

Access to Electronic Media

(Acceptable Use Policy)

INTRODUCTION

The Lee County Board of Education recognizes the educational and social benefits of the use of technology and, in particular, networked computer resources and tools. The Board of Education supports reasonable access to various information formats for students and employees 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. 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 technological resources in 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 uses shall be tolerated. 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.

Students and staff are responsible for good behavior on school computer networks just as they are in a classroom or a school 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 technology resources is a privilege, not a right.

SAFETY

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.

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SAFETY (CONTINUED)

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.

ACCESS TO NETWORK FILES

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers 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. The District reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing 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 mail and telecommunications are not to be utilized to share confidential information about students or other employees.

GENERAL GUIDELINES

1. The use of computer and technological resources shall be for educational purposes.
2. Computer resources shall not be used to destroy data, information, computer systems, computer networks, school/District websites, or resources.
3. Computer resources may not be used to harm others physically, verbally, emotionally, or financially.
4. 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.
5. Supervisors have the right to identify resources accessed and to attest to their educational and classroom appropriateness.
6. Users are responsible for properly maintaining their computer accounts, data, and passwords.
7. The users must adhere to rules and regulations posted or administered by the supervisor.
8. Personal information such as full name, address, etc., of minors shall not be disclosed without parental and/or supervisor's consent.
9. Users will respect and uphold copyright laws.

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GENERAL GUIDELINES (CONTINUED)

10. 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.
11. Users will respect the rights and privacy of other computer users.
12. Active searches for security problems will not be conducted.
13. Users will not attempt to create or distribute computer viruses.
14. 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.
15. The schools will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member.
16. 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.
17. Logs of Internet activity will be examined periodically to detect access to sexually explicit or other objectionable material as defined by the District.

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

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.

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.

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RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

REFERENCES:

[KRS 156.675](#); 47.U.S.C. § 254; [701 KAR 005:120](#)

[16 KAR 1:020](#) [KAR 001:020](#) (Code of Ethics)

47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520

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

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