

Simpson County Schools

Electronic Resources Acceptable Use Policy



Conditions, Rules and Acceptable Use Agreement

The Simpson County School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. The Simpson County Board of Education believes that the Internet offers vast, diverse, and unique resources to students, teachers, and other users. The purpose of the district system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information. The district technology system will be used to increase district intra-communication, enhance productivity, and assist district employees in upgrading their skills through greater exchange of information with their peers. The District's goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Internet access is now available to students, teachers, and staff in the Simpson County School System. Access is being provided through a collaborative effort involving the Kentucky Educational Technology System (KETS) and the local school district.

The Internet is an "electronic highway" connecting millions of computers all over the world, and millions of individual users. By providing this privilege to Simpson County students and staff, we believe the Internet will offer vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Simpson County Schools by facilitating resource sharing, innovation and communication.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. The Simpson County Board of Education supports access by student to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

The Outlook Live or Gmail solutions are provided to your child by the district as part of the Live@edu service from Microsoft or Gmail.com. By signing this form, you hereby accept and agree that your child's rights to use the 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 and Gmail 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 or Gmail services is subject to 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 or Gmail services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

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.

In making decisions regarding student access to the Internet, the Simpson County Schools considered its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The expectations from the Simpson County Board of Education are that the staff will blend thoughtful use of such information throughout the curriculum, and that the staff will provide guidance and instruction to students in the appropriate use of such resources.



Rights, Responsibilities, and Privileges

Students are expected to maintain responsible behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Ultimately, parents and guardians of minors bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media by setting standards and guidelines.

All users should recognize that files stored on school-based computers will not always be private. The Simpson County School District and school network administrators reserve the right to review any material on user-accounts and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate. Electronic messages and files stored on school-based computers may be accessed. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

Any violation of District policy and rules will result in the immediate loss of District-provided network services including, but not limited to the Internet, and could eliminate future access. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior as stated in the school and district discipline policies.

Student availability to the Internet is provided only under the supervision of a teacher, instructional assistant, or other trained adult volunteer. This includes any time the student is on a district/school computer.

Teachers, administrators, or other staff are required to immediately report knowledge of any illegal operations such as copyright violations or terroristic threatening to their supervisor, District Technology Coordinator, Superintendent, and local police.

Student use of telecommunications (including e-mail) and electronic information resources will be permitted only after the submission of permission forms and agreement forms by parents of minor students (under 18 years of age) and by students themselves if over 18. Access is a privilege, not a right. Access entails responsibility.

STUDENTS

Telecommunication Devices

POSSESSION AND USE

1. While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law¹ and other related electronic devices, provided they observe the following conditions:
 - a. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, poses a threat to academic integrity, such as cheating
 - b. Violates confidentiality or privacy rights of another individual,
 - c. Is profane, indecent, or obscene
 - d. Constitutes or promotes illegal activity or activity in violation of school rules or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.

2. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
3. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
4. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
5. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.



Network and Internet Regulations

The following uses of district-provided technology and Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statutes;
- d. to vandalize, damage, or disable property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and,
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- g. to gain unauthorized access to the district system or to any other district system or go beyond their authorized access;
- h. to make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses by any other means – these actions are illegal;
- i. to use the district system for commercial purposes, such as designing and posting their own web site that offers or provides goods or purchasing of goods or services for personal use;
- j. to use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of a person, etc.

The use of accounts must be in support of education and research and be consistent with the educational objectives of the Simpson County School District. The following restrictions apply:

- a. Do not give your password to anyone.
- b. Users may not use or alter anyone else's Internet account.
- c. Users may not offer Internet access to any individual via your account.
- d. Do not break in or attempt to break into other computer networks.
- e. Users may not create or share computer viruses.
- f. Users may not use MUD (multi-user games) network via the Simpson County School's Net.
- g. Users may not subscribe to any Internet site requiring financial obligation for the school or school district.
- h. Users may not employ the network for commercial purposes.
- i. Attempts to log on to the Internet as a system administrator will result in immediate cancellation of user privileges.
- j. Users who are aware of a security problem on the Internet, you must notify a system administrator.
- h. Any copyright violation will result in immediate disciplinary action and revocation from technology privileges.
- e. Do not use the network in such a way that would disrupt the use of the network by others.
- f. Vandalism - any malicious attempt to harm or destroy data of another user - will not be tolerated. Any questionable action will result in the cancellation of user privileges.

Access to Electronic Media

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.

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 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.

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.

PERMISSION/AGREEMENT FORM

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

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.

Access to Electronic Media
Access to Electronic Media

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.

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 who 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, Live@edu, 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.

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 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/designee
3. Guidelines may specify whether access to the site must be given to school/District technology staff.

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 permissions 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.

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.

EMPLOYEE USE (CONTINUED)

Staff members are discouraged from creating personal social networking sites to which they invited 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 for the basis for disciplinary action up to and including termination.

While adding an additional state standard enterprise email system (both Office 365 email and G Suite for Education email), KDE is shifting the email prohibiting workflow (through a technical measure) to now be handled by district level staff and district level definitions of "limiting" and "prohibiting" per the regulation.

Access to Electronic Media

Per the regulation, this can be a combination of district policy, procedures, and technical solutions. Additionally, blocking or unblocking of email systems can be managed for specific user groups, at specific times of the day, and under specific conditions, with good rationale.

For many years, in Kentucky, this has been referred to as a “blocking Gmail” conversation. Beyond the new details highlighted above of Kentucky school districts now having a choice of using organizationally owned Gmail, a core service of G Suite for Education, as the email system, due to Gmail being prohibited statewide for many years it is valuable to understand why Kentucky Public school districts would want to allow limited personal Gmail use at the local level for specific users and under specific conditions/ scenarios. Examples of limited use of non-school district connected Gmail (or 3rd party) accounts: 1) communications between students and their respective higher-ed institutions for dual credit course work using higher supplied email accounts. 2) Teachers, staff, and students seeking to obtain their Google for Education certifications

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.

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

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.



Electronic Mail Regulations

The following rules will be followed in providing e-mail access:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not access, upload, download, or distribute pornographic, obscene, or sexually explicit material. Do not transmit obscene, abusive, sexually explicit, or threatening language. Do not violate any local, state, or federal statutes;
- c. Do not reveal any personal information such as address or phone numbers of yourself or other people.
- d. Note that electronic mail (e-mail) is not guaranteed to be private. System e-mail operators do have access to all district e-mail accounts. Inappropriate messages can result in suspension of privileges as well as other disciplinary consequences as appropriate. This is not a private e-mail address but a school district e-mail account.
- e. No posting of chain letters or engaging in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- f. Check e-mail frequently, deleting unwanted messages.



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.



Agreement for Staff and Community Members

A written request/agreement shall be required prior to staff and community members being granted independent access to electronic media involving district technological resources or access.

The required request/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 staff or community member. This document shall be kept on file as a legal, binding document.



Simpson County Schools Internet and Electronic User Permission/Agreement Form for Students,
Staff, and Parents

Student

As a user of the Simpson County Schools computer network, I hereby understand and will abide by the school district Internet and electronic mail rules and Acceptable Use Agreement. I will also communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that any violation of the above conditions, rules, and/or Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action.

Date: User's

Full Name (please print):_

School:_

Grade:_

Homeroom Teacher:_

Signature:_ SS#(high
school students only)_

Parent or Guardian

As the parent or guardian of this student, I have read the Simpson County Schools' Acceptable Use Policy concerning Internet and electronic mail. I understand that this access is designed for educational purposes. The Simpson County School District has taken precautions to eliminate controversial material. However, I also recognize that it is impossible for the Simpson County Board of Education and the Simpson County School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Date:_ Parent's

Signature:_ Name of

Student:_ Address:_

Phone:_

School:_

Grade:_

Homeroom Teacher:_

This agreement must be signed by a parent or guardian prior to student Internet or electronic mail access.

Staff

I have read the Simpson County Schools Internet and electronic mail Acceptable Use Policy and agree to promote this agreement with the student.

As a user of the Simpson County Schools computer network, I hereby understand and will abide by the school district Internet and electronic mail rules and Acceptable Use Agreement. I will also communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that any violation of the above conditions, rules, and /or acceptable use agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action.

Date: _

Full Name (please print): _

Signature: _ Job

Location: _ Position: _

Community Member

I have read the Simpson County Schools Internet and electronic mail Acceptable Use Policy and agree to promote this agreement with the student.

As a user of the Simpson County Schools computer network, I hereby understand and will abide by the school district Internet and electronic mail rules and Acceptable Use Agreement. I will also communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that any violation of the above conditions, rules, and /or acceptable use agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action.

Date: _

Full Name (please print): _

Address: _

Phone: _ Signature: _