



Caldwell County Board of Education

Electronic Resources Acceptable Use Policy and Procedures

For Employees and Volunteers

Version 2.0

The Caldwell County School District has access to and use of the Internet and email 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. However, 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 as stated in the contract.

The Board recognizes that as new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. The Board supports the rights of students, faculty and staff to have reasonable access to various information formats and believes it is incumbent upon students, faculty and staff to use this privilege in an appropriate and responsible manner.

This policy outlines both the privileges and the responsibilities associated with the use of the Caldwell County Schools' network and its resources. It addresses ethical and educational uses of electronic media including, but not limited to, email and the Internet. It also addresses issues of privacy versus administrative review of electronic files and communications. The policy prohibits use of networks for illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

This document shall be kept on file as a legal and binding document. Questions regarding this policy should be asked of the school technology coordinator. In order to modify or rescind the agreement, a written request must be sent to the Superintendent/designee.

For additional information, see school board policies for students, certified and classified employees regarding use of school property, disrupting the educational process, and conduct.

Educational Suitability

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.

Network Reliability

Caldwell County Schools will not be responsible for any damages for loss of data resulting from delays, non-deliveries, misdeliveries, service interruptions, or hardware failures caused by its own negligence or user errors or omissions.

Acceptable Use

- Use your account in support of education and research, which is consistent with the educational objectives of the Caldwell County School District.
- Protect yourself and others by not revealing personal information that could lead a stranger to you or another person (i.e. name, address, telephone, workplace, etc.)
- Notify a school network administrator of any policy violations or security breaches. This can be anonymous.

Unacceptable Use

- Sharing your password.
- Using or altering anyone else's account.
- Allowing someone to access any area of your account.
- Accessing any computer or network for which you are unauthorized.
- Creating or sharing computer viruses.
- Destroying another person's data.
- Monopolizing the resources of the network by such things as 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.
- Vandalizing network resources. Vandalism is defined as any attempt to harm or destroy.
- Playing games with no educational purpose over the network.
- Taking from or placing on the network any copyrighted material without authorization.
- Distributing or collecting obscene, abusive, discriminatory or threatening material 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.
- Sending harassing or abusive email messages to others.
- Using vulgar or inappropriate language.
- Using network resources for personal profit.
- Using technology resources for commercial, political, or profit-making enterprise except as specifically agreed to with the district.

Standards of Behavior

The Board acknowledges the fact that standards of behavior relating to morals and personal values are within the realm of the family. To the degree that a parent guides a child's exposure to television, videos, and music, the parent should guide the child's exposure to the computer networks when giving permission for independent access or individualized study. The school cannot be held responsible if a student given parental permission for independent access intentionally accesses material, which his/her family considers objectionable.

Access Privileges to Electronic Materials

Access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet and to email when available. For these reasons, the Caldwell County Schools maintain the right to limit access to software and/or documents found either on our local network or the Internet, via technical or human barriers.

Contracts

▪ Student

A contract, signed by the student, shall be required prior to the school granting that student access to the Internet and/or email. The signature of a parent or guardian is also required for students under the age of 18. This document shall be kept on file by the School Technology Coordinator (STC) as a legal, binding document. These signatures indicate understanding and agreement with the specified acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations.

▪ Faculty and Staff

A contract, signed by the faculty or staff member, shall be required prior to the school granting that faculty or staff member access to the Internet and /or email. This document shall be kept on file by the 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.

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 Internet or email without the use of a login and password, and those will only exist for those persons with a signed contract

Right to Privacy

The Caldwell County 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.

Through the use of filtering technology, 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.

Disciplinary Action

Any user who violates the terms and conditions of this Acceptable Use Policy may be subject to any or all of the following consequences:

- Loss of computer privileges and/or network access
- Disciplinary action
- Legal action

In accordance with normal disciplinary procedures, the parent of a minor will be notified in writing of any disciplinary action or loss of privileges.

Users (students, faculty, or staff members) whose accounts are denied, suspended or revoked do have the following rights:

1. To request (in writing) from the District Technology Committee a written statement justifying the disciplinary actions.
2. To submit a written appeal to the Superintendent and a committee he shall designate. Pending the decision of this committee, a user can make a final appeal to the Board of Education. The decision of the Board of Education is final.

References: Kentucky Department of Education, Office of Education Technology
Scott County Board of Education, Georgetown, Kentucky,
Bellingham Public Schools, Bellingham, Washington
Kenton County Board of Education, Erlanger, Kentucky

Approved 8/99
Updated 6/06 and 7/07

Employee/Volunteer User Contract

Directions: After reading the Acceptable Use Policy, please read and fill out the appropriate portions of the following contract completely and legibly. Your signature is required for direct access. Please detach and return the contract to your School Technology Coordinator.

I have read the Caldwell County Schools Acceptable Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the AUP is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

Additionally, if I am in the position of a teacher or someone whose duties include classroom management and/or student supervision, I acknowledge my responsibility for exercising reasonable supervision of student access to the Internet and electronic mail.

Employee/Volunteer Name (please print): _____

Employee/Volunteer Signature: _____

Date: ____/____/____

This signed contract must be returned to and kept on file by the school technology coordinator as a legal/binding document. Concerns regarding this policy should be addressed in writing to the Superintendent/designee.