

**Access to Electronic Media**  
**MCLEAN COUNTY PUBLIC SCHOOLS**

**ELECTRONIC MAIL/INTERNET**

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

**GENERAL STANDARDS FOR USERS**

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research, instruction and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

**NO PRIVACY GUARANTEE**

The network administrator/District Technology Coordinator has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers to be private.

**RULES AND REGULATIONS**

Generally, behavior including, but not limited to, the following is not permitted:

1. Accessing, displaying or transmitting pornographic, obscene, violent, illegal, sexually explicit or offensive messages, pictures or materials.
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging, vandalizing or theft of resources including computer systems, computer networks, or school/District websites
5. Violating copyright laws
6. Using another user's password
7. Trespassing in another user's folder, work, or files

**Access to Electronic Media****RULES AND REGULATIONS (CONTINUED)**

8. Intentionally wasting limited resources
9. Using the network for private, profit, personal or commercial purposes (including home banking, EBay, etc.)
10. Loading of illegal, non-approved or non-licensed software, on Board owned equipment, including uploading and downloading from the Internet and unreliable sources.
11. Installing software without permission by proper school or District authorities including (Games, Shareware and Freeware).
12. Using the network to access, display, send, receive or communicate with gangs, hate groups, or groups with violent themes.
13. Streaming of audio or video for non-educational purpose (YouTube, LimeWire, iTunes, etc.).
14. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

**SPECIAL SAFETY CAUTIONS, WHICH ARE ANALOGOUS TO COMMON PRACTICE**

1. Students should not reveal their name and personal information to or establish relationships with “strangers” on the network, unless a parent or teacher has coordinated the communication.
2. The school should not reveal a student’s personal identity or transmit a student’s work or picture with personally identifiable information without written parental consent.
3. Student e-mail accounts will be created for students that are enrolled in grades 5-12 only. For students enrolled in grades K-4, e-mail accounts will be requested by the classroom teacher for the purpose of special projects. At the conclusion of the project, the e-mail accounts will be removed. (See procedure 08.2323 AP.21).

## **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.

### **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 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 minor’s access to materials harmful to them.

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

### **PERMISSION/AGREEMENT FORM**

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.

**Access to Electronic Media**

(Acceptable Use Policy)

**EMPLOYEE USE**

Employees shall use electronic mail only for purposes directly related to work-related activities.

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.

**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.

**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.

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(Acceptable Use Policy)

**TELEPHONE AND VOICE SYSTEMS**

- McLean County Schools, in compliance with policy 05.4, has installed Voice Systems (telephones) in all schools. Every classroom is equipped with a handset and voice port connected to the school voice system.
- 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, students and staff, no telephone calls from outside the school shall go directly into the classroom.
- All SBDM councils will adopt policies and develop specific procedures on how the school will address telephone calls or messages (voice mail, secretary messages, etc.) to and from the classroom.

**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.

**REFERENCES:**

KRS 156.675; 47.U.S.C. § 254; 701 KAR 5:120

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

05.4

08.1353; 08.2322

09.14; 09.421; 09.422; 09.425; 09.426

**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 _____ School _____
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 OF LIVE@EDU**

The Outlook Live e-mail solution is provided to your child by the District as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in District policy/procedure as provided, and that the data stored in such Live@edu services, including the Outlook Live e-mail service, is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child can also 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 is managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live 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.