

Access to Electronic Media

The Taylor County School District is pleased to offer its students access to the district computer network for Internet and Email use. This access is provided through the Kentucky Educational Network. This access includes access to the Internet, email (for grades 3-12), District internal network, and to any other technology resources including computers, accessed via that internal network (from this point on, all of these resources will be referred to simply as “The Network”). To gain access to the Network, all students and employees must sign the proper user agreement form. Students under the age of eighteen (18) must also gain parental permission by having the parents/guardians sign and return the user agreement form to the office of the school. By signing these forms users agree to the terms of the Acceptable Use Policy (the “Policy” or “AUP”).

Access to the Network is to enable users to explore thousands of libraries, databases, and websites while exchanging messages with Internet users throughout the world. The Network is to be used for educational purposes only. While our intent is to make Internet and Email access available to further educational goals and objectives, it is possible that students might find ways to access other materials as well. Although the District does implement filters to decrease the risk, families should be warned that some material accessible via the Internet may contain items and information that are illegal, defamatory, inaccurate, or sexually explicit, or otherwise potentially offensive to some people. Additionally, the content of the Network includes many statements and opinions. These expressed statements and opinions are not those of the District.

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 and Internet history;
- 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.

In addition, parents wanting to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

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Access to the Network is given to users who agree to act in a responsible manner. Access is a privilege—not a right. Access can be revoked for improper usage, and legal or disciplinary actions, if warranted, may be taken.

Network storage areas are treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on District computers or servers are not private. Users should not expect that anything they do on the Network will be private.

RULES

The rules listed below apply to all forms of system usage including but not limited to, Internet access, email, and social networking. Violation of any of the rules below or any part of the District Acceptable Use Policy may result in disciplinary action.

- The use of your account must be in support of education/research and be consistent with the educational objectives of the District.
- You shall not violate State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination or personal information.
- You shall not give your password to anyone nor let any individual access the Internet via your account.
- You shall not log on with or use any other person's password or account.
- You shall not post or exchange personally identifiable information (such as your full name, date of birth, address, phone number, financial information, Social Security Number, etc.) on the Network without permission from District personnel.
- You shall not transmit or access obscene, abusive or sexually explicit language.
- You shall not create or share computer viruses.
- You shall not trespass into another person's folder, work or files.
- You shall not copy material from the Internet and represent it as your own. This is commonly known as plagiarism.
- You shall not use the Network for commercial purposes.
- You shall not monopolize the resources of the District Network by such things as running large programs and applications over the network during the day, sending massive amounts of email to other users, downloading high bandwidth files (such as videos or music files) that are not related to educational objectives, or using system resources for games.
- You shall not access, copy or transmit another user's messages without permission. Only send electronic messages using your own name and/or account.
- You shall not break or attempt to break into secure areas of this Network or other computer networks.
- You shall not interfere with, sabotage, or vandalize the computer hardware or software of others, including the District.
- You shall not alter the Network system files for any reason.

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RULES (CONTINUED)

- You shall not get software from or put software onto the Network without first obtaining written pre-approval from school personnel.
- You shall not get from or put onto the Network anything that may be considered threatening, lewd, vulgar, or otherwise sexually explicit.
- You shall not violate any copyright or software license.
- You shall not circumvent security measures of the computer or the Network. This includes using a “proxy redirect” website or program to access web pages that have been blocked by the Taylor County technology department.
- You shall not promote any illegal conduct or the use of drugs, alcohol, or tobacco.
- You shall not use the Network to harass any person sexually nor shall you harass or discriminate against any person on the basis of race, color, national origin, religion, gender, age, and disability.
- You shall not send or display offensive messages or pictures, including those that involve: profanity, obscenity or harassing or intimidating communications.
- You shall not post photographs without permission.
- You shall not use technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including but not limited to MySpace.com, FaceBook.com, Xanga.com or Topix.com.
- You shall not damage school computers or other technology equipment.
- As a user of the Network, students should notify an administrator or teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
- A student who does not have a signed AUP on file may **not** share access to the network with another student (e.g. “looking over the shoulder” of another student who is accessing the Internet or working together on an Internet project with a student who has permission).

ADDITIONAL RULES AND REGULATIONS MAY BE FOUND IN DISTRICT HANDBOOKS AND/OR OTHER DOCUMENTS. VIOLATIONS OF THESE RULES AND REGULATIONS MAY RESULT IN LOSS OF ACCESS/USAGE AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.**SOCIAL NETWORKING RULES**

An online social network is a web site with the goal of building a social community of individuals who share a common interest and/or activity. Popular social networking sites and the social networking tools built into the district-supplied email system.

- Social networking sites, may only be accessed if the following three criteria are met: 1) Access to such sites is for educational use and supports the educational objectives of the Taylor County School District. 2) You are directly supervised by a teacher or other staff member who is aware of and approves of your attempt to access such a site. 3) Such sites are **not** blocked by the district technology department.
- Students shall not reveal their name or Personally Identifiable Information to, or establish relationships on the Internet unless a parent or teacher has coordinated the communication.

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- Students who utilize social networking for educational purposes shall be aware of and familiar with privacy options on the social networking site, and shall set those options to limit access to personal information to “friends” only.
- Students and parents shall be aware, however, that privacy options alone can never fully protect personal information. If a student shares personal information with “friends,” those friends may share that information with others. With this in mind, students shall carefully consider what information is posted online.
- Photos posted on social networking sites that you are using for educational purposes shall NOT contain other students. Permission, either spoken or in writing, should be granted from any adults before posting their pictures.
- Teachers and other adult staff have been advised NOT to “friend” students on social networking sites using the same account used for personal social networking. Students are given the same advice. Remember that teachers are ethically and legally bound to report any activity in which a student may be breaking the law or may be in danger of hurting him/herself or others.
- As mentioned in the “General Internet RULES” section, you shall not utilize social networking sites to harass or bully others.

PERSONALLY-OWNED DEVICES

Staff and students may use personally-owned devices at school for educational purposes and shall follow the same rules as other users of District electronic resources. Loss of network privileges also applies to personally-owned devices on the school network.

Those who choose to use their personally-owned device (laptop, tablet, iPad, iPod, etc) at school are responsible for the operation and security. Personally owned devices shall NOT be supported by District personnel.

RELATED POLICIES AND PROCEDURES:

08.2322; 09.14

Electronic Access/User Agreement Form

Staff Agreement

| | | | |
|-----------------------|----------------------------|---------------------|---------------------------|
| User's Name | | | |
| | <i>Last Name</i> | <i>First Name</i> | <i>Middle Initial</i> |
| User's Address | | | |
| | <i>City</i> | <i>State</i> | <i>Zip Code</i> |
| | Date of Birth _____ | Sex _____ | Phone Number _____ |
| | | School _____ | |

As a user of the Taylor County School District's computer network, I hereby agree to comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) _____

User's Signature *Date*