BARDSTOWN CITY SCHOOLS
ACCESS TO ELECTRONIC MEDIA
ACCEPTABLE USE GUIDELINES AND AGREEMENT

The Bardstown City Schools 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. The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media.

GUIDELINES AND SAFETY PROCEDURES

Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, social networking and other District technological resources), and issues of privacy versus administrative review of electronic files and communications.

Staff and 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.

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, internet, social networking 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 whom 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, digital/voice 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 with the following:

1. They shall request prior permission from the school Principal in consultation with the Superintendent/designee.

2. If permission is granted, staff members will set up the site following any District guidelines developed by the Principal and/or Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. 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 permission 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.
5. 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.

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

CONTRACTS/AGREEMENTS

EMPLOYEE

A contract, signed by the employee, shall be required prior to the school granting that employee access to the network, Internet, and/or email. This document shall be kept on file by the Principal, Director/Coordinator or School Technology Coordinator (STC) as a legal, binding Document. The signature indicates understanding and agreement with the specified acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations.

STUDENT

After reading the Bardstown City Schools Appropriate Use Policy and Guidelines, please complete the Appropriate User Policy (AUP) and Guidelines agreement section on the District Multiple Consent Form to indicate that you agree with the terms and conditions outlined. The AUP section of the District Multiple Consent form, signed and dated by the student and parent/guardian, shall be required prior to the school granting that student access to the network, Internet, and/or email. The signature of a parent/guardian is required for students under the age of eighteen (18) and will indicate the degree of access granted to the student.

The District Multiple Consent Form shall be kept on file by the Principal or School Technology Coordinator (STC) as a legal, binding document and shall continue to be in effect throughout the student's attendance in the building in which their grade level is housed (i.e. K-2, 3-5, 6-8 and 9-12), unless modified by the parent/guardian. These signatures indicate understanding and agreement with the specified acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations.

LOGINS AND PASSWORDS

Upon signing a contract, a private login and password will be assigned to each user. The user is responsible for any activity performed under that login and password and therefore, passwords must be kept private. There will be no access to the network, email, or the Internet without the use of a login and password and those will only exist for those persons with a signed contract.

RIGHT TO PRIVACY

The Bardstown City Schools reserve the right to ask a Network Administrator to access any user folder and/or email account of any user at any time. Users are advised not to place confidential documents in their user folder and never to use email for confidential communication. EMAIL and SOCIAL NETWORKING is not private. All Internet sites visited will be logged and reviewed for suitability of Internet use to assure compliance with the AUP and with state law. Internet access has been granted for educational and research purposes only.

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 School Board.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District guidelines 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.

Unacceptable use of electronic media includes, but is not limited to, the following:

- Accessing any computer or network for which you are unauthorized;
- Sharing your password or access other's network accounts. The user is responsible for the security of his/her own password;
- Transmitting unauthorized disclosure, use and dissemination of personal information regarding minors across the network (pictures, names or personal information to "strangers" on the network);
- Creating or sharing computer viruses;
- Attempting unauthorized access, including so-called "Hacking" and other unlawful activities onto network or computer system configurations or bypass security programs to change settings or access. Violations of this rule will be considered vandalism and subject to police report;
- Destroying school or another person's data. The District/School is not responsible for loss or damage to a file due to unauthorized access or usage;
- Monopolizing the network resources by running large programs and applications over the network during the day and/or sending massive amounts of email to other users, or using system resources for games;
- Using the network in such a way that would disrupt the use of the network by other users;
- Vandalizing network resources; Vandalism is defined as any attempt to harm or destroy equipment, data, operating systems or applications, our network, or any other networks;
- Playing games with no educational purpose over the network;
- Taking from or placing on the network, any copyrighted material including copyrighted movies and music without authorization from the District network administrator; violating copyright policies on software sharing or authorship of electronic information;
- Distributing pornographic, obscene, or sexually explicit, threatening, harassing materials or collecting pornographic, obscene, or sexually explicit, threatening, harassing materials via telephone, video, email, internet or other means;
- Demonstrating or discussing policy violations or security breaches with someone other than a school network administrator;
- Annoying other users with things such as talk requests and chain letters;
- Conducting any illegal activity via the network; Known illegal activity will be reported to the authorities;
- Using for commercial activities by for-profit organizations, product promotions, political lobbying, or illegal activities.
- Sending harassing or abusive email messages to others;
- Using vulgar or inappropriate language;
- Using technology resources for personal gain, commercial, political, or profit-making enterprise except as specifically agreed to with the District. (felony and is subject to prosecution);
- Using voice or electronic mail resources for communications that are not related to instruction or sanctioned school activities.

- Agreeing that your rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time and to which the District/Schools may subscribe, are subject to the terms and conditions set forth in district/school AUP Policy as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying Guidelines;
- Understanding that the Windows Live ID provided to you also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's 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;
- Acknowledging Federal law requires that any child age 18 and under must have parental consent to access online services, such as the Microsoft Live@edu offering. Of the variety of methods required of any online service provider, Microsoft has chosen – at Kentucky's request – to rely on the respective districts to obtain such consent via the local AUP and accompanying Guidelines.

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 Principal and/or 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.

REFERENCES:

KRS 156.675; 47.U.S.C.§ 254; 701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
Public Law 110-385, Broadband Data Improvement Act/Protecting Children in the 21st Century Act.
Kentucky Education Technology System (KETS)

RELATED POLICIES:

03.1325/03.2325
03.17/03.27
08.1353; 08.2322
09.14; 09.421; 09.422; 09.425; 09.426

BCS-NET STUDENT USER AGREEMENT FORM

I have read and agree to the Bardstown City Schools' Appropriate Use Policy and Guidelines, and I understand that I may be held responsible for violations. I understand that some materials on the Internet may be objectionable; therefore, I agree to accept responsibility for standards for selecting, sharing and or exploring information and media.

Please complete this form to indicate that you agree with the terms and conditions outlined. Your staff signature is mandatory before access may be granted to BCS-Net. As a student of the Bardstown City Schools and a user of the network resources, I have read and hereby agree to comply with the BCS-Net Appropriate Use Policy, Guidelines and Responsibilities.

Student Name (Please Print):_____

Student's School:_____

Staff Signature:_____Date:_____