

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. 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.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

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 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 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.

USE OF PERSONAL ELECTRONIC DEVICES

Students and employees may use personal electronic devices subject to all provisions set out in policy and related procedures. In addition, a signed AUP form must be on file at the school or District level before a personal electronic device may access the District network.

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STAFF/STUDENT OWNED MOBILE COMPUTING DEVICES

Students and/or employees who bring to school privately owned laptops or other mobile technology devices, including but not limited to iPod touch, iPad, Smart phone, tablets, etc., are responsible for the equipment. Further, use of such devices shall adhere to all guidelines in the District AUP and accompanying procedure(s).

The District appreciates and welcomes the fact that staff and students are willing to bring personally owned computer equipment into the schools to be used for assignments and educational purposes. This policy applies to any use on District or school property.

AGREEMENT CONTRACT

A written parental request shall be required prior to the student being granted monitored independent access to electronic media involving District technological resources.

The required agreement contract, 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.

All portable technology equipment must accompany the user to the user's work site during the user's regular work hours. Equipment shall not be left at home or at any other location during work hours except by written authorization of the Superintendent or designee.

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.

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.

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EMPLOYEE USE (CONTINUED)

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.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology may be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies; or will be subject to the school's disciplinary procedures.

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 005:120](#)

[16 KAR 1:020](#) [KAR 001:020](#) (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

Adopted/Amended: 07/23/2012

Order #: 65270

Electronic Access/User Agreement Form

New technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes also may alter instruction and student learning. The Russell Independent School District offers student access to the electronic information highway and the internet.

Along with access to computers and people all over the world comes the availability that may not be considered appropriate in the classroom. However, on a global network, it is impossible to control all materials. Ultimately, the school staff and parents/guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. Russell Independent Schools support and respect each family's right to decide whether or not to allow their child to apply for access to the internet via Russell Schools.

STUDENT'S RULES AND RESPONSIBILITIES FOR USE OF THE INTERNET
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Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The internet is provided for students to conduct research and to communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the Acceptable Use guidelines outlined in this document and the related policy and procedures, the system administrators may close an account at any time. The administration, faculty, and staff of the Russell Independent Schools may deny, revoke, or suspend specific user accounts.

After reading the Russell Independent Schools internet and electronic mail use rules, please complete this form to indicate that you agree with the terms and conditions outlines. The signatures of both the student and parent/guardian are mandatory before access may be granted to the internet. This document, which incorporates the District's acceptable use policy and procedure reflects the entire agreement and understanding of all parties.

As a user of the Russell Independent Schools' computer network, I have read, understand and agree to comply with the Internet/electronic mail use procedure.

Student's Signature: _____ Date: _____

Student's Name (Please Print): _____

Student's School: _____

Grade: _____ Date of Birth: _____

Electronic Access/User Agreement Form

PARENT STATEMENT OF UNDERSTANDING

As a parent/legal guardian of the student signing this document, I grant permission for my child to access network computer services such as electronic mail and the internet. I have read and agree to the Russell Independent Schools' internet/electronic mail use policy/procedure and I understand that I may be held responsible for violations made by my child. I understand that some materials on the internet may be objectionable; therefore, I agree to accept responsible for guiding my child and for conveying to him/her appropriate standards for selecting, sharing, and/or exploring 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.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian's Name (Please Print): _____

Street Address: _____

Daytime Telephone No.: _____

Home Telephone Number: _____

NOTE: Federal law requires the District to monitor online activities of minors.
Review/Revised:7/23/12