

Access to Electronic Media**ACCEPTABLE USE PROCEDURE****INTRODUCTION**

The Lee County Board of Education recognizes the education and social benefits of the use of technology and in particularly networked computer resources and tools. The Board of Education believes that the use of such resources and tools can be a vital and integral part of every student's educational process while attending Lee County Schools. However, just as with any tool, particular care in the proper use and maintenance must be observed.

The use of technology established by the Lee County School System must conform to rules and regulations already established by the Lee County Board of Education, the site-based councils and by the rules and regulations set forth in the Lee County student and faculty handbooks. Further, the use of such tools shall be a privilege to be used for educational purposes and no such other use shall be tolerated.

Students and staff are responsible for good behavior on school computer networks just as they are in a classroom or hallway. General school rules for behavior and communications apply. The network is provided for students and staff to conduct research and communicate with others. Access to network services will be provided to students and staff who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access to Lee County technical resources is a privilege, not a right.

Because it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. The Lee County Board of Education supports each family's right to decide whether or not to allow their children to have access.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

ACCESS TO NETWORK FILES

Network storage areas may be treated like school lockers. There is no guarantee of privacy. The Superintendent/designee may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on District servers or through District provided or sponsored technology services, will always be private. Network management and monitoring software packages will be used for random access to monitor use, to review progress and for security purposes.

Access to Electronic Media**ACCESS TO NETWORK FILES (CONTINUED)**

The District reserves the right to access stored records in cases where there is reasonable causes to expect a wrongdoing or misuse of the system. Courts have ruled that old messages may be subpoenaed and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use. In general, users are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic media and telecommunications are not to be utilized to share confidential information about students or other employees.

GENERAL GUIDELINES

Generally, misbehavior including, but not limited to, the following must be adhered to and agreed upon:

1. Users shall not violate State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. The use of computer and technological resources shall be for educational purposes.
3. Computer resources shall not be used to destroy data, information, computer systems, computer networks, school/District websites, or resources.
4. Computer resources may not be used to harm others physically, verbally, emotionally, or financially.
5. Technology resources shall not be used 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.
6. Supervisors have the right to identify resources accessed and to attest to their educational and classroom appropriateness.
7. Users are responsible for properly maintaining their computer accounts, data, and passwords.
8. The users must adhere to rules and regulations posted or administered by the supervisor.
9. Personal information such as full name, address, etc., of minors shall not be disclosed without parental and/or supervisor's consent.
10. Users will respect and uphold copyright laws.
11. Users shall not access inappropriate material (sexually explicit, obscene or vulgar language, violence, drug abuse, hate groups, etc.) nor show others how to do the same.
12. Users will respect the rights and privacy of other computer users.
13. Active searches for security problems will not be conducted.
14. Users will not attempt to create or distribute computer viruses.
15. By signing the user agreement and/or parent permission form, the student or staff member has agreed to abide by Board policy governing access. The Board will assume that the individual student or staff member is complying with policy and will not unreasonably monitor or control utilization of the network.

Access to Electronic Media**GENERAL GUIDELINES (CONTINUED)**

16. The schools will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member.
17. Teachers and other whose duties include classroom management and/or student supervision shall acknowledge responsibility for exercising reasonable supervision of student access to Internet and electronic media.
18. Logs of Internet activity will be examined periodically to detect access to sexually explicit or other objectionable material as defined by the District.

LOSS OF NETWORK SERVICES

Violation of any of the regulations listed will result in a loss of access to technological resources, and may result in other disciplinary or legal action. Use of public property for personal gain is a felony. Violators may be subject to prosecution.

The District Technology Coordinator may suspend or close an account at any time as required. The administration, faculty and staff of the Lee County School System may also request the system administrator or District Technology Coordinator to deny, revoke or suspend specific user accounts.

REFERENCES:

KRS 156.675
Kentucky Educational Technology System (KETS)
47 USC 254
701 KAR 5.120

RELATED POLICIES AND PROCEDURES:

08.1353
08.2322
09.14

Review/Revised:7/10/12