

## **Access to Electronic Media**

(Acceptable Use Policy)

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 as required by this policy and related procedures, which apply to all parties who use District technology.

### **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, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, 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 minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial 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.

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**SUPERVISION OF STUDENT TECHNOLOGY USE**

Teachers 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. District internet content filtering devices shall not be treated as a substitute for classroom management and monitoring of student internet use. Teachers shall not direct or advise students accessing school computing and communications networks to use third party email systems other than the Kentucky Education Technology System standard email system.

**STUDENT USE**

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.

**CHECK-OUT OF SCHOOL-OWNED ELECTRONIC DEVICES**

Electronic devices will be made available for student checkout but shall be the responsibility of the person to whom the device is issued and be subject to all provisions set out in the policy and related procedures. In addition, a signed AUP form must be on file at the school or District level before an electronic device is issued to a student. Participants in the District 1:World project shall refer to the Device Protection Plan for guidelines and other information.

**EMPLOYEE USE**

Employees shall use electronic media in a professional manner consistent with state law governing the behavior of school employees and with federal laws governing copyrights. Procedures for employee use will be established by the Superintendent.

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 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.

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**EMPLOYEE USE (CONTINUED)**

Networking, communication 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.

Staff members shall not create personal social networking sites to which they invite students to be friends.

Any form of communication with students must be consistent with [016 KAR 001:010](#), Standards for Certified School Personnel (the Kentucky Teacher Code of Ethics).

Staff members are prohibited from extending invitations to or accepting invitations from students on any “personal social networking sites.”

Staff members may create a classroom “fan or professional” page to communicate with students and parents information directly relating to classroom and school activities. The staff member’s “fan or professional” page shall be separate from his/her personal networking page.

Employees creating such “fan or professional” pages are responsible for all content posted on the website.

Any social networking site, blog or other emerging technology used to communicate with students and parents shall include the disclaimer “This site is not monitored on a 24/7 basis”.

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 Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent’s designee.
3. Administrative access to the site may be required by the 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” or “members” 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:
6. Monitoring and managing the site to promote safe and acceptable use; and
7. Observing confidentiality restrictions concerning release of student information under state and federal law.

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**EMPLOYEE USE (CONTINUED)**

ALL school personnel are required by [KRS 620.030](#) to report to the proper authorities either orally or in writing any knowledge of a student who is in danger of being harmed by himself/herself or another or any student who is neglected. This would include information gathered from a social networking site.

Employees shall not use any form of personal communications (e.g. phone/cell, phone/texting, email) to converse with students.

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.

**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.

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**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.

**RETENTION OF RECORDS FOR E-RATE PARTICIPANTS**

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

**PERSONALLY OWNED DEVICES**

Use of personally owned devices shall comply with administrative procedure 08.2323 AP.2.

**REFERENCES:**

[KRS 156.675](#); [KRS 365.732](#); [KRS 365.734](#)  
[701 KAR 005:120](#)  
[16 KAR 1:020 KAR 001:020 \(Code of Ethics\)](#) (Code of Ethics)  
 47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520  
 Kentucky Education Technology System (KETS)  
 47 C.F.R. 54.516  
 15-ORD-190

**RELATED POLICIES:**

03.13214/03.23214  
 03.1325/03.2325; 03.17/03.27  
 08.1353, 08.2322  
 09.14; 09.421; 09.422; 09.425; 09.426; 09.4261  
 10.5

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