

Ohio County Schools
Acceptable Use Policy
Version 3.1

Effective Date: July 1, 2015

The Ohio County Board of Education 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.

Definitions and Nomenclature

The following phrases and positions shall be defined within this document as follows. The Superintendent of Ohio County Schools shall be referenced as the superintendent. System Administrator references shall include the following positions; Chief Information Officer (CIO), District Technology Coordinator (DTC), Technology Resource Teacher (TRT), and Computer Lab Assistants. The Ohio County Public Schools Network shall be listed as the OCPSNet.

Procedures and Guidelines

The superintendent of Ohio County Schools shall develop and implement appropriate procedures to provide guidance for student, staff, and community member access to electronic media. Guidelines shall address, but are not limited to, ethical use of electronic media, including the Internet, and issues of privacy versus administrative review of electronic files and communications.

Permission/Agreement Form

Student:

A signed contract shall be required prior to a student being granted access to electronic media involving district technological resources. This contract will be reviewed and signed on a yearly basis indicating compliance with specified acceptable uses, rules of on-line behavior, network access privileges, and penalties for policy/procedural violations. The contract must be signed by the parent or legal guardian of minor students (those under 18 years of age) and 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 of age) must provide the superintendent with a written request. This document shall be signed for each year of access to the OCPSNet following a yearly training. The student will be responsible for abiding by any and all changes to the AUP in the future.

Staff and Community Members

A signed contract shall be required prior to the staff and community members being granted independent access to electronic media involving district technological resources. The signed contract indicates compliance with specified acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations. This document shall be kept on file as a legal, binding document. This document shall be signed for each year of access to the OCPSNet following a yearly training. The staff and community member will be responsible for abiding by any and all changes to the AUP in the future.

Responding to Concerns

When questions arise concerning access to specific databases or other electronic media, school officials shall apply the same criteria of educational suitability used to review other educational resources.

References: Kentucky Education Technology System (KETS)

Related Policies: 08.1353, 08.2322, and 09.14

District Use:

On recommendation of the superintendent, the Chief Information Officer, system administrator shall determine when and where computer equipment, software and information access systems will be available to the district. Third-party equipment, software and information access systems will not be supported and should not be installed without prior permission from the system administrator.

701 KAR 5:120 requires the use of Live@EDU e-mail accounts from Microsoft only when using school resources (school owned computers, school data lines, or when using dial-up services when working from home) at any time. No third-party vendors shall be used (e.g. hotmail.com) when using school resources. The KAR also requires that the use of these Live@EDU accounts must be for professional use and not for personal/entertainment purposes.

Responsibility for Damages

Resources belonging to the Ohio County Board of Education that are lost, stolen, damaged or vandalized while in the care of individuals shall be the responsibility of the individual. Reimbursement for losses or damages that occur shall be the responsibility of the individual. These damages include, but are not limited to, network, software, hardware and legal fees. Although the network is designed to run continuously, periods of downtime from unexpected occurrences should be anticipated. Ohio County Schools will not be responsible for damaged data, loss of data, delays, non-deliveries, improper deliveries, or service interruptions caused by data provider negligence, hardware failures, network administration or user errors and omissions. Ohio County Schools will not be responsible for the spread of viruses to home or business computers or any damages or loss incurred from sharing disks between school and home or business computers.

Security

Security on any computer system is a high priority, especially when the system involves many users. Security violations can be described as any purposeful attempt to bypass normal security measures that have been implemented on the district network, including the web proxy and any other software or hardware designed to monitor or limit access. Downloading data and information or bringing this information or data into the district with intent on bypassing security will be taken seriously. Any user that can identify a security problem on the district network should notify the system administrator or Chief Information Officer. Do not demonstrate the problem to other users.

Student use of school computers will be monitored. The school will not be responsible for continually monitoring every communication and internet session for every student. There will be logs kept on file of every student's internet site visited, which will be examined periodically. However, because Ohio County Schools provides access to other web sites and information around the world, users or their parents (if user is under 18 years of age) are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Ohio County Schools and the system administrators do not condone the use of such materials and do not permit use of such materials in the school environment.

Right to Privacy

The system administrator, Chief Information Officer, principal, and superintendent retain the right to access, for any reason, information stored in any user's personal directory, current screen, computer, or electronic mail.

In the case of a minor (less than 18 years of age), legal guardians have the right at any time to request email files, proxy reports, and contents of the personal directory of their child. This request will be made in writing to the superintendent. Data from the above mentioned reports and contents of the directories may not be altered.

Standards

Grades 1 thru 3

- Primary students are allowed access to network resources using their individual account login. Each student will have a personal storage directory (User Folder) accessible via the network.
- Primary students' access to the Internet is only available under the direct supervision of a teacher, instructional assistant or other trained adult volunteer. Primary students are not allowed unsupervised access to the Internet at school. Access to the Internet is available at school if a student submits a contract signed by the parent or guardian, a sponsoring teacher, and the student. Primary students will be given access to electronic mail when requested by a sponsoring teacher and upon return of a signed parental permission form.
- Students must attend a training/awareness session provided by a network administrator or designee prior to being given access to the Internet and email accounts, where applicable.

Grades 4 thru 12

- Students are allowed access to network resources using their individual account login. Each student will have a personal storage directory (User Folder) accessible via the network.
- Student access to the internet is available under the direct supervision of a teacher, instructional assistant or other trained adult volunteer. Elementary students are not allowed unsupervised access to the Internet at school. Middle School and High School

students are allowed internet access without the direct supervision of a teacher. Access to the Internet is available at school if a student submits a contract signed by the parent or guardian, a sponsoring teacher, and the student.

- Students must attend a training/awareness session provided by a network administrator or designee prior to being given access to the Internet and email accounts.

Fair and Ethical Use of Resources

- Use of your account should be in support of education and research and be consistent with educational objectives of the Ohio County School District. Use of the Ohio County School District network, and its resources, will not be used for business or personal gains. The Ohio County School District will not be responsible for any cost incurred from misuse of the Ohio County School District computer resources.
- Users should notify a network administrator of any violations of this policy by other users.
- Copyrighted software and other instructional materials must not be copied or transferred except as provided under the license agreement or copyright notice.
- No illegal activities may be conducted via the network. i.e. gambling, distribution of pornography, spreading of viruses, hacking, etc.
- If at any time use of personal devices becomes a distraction to the educational environment or process, then the devices may be confiscated.
- **Do not:**
 - o Send or receive inappropriate photographic images, threatening messages, racist or obscene material.
 - o Give your password to anyone except to the network administrator.
 - o Use or alter anyone else's Internet account.
 - o Offer Internet access to any individual via your OCPSNet account.
 - o Break in or attempt to break into other computers or computer networks.
 - o Create or share computer viruses.
 - o Destroy or manipulate another person's data or school/system data.
 - o Monopolize the resources of OCPSNet (e.g. run large programs and applications over the network during the day, send massive amounts of mail to other users, or use system resources for games).

- o Use MUD (multi-user games) networks via the OCPSNet without district administrative approval.
- o Purposely annoy other Internet users, on or off the OCPS system (e.g. continuous talk requests).
- o Play games on the computer. Only the use of educational games will be allowed when instructed to do so by a teacher or staff member.
- o Download or stream music including but not limited to .wav, .mp3, .aiff, .wmf, .qt, .acc (iTunes), .mpeg, , etc. unless given approval to do so as part of an educational project
- o Download or playing games on the internet, WAN, or LAN including but not limited to TELNET.
- o Post, sign or read web diaries (examples of but not limited to: myspace.com, facebook.com, xanga.com, photobucket.com, flicker.com).
- o Post, sign or read guest books.
- o Post personal information on any website unless specifically instructed to do so by an administrator or the System Administrator.
- o Subscribe to non-educational email newsletters.
- o Send eCards or Greeting Cards through the internet or OCPSNet.
- o Use an anonymizer
- o Do not use OCPSNet to otherwise violate school rules, student code of conduct or other district policies.

Disk Usage / Folder Size and Contents

The system administrators reserve the right to set quotas for disk usage on the system. A user who exceeds their quota will be advised to delete files to return to compliance. Contents of the user folder must be used for the intent of educational purposes. Any offensive materials, including but not limited to, pornography, racially motivated items, games, copyrighted music or software, and images are strictly prohibited.

Students may use USB or Firewire drives to transfer personally created educational files between home and school computers. Students may also use CDR/RW or DVDR/RW to transfer personally created educational files.

Website Guidelines

Schools and teachers are encouraged to maintain a website through the district web server. Each website must be educational in nature and stay within the guidelines stated above in the AUP in regard to content. At no time should student addresses or any other

personal information be posted to a website. Students' full names may be used on the website in the body of text only (no picture). Pictures of students may be used on the website if there are no names directly identifying students and the parental permission slip has been signed and returned to the school.

School websites will be updated on a monthly basis. The superintendent, System Administrator, and/or the technology staff have the right to remove or take a website offline until it is updated by the author(s) of the site. School sponsored websites may be removed from the district web server at anytime if deemed necessary due to the content. This can be done without prior notification by the superintendent, System Administrator, or the technology staff.

Communication Devices or personally owned electronic devices

- A person shall not use communication devices, excluding advanced augmentative communication (AAC) devices, for purposes of transmitting or receiving messages INCLUDING TEXT MESSAGES) in the Ohio County Schools during school hours. Devices include but are not limited to: cell phones, BlackBerry, or Bluetooth communication devices...unless instructed to do so as part of an educational project.
- Communication devices may be used to connect to the internet in locations only where building administrators, principals, or the Superintendent has specifically given permission for the devices to be used and where equipment, if necessary, has been installed.
- In instances where the administration has not given such permission then the devices must be handled according to the policy set forth by the individual building administration or the Superintendent.
- All devices must be stored in a secure place (purses, pockets, etc.)
- Any violations of these usage policies will result in confiscation.
- If the device has been confiscated, a parent/guardian will need to come to school to pick the device up from the office. Chronic non-compliance shall result in PERMANENT loss of privileges.
- The school district accepts no responsibility for use, breakage, theft or loss of these personal items.

Related Policies: 08.2323, 08.2323 AP.1

Disregard of Rules

Each disciplinary infraction will be dealt with on an individual basis in conjunction with the administrator in charge of discipline at the school. The Chief Information Officer, system administrator, or superintendent reserves the right to suspend or close any account at any time for any reason they deem necessary.

A student or staff member may submit a written appeal to the superintendent to have part or all of their account reinstated.

Electronic Access/User Agreement Form

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>	
User's Age ____	Date of Birth _____	Sex ____	Phone Number _____
If applicable, User's Grade _____		Homeroom/Classroom _____	

Please check if you are a student certified employee classified employee member of the community.

As a user of the _____ District's computer network, I hereby agree to

District Name

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

PRIOR TO THE STUDENT'S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

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.

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian

Date

Daytime Phone Number: _____ Evening Phone Number: _____

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS.

Revised/Reviewed: 6/26/12

SIGN AND RETURN TO SCHOOL