to the District Technology Coordinator for review prior to submission to the Superintendent. This includes upgrades to present equipment.

Computers and software must be purchased from official bid lists.

The District Technology Coordinator is responsible for ordering KETS-funded items.

**MAINTENANCE AND SUPPLIES**

Each school is responsible for maintenance and repair of computers and printers assigned to it. Individuals having hardware problems are to notify the School Technology Coordinator. Each school is responsible for supplying computer supplies such as floppy disks, printer cartridges, dust covers, and the like. Employees and students should contact the Principal if any of these are needed.

**TRAINING**

Staff members who would like training in technology-related areas should speak to their Principal or to the District Technology Coordinator.

**SYSTEM SECURITY: STATE GUIDELINES**

## Student Access to Electronic Media
(PROCEDURES TO IMPLEMENT ACCEPTABLE USE POLICY)

Computer technology belonging to the District is part of the broader Kentucky Educational Technology System and is subject to security procedures established by the Kentucky Department of Education. Procedures outlined by KDE include the following guidelines:

**SYSTEM SECURITY: STATE GUIDELINES (CONTINUED)**
- Browsing through other users' files and attempting unauthorized access to school and District records is strictly prohibited.
- KETS is designed to further the educational process in Kentucky. All use shall be consistent with this purpose. Commercial use of KETS is not allowed unless approved in writing by the Kentucky Department of Education.
- Much of the software and data on KETS is protected by copyright and licenses. Do not copy any software of KETS without approval of your system administrator.
- Illegal activities or other activities in violation of Commonwealth or local school policies are not allowed.
- No software is to be brought into KETS from outside without first being checked for viruses by a teacher or system administrator.

**SYSTEM SECURITY: LOCAL PROCEDURES**

To implement the state guidelines, the District has established these procedures:

All employees with access to computers are required to sign a statement assuring compliance with the Board's policy on copyright (08.2321). Once signed, this statement remains in force as long as the individual is employed in the District and becomes part of his/her personnel file.

Each school will maintain a master inventory of all software housed at the school. All new software is to be inventoried and assigned an identification number prior to installation or use. The principal will designate a staff member to maintain the inventory and assist teachers in installing software.

Every computer has a designated operator, the teacher or staff member to whom the computer is assigned. The designated operator is responsible for assuring that no illegal or unauthorized software is installed or run on that unit. All computers with a hard drive are subject to random, unannounced audits. The designated operator is also responsible for reporting any malfunctions of equipment to the School Technology Coordinator. Equipment is to be shifted from one location to another only with prior approval of the Principal.

Employees and students are not permitted to make copies of software belonging to the District unless such copies are explicitly authorized in the license agreement. Employees and students may make copies of documents they create while using the District software, but not of the application that created them. Copies of documents containing confidential information are not to be removed from campus without permission of the employee's immediate supervisor.

**Student Access to Electronic Media**
(PROCEDURES TO IMPLEMENT ACCEPTABLE USE POLICY)

In order to protect against viruses and copyright infringement, the use of personal software (i.e., software belonging to individual employees or students) is not encouraged and will be permitted only within these parameters:

**SYSTEM SECURITY:  LOCAL PROCEDURES (CONTINUED)**

A.  The use of such software serves an educational purpose related to the mission of the District that cannot be readily fulfilled using available District software.  (Use of personal software for entertainment, recreation, or personal gain will not be approved.)

B.  Advance written permission must be obtained from the Principal or Program Coordinator. This permission will identify the particular software to be used, the purpose for use, the computer to be used, and the dates of use.  Proof that the software is a legal copy must be produced, and the staff member must sign a statement that the software will be used according to his/her license agreement.  The permission and statement are to be kept on file at the school.  Software is to be checked for viruses.

C.  Software is to be operated from floppy disks or CDs.  No personal software is to be installed on the hard disk of any computer belonging to the school District.  Such an installation will be viewed by the District as a donation.

Software is not to be downloaded from the Internet to school computers without prior permission from the Principal or the District Technology Coordinator.  Most software on the Internet is shareware for which there is a fee for continued use.  Any software downloaded from the Internet is to be entered on the school software inventory with a note made as to whether it is freeware or shareware and the date when the shareware fee was paid.

**USE OF THE INTERNET/E-MAIL/NETWORK SERVICES**

Staff members are welcome to use Internet access for research in the same way that they would use library access, provided that such use does not involve commercial or for-profit activity or hinder use of the Internet in its primary function of supporting instruction in the school system. Staff members should use such access in a responsible way keeping in mind our position as shapers of, and models, for the young people.  (Abuse of Internet access will result in disciplinary action.)  Both staff and students are expected to abide by the User Agreement printed below.

*With the passage of KRS 156.675 the Kentucky Department of Education has been required to promulgate administrative regulations to prevent sexually explicit material from being transmitted via education technology systems; direct each local school district and school to use the latest available filtering technology to ensure that sexually explicit material is not made available to students; and require each local school district to establish a policy regarding student Internet access.*

*In an effort to comply with the above requirements each school District must have above requirement each School District must have a KETS approved approach established in order to*

*allow access to the Internet.  The KETS approved approach is Proxy Server Services residing at each school and District office.*

*ISA Server requires each user to login to ISA Server with a Username and Password before Internet Access is granted.  ISA will provide the school and District detailed tracking information of each users session.  In addition to detailed logs the ISA Server will serve to increase the response rate of a users web request up to 70%.*

**NETWORK USER AGREEMENT**

To assure acceptable and efficient use of these connections, users are to follow these guidelines:

1.  Use of these connections is for educational purposes.
2.  Transmission of any material in violation of any federal or state law or regulation is prohibited.  This includes, but is not limited to:  copyrighted material, threatening or obscene messages, materials protected by trade secret.  Use of this connection for personal gain, product advertisement, or political lobbying is prohibited, as are illegal activities or activities that would cause harm to or provide unauthorized access to computer and electronic resources of others.  This connection is not to be used to play interactive games.
3.  The Internet is not to be used to access materials that are clearly inappropriate in a school setting such as pornographic or obscene text and graphics or materials advocating illegal activities.  Should you inadvertently access such a site, leave it as soon as possible.  Users who deliberately access such sites will lose their Internet privileges.
4.  Materials on the internet are usually copyrighted, and their use is subject to the same rules that apply to print materials.  The absence of a copyright notice does not mean the materials are in the public domain.  Persons planning to quote from or use such material as a source should note the Internet address for use in documentation.
5.  Once connected, complete the task.  Do not leave the computer unless there is a problem that requires help.  When finished, disconnect.
6.  No software is to be downloaded without the permission of the Principal or the District Technology Coordinator.

## Student Access to Electronic Media
(PROCEDURES TO IMPLEMENT ACCEPTABLE USE POLICY)

**NETWORK USER AGREEMENT (CONTINUED)**

7.   Electronic mail is not secure and is not considered private.  It is to be used strictly for job-related matters and in a professional manner.  When sending messages, prepare a draft before going on-line to save time.  Passwords are confidential and are not to be shared with anyone else.  *As required by law, KETS product standard E-MAIL is to be used by all staff with an existing account.  Use of 3rd party E-MAIL, such as HOTMAIL, is prohibited.*

*The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu 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 in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.*

**LEVELS OF INTERNET ACCESS FOR STUDENTS**

**Direct supervision:**  A *staff member will log on to Internet with Username and Password for the student.*  The student uses the Internet in the presence of a certified staff member who actively monitors this use by helping the student design a session in advance, including sites to be accessed, by checking frequently to see what the student is doing and by debriefing the student at the end of the session.

**Semi-independent access:**  The student uses the Internet to complete a specific classroom assignment.  In the absence of a student account, the *staff member will log on to the Internet with his/her Username and Password for student access and convey to the student that the Internet session is being logged.*  Use is planned with a teacher sponsor prior to the student getting on the Internet.  A Certified Staff Member or Instructional Aide checks at least once during the session to be sure the student is on task.

**Full independent access:**  The student uses the Internet access in the same ways he would any other library material, subject to the restrictions in the user agreement.  Staff monitoring during the session is similar to monitoring of other independent student activities.  In the absence of a student account, *the staff member will log onto the Internet with his/her Username and Password for the student and allow the student access.  The staff ember will convey to the student that the Internet session is being logged.*

**TEACHER SPONSOR**

All student access requires a teacher sponsor. The teacher is responsible for insuring that students knows how to use the web browser, how to search for and cite materials, how to download materials to disk, and what the rules are for use of Internet.

*Primary-Fourth Grade:* Semi or full access may be granted with parental permission.

*Fifth-Eighth Grades:* Semi or full access may be granted with parental permission.

*Ninth-Twelfth Grades:* Semi or full access may be granted with parental permission.

Requests for independent access must be signed by the student and parent

Independent access is granted for only one (1) academic year at a time.

CURRICULUM AND INSTRUCTION                                08.2323 AP.1
                                                                                            (CONTINUED)

## Student Access to Electronic Media
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**STUDENT USER AGREEMENTS**

Students wishing to request independent access must complete the appropriate form available from the office. The Principal or designee must approve the request before the student may use the Internet independently. Approval is for the current academic year only; students, who received approval for the previous year, must complete a new request from each year. The high school Principal or designee will keep the request forms on file and will maintain a list of those students who are approved for independent access.

Review/Revised:  08/06/02

<u>**Electronic Access/User Agreement Form**</u>

## Appropriate Use Policy (AUP) Summary

Having made a significant investment in technology, Harlan Ind. Schools provide the opportunity to develop the skills necessary to excel in our modern world.  Technology is utilized to provide you with a positive, well-structured learning environment to foster creative learning.  Through technology experiences, you will learn skills that apply to real world problem solving.

In order for our investment to be maximized we must follow these rules:
**General Usage**
- I am aware that the computers are the property of the Harlan Ind. School System and any information stored on them is the property of the Harlan Ind. School System.
- I will not engage in any illegal activity including copyright infringement, vandalism, harassment, or discrimination, i.e. copying licensed software, downloading MP3's, downloading hacking software, Etc.
- I understand that I am financially responsible for any malicious damage or vandalism that I cause. Vandalism is defined as any attempt to harm or destroy the physical computer, the data stored on computer, operating system, or any applications installed or cause damage to another person's data, to upload or transmit any known virus, or to cause any damage to Harlan Ind. Schools network or any file server or other network connected to the KETS Internet backbone.
- I will not alter the setup of any school computers or load programs or services without the expressed permission of the District Technology Coordinator.
- I will not intentionally waste limited resources or network bandwidth.
- I will not employ the network resources for commercial purposes.
- I understand that the teachers, network administrators, and the District Technology Coordinator have the right to access any information stored in my user directory, in my computer email account, or on the current screen.

**Internet Usage**
- I am aware that Internet traffic is logged and monitored and can be viewed remotely.
- I will not try to visit sites that have no educational purpose!
- I understand that all Internet traffic sites visited and duration of time in the pages will be logged.
- I will not knowingly download/upload inappropriate graphics or text from the Internet or via email.
- I understand that accessing audio or video services via the Internet including streaming and or by downloading, i.e. Real Audio or Real Video without the permission of the principal and the District Technology Coordinator is strictly prohibited.
- I will not get on the Internet without a teacher's permission because doing so can result in my Internet privileges being revoked.
- I will not access newsgroups, chat rooms, interactive internet games, social networking sites, SKYPE, gambling sites or similar sites.

**Email Usage**
- I understand that the use of my school email is for educational purposes only and that the content of my mail may be randomly checked.
- I will not open, forward, or create chain letters, joke of the day, or any other form of non-educational email.
- All third party e-mail accounts (i.e. Hotmail, Yahoo mail, etc.) are expressly prohibited.

**Network Usage**
- I understand that my user account that gives me access to the Internet, email, and my home folder will not be activated until the AUP has been signed and returned to the principal or office.
- I will not attempt to access the network with other user accounts or give my account information to another user.  Doing so could result in the immediate loss of my network privileges.

I understand that the use of my user account and the use of a computer at school is a privilege and that failure to comply with any or all of the rules listed above will result in the immediate termination of my computer privilege and user account for length of time determined by the school principal or designee, in addition to other consequences as prescribed in the student discipline code.

__Independent Access                                     __Semi- Independent Access:
(Highly Recommended or all students)

Student First Name _____Last Name _____ Grade _____

_____
Signature                                                                               Date

_____
Parent or Guardian  Signature                                                         Date

_____
Teacher                              School                              Date