

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 (08.2323 AP.1) 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 to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in each school's code of acceptable behavior and discipline/code of conduct including appropriate orientation for staff and students.

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PERMISSION/AGREEMENT FORM

The required Student/Parent/Guardian/Staff Technology Acceptable Use Policy (AUP) Agreement Form (08.2323 AP.21) 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/designee with a written request.

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.

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.

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.

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DISREGARD OF RULES (CONTINUED)

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.

RESPONSIBILITY FOR DAMAGES

Students or staff members who exhibit behaviors that are not permitted (08.2323 AP.1 – 102 Guiding Principles) 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 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

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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; 09.426; 09.4261
10.5

RELATED PROCEDURES:

08.2323 AP.1
08.2323 AP.21

Adopted/Amended: 7/9/2015
Order #: 1

Student/Parent/Guardian/Staff Technology Acceptable Use Policy (AUP)
Agreement Form

STUDENT AGREEMENT/SIGNATURE

As a user of the CorbinNet, I hereby agree to comply with the CorbinNet Acceptable Use Policy, I will communicate over and use the network in a responsible manner while abiding by all relevant laws and restrictions.

Print Name: _____ Student Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT/SIGNATURE

Parent/Guardians are responsible for any expense incurred if their child purchases items via the Internet. Signature of parent or guardian is required for direct network access for all students. Students over eighteen (18) years of age are responsible for their access. By not signing this sheet, you are requesting that your child NOT have access to any resources offered by CorbinNet. To opt out of any or all of the permissions listed below, please request a “CorbinNet Opt-Out” form from your child’s school.

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.

By signing this form I give my child permission to:

- Have monitored access to the Internet.
 Student e-mail is accessed via the Internet
 Student Internet activity will be monitored by District Administrators to ensure appropriate use.
- Have access to a CorbinNet e-mail account.

Print Name (Parent/Guardian): _____

Signature of Parent/Guardian: _____ Date: _____

NOTE: Federal law requires the District to monitor online activities of minors.

DISTRICT EMPLOYEES AGREEMENT/SIGNATURE

As a user of the CorbinNet, I hereby agree to comply with the CorbinNet Acceptable Use Policy. As an employee of the District, I understand it is my duty to serve as a model for good digital citizenship and will demonstrate appropriate use at all times.

Print Name: _____ Employee Signature: _____ Date: _____

All copies of this signature page are to be submitted to the school principal/administrator and kept on file at that location.

Review/Revised:07/16/13