

Acceptable Use Policy Jenkins Independent Schools Staff

The Jenkins Independent Schools has access to and use of the Internet and E-mail as part of the instructional or job related process. All employees and volunteers must sign an Acceptable Use Policy agreement before direct access to the Internet or electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to teacher directed electronic mail. Educators may use the Internet during class directed group demonstrations with or without parental consent. Employees and volunteers will be held accountable for violations of the Acceptable Use Policy agreement and understand that disciplinary action may be taken. In this document, staff includes any person employed by the Jenkins Independent Schools.

Local Technology Resources

The use of your account must be in support of education and research and consistent with the educational objectives of the Jenkins Independent Schools. Schools access is not to be used for private business or personal, non-work related communications.

You may not use another person's password to access the network or the Internet.

You may not forward or send chain letters, viruses, or other malicious code.

You may not transmit obscene, abusive or sexually explicit language.

You may not create or share computer viruses.

You may not destroy another person's data.

You may not monopolize the resources of the Jenkins Independent Schools network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games.

You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected. You may not violate copyright laws. Copyrighted software and other instructional materials must not be copied or transferred to another except as provided under the license agreement or copyright notice.

You may not use Non-KETS approved e-mail, or chat programs. (Hotmail, Gmail, etc.)

You may not trespass in other users' computer, network accounts, files, directories, or work.

You may not use the network for commercial purposes.

You may not carry out activities deemed to be a security risk to the network (hacking, denial of services, etc.).

You may not alter, misuse, abuse, or damage computer or network equipment.

You may not use MUD (multi-user games) via the network.

You may not load illegal, non-approved or non-licensed software, on board owned equipment including uploading and downloading from the Internet and unreliable sources.

You may not give your password to anyone.

You may not install software without permission by proper school or district authorities (including games, Shareware and Freeware).

Internet Regulations

Internet access through the school is to be used for instruction, research and school administration. School access is not to be used for private business or personal, non-work related communications.

Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print media. Educators will select and guide students on the use of instructional materials on the Internet.

The school will be responsible for supervising and monitoring access to the Internet outlined in the user agreement and/or parent permission form.

Staff shall not reveal a student's personal identity or post on the Internet a picture of the student or the student's work with personally identifiable information unless the parent has given written consent.

Staff will not allow a student who does not have a signed AUP on file to share access with another student.

Only authorized personnel may post or publish school-related information.

Do not post or publish school-related information until it has been proofed and approved by appropriate authorized school personnel.

Electronic Mail Regulations

You may not use electronic mail to transmit any form of aggression (threats, anger, or harassment)

You may not send or attach documents containing pornographic, obscene, or sexually explicit material.

You may not send electronic messages using another person's name or account.

You may not use electronic mail for communications that are not directly related to instruction, school activities, or job. You may not use electronic mail for private business or personal, non-work related communications.

You may not access, copy or transmit another's messages and/or attachments without permission.

You may not swear, use vulgarities or any other inappropriate languages.

Staff shall not allow students to reveal their personal address or telephone number unless it is part of a parent and/or teacher coordinated communication.

You may not send electronic messages anonymously.

Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Telephone Systems

The school or classroom telephones are designed to aid and support the educational instructional process and should not be used for personal, public, private or commercial purposes.

To protect the instructional process, student and staff, no telephone calls from outside the school shall go directly into the classroom.

Teacher and Staff Supervision of Student Computer Use

Teacher and others whose duties include classroom management and/or student supervision shall sign an Acceptable Use Policy agreement acknowledging responsibility for exercising reasonable supervision of student access to Internet and electronic mail.

Staff shall not direct or advise students accessing school computing and communications networks to use electronic mail systems other than the KETS standard email system.

Teachers shall supervise all student computer use to ensure it is used for educational purposes and non-approved software, programs, and resources are not utilized.

Teachers shall not publish/post or direct/advise students to post or publish school-related information outside the school district.

Auditing Procedures

Proxy servers have been implemented and are maintained at the district level on a twenty-four hour, seven days a week basis.

Teachers should be aware, however, that proxy servers and filtering software are not 100% effective; while filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in and of themselves.

Logs of internet activity shall be examined periodically to detect access to sexually explicit or other objectionable material, as defined by the district.

Responsibility for log maintenance, examination, security, and retention shall be the responsibility of the DTC, who shall report misuse to the principal.

Logs shall be monitored periodically to ensure that students, teachers, staff, or volunteers with access to school resources are not using non-compliant email systems.

It is understood that access to the computer networks in the Jenkins Independent School System is a privilege, not a right. Failure to abide by the rules in this document could result in the revocation of access privileges, disciplinary action, or legal action, as deemed appropriate.

Jenkins Independent Schools
NETWORK STAFF USER CONTRACT

Acceptable Use Policy

20____ **– 20**____

Please read and fill out the appropriate portions of the following contract completely and legibly. Please return to contract to your school office.

Last Name _____ First Name _____

School _____ Current Assignment _____

I have read the Terms and Conditions for Network Access. I will abide by the stated Terms and Conditions. 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, disciplinary action taken, and/or appropriate legal action initiated.

Staff Member (Print name here) _____

Signature _____

Date _____