

Access to Electronic Media

(Acceptable Use Policy)

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

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.

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.

PARENTS TO NOTIFY

At the time of enrollment in the District, parents shall be informed that students will be granted independent access to electronic media involving District technological resources, unless the parent/guardian notifies the Principal/designee that the student is not to be granted such access. This notification must be provided within thirty (30) days of enrollment in the school district.

This notification shall be kept on file as a legal, binding document and shall continue to be observed throughout the student’s enrollment in the District, unless modified by the parent/guardian. In order to modify or rescind the notification, the student's parent/guardian (or the student who is at least 18 years old) must provide the Principal/designee with a written request.

AGREEMENT FOR STAFF AND COMMUNITY

A written request/agreement shall be required prior to a staff or community member being granted independent access to electronic media involving district technology resources.

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EMPLOYEE USE

Employees shall use electronic media only for purposes directly related to work-related activities.

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.

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.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

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.

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REFERENCES:

[KRS 156.675](#)

Kentucky Education Technology System (KETS)

47.U.S.C. § 254

[701 KAR 005:120](#)

RELATED POLICIES:

08.1353

08.2322

09.14

Adopted/Amended: 09/24/01

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