

# Nicholas County Schools

## ELECTRONIC RESOURCES ACCEPTABLE USE POLICY

### DEFINITIONS

LAN = Local Area Network

WAN = Wide Area Network

NCS-Net = Nicholas County Schools Network

### Access to Electronic Media:

#### Student and School Personnel Use

The Nicholas County Board of Education supports the privilege of students and school personnel to have reasonable access to various information formats and believes it is incumbent upon students and school personnel to use this privilege in an appropriate and responsible manner.

#### Procedures and Guidelines

The District Technology Coordinator shall develop and implement appropriate procedures to provide guidance for student and school personnel access to electronic media. Guidelines shall address ethical use of electronic media, including the Internet, and issues of privacy versus administrative review of electronic files and communications and shall prohibit use 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.

#### User Contract for Students

A written parental request shall be required prior to the student being granted access to electronic media involving district technological resources.

The required *Student User Contract*, 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 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 must provide the District Technology Coordinator with a written request.

#### User Contract for School Personnel Members

A signed *School Personnel User Contract* shall be required prior to school personnel members being granted independent access to electronic media involving district technological resources.

The required *School Personnel User Contract*, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the school personnel member. This document shall be kept on file as a legal, binding document.

## **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.

## **Access Privileges to Electronic Materials**

In the Nicholas County School District, access to electronic information/resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons, the Nicholas County Board of Education maintains the right to limit access to software and/or documents found either on the Local Area Network (LAN), Wide Area Network (WAN) or the Internet, via technical or human barriers.

## **General Standards for Users**

The following standards are used as a general structure for student and school personnel member access to electronic resources. ALL students and school personnel will receive an orientation covering LAN, WAN, and Internet applications.

### **Students**

Students are allowed to use network resources using a username and password login. This type of user login allows students read-only access to instructional software and data files.

Students' access to the Internet is only available under the direct supervision of a teacher or an instructional assistant and with a release form signed by the student and parent or guardian. Students are not allowed to have unsupervised access to the Internet or e-mail at school.

Teachers and students can set "bookmarks" which are tagged and pre-selected sites on the Internet. This enables a teacher to lead online sessions but provides students with parameters outside which they should not venture.

Students (grades 4-12) with specific classroom assignments will be offered access to electronic mail and must attend a minimum of one-hour training/awareness session provided by the District Technology Coordinator or designee prior to being given the account. A signed, parent consent will be required for this privilege.

### **School Personnel**

For all school personnel who have network access, an account(s) with appropriate rights will be established. This account includes access to electronic mail. School personnel with electronic mail accounts must attend a minimum of one-hour training/awareness session provided by the District Technology Coordinator or designee prior to being given an account.

### **Classroom Telephone Usage**

Telephones for teachers are provided in every classroom for emergencies and strictly for educational purposes. Personal calls, except those authorized by the individual school, are not considered acceptable use of these telephones. Classroom phones are not for student use. To protect the instructional process, students and staff, no telephone calls from outside the school shall go directly into the classroom. Staff will refrain from using

these telephones during instructional time. Use of these telephones for any purposes prohibited by any school or Board of Education policy is prohibited.

### **Community Access**

Community members may have access to the Internet at school upon request. Community members with Internet access must abide by the same rules and regulations as the district's school personnel.

### **Right to Privacy**

The network administrator or the District Technology Coordinator has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised not to place confidential documents in his/her user directory. Network management and monitoring software packages will be used to review progress and for security purposes by randomly accessing student and school personnel monitors. Proxy Authentication is enforced requiring all users to use his/her unique username and password. In compliance to state regulations, the daily District Proxy Logs will be monitored and kept on record for a minimum of 30 days. Encryption will not be allowed, any users with encrypted or hidden files will be denied further access to the network.

### **Misuse of Information Technology and the Law**

Copyright: Most software and much of the information posted on the Internet are copyrighted. Before software can be loaded on a computer or fileserver, the District must have the legal right to install that particular version of the software. The software license will specify whether the rights purchased are for single user on a single workstation, for multiple users, or for multiple workstations. Software may not be copied or shared outside the provisions of the agreement with the software publisher. Distributors of software and the Software Publishers Association have the right to audit the District at anytime to ensure compliance with licensing agreements. Violations of software licensing agreements may constitute serious infractions of federal law and the violator may be subject to civil and/or criminal penalties.

### **Do not:**

- ① Copy software without authorization from the publisher or copyright holder;
- ① Use software for which you do not have proof or legal right;
- ① Copy information or programs from the Internet and re-use or distribute it without acknowledging authorship and source;
- ① A "Tech Request" will need to be submitted for installation of all software.

## NCS-Net Terms and Conditions (Including Internet Access)

### Acceptable Use

Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is inappropriate. Illegal activities are strictly prohibited. Using your NCS Internet account to play games (including MUD's or multi-user games) is not an acceptable use.

### Rights, Responsibilities, and Privileges

This document of the *Electronic Resources Acceptable Use Policy* must be signed by all students and his/her parent or legal guardian. School personnel acquiring a user account must also sign. The purpose is to enable all users to understand clearly their responsibilities as users of the Internet via the NCS-Net. If you have any questions about these responsibilities, please contact your network administrator or the District Technology Coordinator.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet and e-mail use, and could eliminate future access.

The following will have responsibility for dealing with such violations:

Students – Principal, School Technology Committee Designee, and District Technology Coordinator

School Personnel – Superintendent, Principal, and District Technology Coordinator

Community Users - Superintendent, Principals, District Technology Coordinator

## Network and Internet Regulations

**The use of your account must be in support of education and research and consistent with educational objectives of the Nicholas County Board of Education.** (This Network and Internet Regulations apply to ALL USERS, including wireless users.)

- ☞ All users must use his/her own unique ID and password to log on and off district workstations. The only exception is for students at the Primary level (K-P3), they log in using a shared account. All users will use a pre-defined network location (user folders) for storage of files. These user folders will be used for text documents and research related materials only. Files located on individual workstations are subject to erasure without warning by technical staff during upgrades, maintenance, or re-installs.
- ☞ Network storage areas may be treated like school lockers. Network administrators 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 will always be private.

- ☞ You may not give your password to anyone, and it is suggested that that you replace your password every three months to ensure security.
- ☞ You may not use another users' password.
- ☞ All workstations will be shut down at the close of each school day to provide added security.
- ☞ No workstation should ever be left on and logged into the network. Should the user leave his/her station logged on and an unauthorized user gains access to the network, the user will be held liable for any damages.
- ☞ No student will have access to the Internet without direct adult supervision. This includes before and after school. Any student violating this will face consequences. The staff member who has responsibility for that student will be responsible to the building principal and/or district administrative staff.
- ☞ You may not use or alter anyone else's network account.
- ☞ You may not offer Internet access to any individual via your NCS-Net account.
- ☞ You may not break in or attempt to break into any other computer network.
- ☞ You may not create or share computer viruses.
- ☞ You may not destroy another person's data.
- ☞ You may not reveal personal addresses, phone numbers, or photographs of students and/or colleagues.
- ☞ You may not monopolize the resources of NCS-Net by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using system resources for games.
- ☞ You may not use MUD (multi-user games) network via the NCHS-Net.
- ☞ You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material. (The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and school personnel member beyond the scope of supervision defined in the user agreement)
- ☞ Purposefully annoying other Internet users, on or off the NCS-Net system, is prohibited; this includes such things as continuous talk requests. As a user of this community system, users should notify a network administrator of any violations of this contract taking place by others or outside parties; this may be done anonymously.
- ☞ No illegal activities may be conducted via the network.

#### **Electronic Mail Regulations**

- ☒ Be polite.
- ☒ Use appropriate language. Do not swear; use vulgarities or any other inappropriate language.

- ☒ Do not send or forward “chain” mail.
- ☒ Do not write or send abusive messages to others.
- ☒ E-mail shall be used for approved school related purposes only. Its purpose is to provide effective communications between staff members and themselves as well as other professionals in education. The following types of e-mail, though not limited to these, shall not be used :
  - ✓ To conduct personal business or carry on personal relationships
  - ✓ To rebuke, embarrass, or strike-out at others
  - ✓ To harass or play practical jokes on others
  - ✓ To send chain letters and other non-work related correspondence
  - ✓ To send unsolicited mail to others
- ☒ Do not reveal personal addresses, phone numbers, or photographs of students and/or colleagues. Note that electronic mail is not guaranteed to be private. The network administrator has access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- ☒ Conscientious users will clean up their mail regularly and save important information to user folder rather than leaving it on the network server.
- ☒ Mailbox size is limited to two megabytes.
- ☒ Do not leave your e-mail up and active while you are away from your workstaion.

#### **Loss of Network Services**

A user account may be suspended or closed at any time as required. School personnel may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts. Revocation of unsupervised network and Internet access will be for a period of not less than one calendar year.

Users (students and school personnel) whose accounts are denied, suspended, or revoked do have the following rights:

- 1) To request (in writing) from the District Technology Coordinator a written statement justifying the actions.
- 2) To submit a written appeal to the Superintendent. Pending this decision a user can make a final appeal to the Board of Education. The decision of the Board of is final.

#### **Liability**

Nicholas County Board of Education will not be responsible for damages including but not limited to loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user errors or omissions.

## Security

Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on NCS-Net, s/he must notify the school network administrator or School Technology Coordinator. Do not demonstrate the problem to other users.

## Vandalism

Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating system or applications of another user, computer hardware, NCS-Net, or any of the above listed agencies or other networks that are connected to KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

For additional information see Board Policies (BP) found in the Student Code of Conduct (BP9.438) and in BP 03.1321, BP 03.2321, and BP 03.1325 for certified and classified employees regarding use of school property, disrupting the educational process, and conduct. Kentucky Statutes include Criminal Damage to Property Law, Class D Felony KRS 512.020 and Unlawful Access to a Computer, Class C Felony Kentucky Criminal Statute KRS 434.840-434.860.

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## Nicholas County Board of Education

### Electronic Resources Acceptable Use Policy

#### *School Personnel User Contract*

I have read the *Electronic Resources Acceptable Use Policy* and agree to follow the acceptable use of the network and proper network etiquette. I understand that I am responsible for my own personal behavior using Nicholas County Board of Education electronic resources, including but not limited to the LAN, WAN, and the Internet.

School Personnel's Name (please print): \_\_\_\_\_

School Personnel's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please, turn this signed form in to your building principal or District Technology Coordinator.

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## Nicholas County Board of Education

### Electronic Resources Acceptable Use Policy

#### *Student User Contract*

**Directions:** After reading the *Electronic Resources Acceptable Use Policy* please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is required for ALL students. Please return the contract to your homeroom teacher.

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last  
: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

***Student:***

**I have read the Electronic Resources Acceptable Use Policy. I understand and will abide by the stated Electronic Resources Acceptable Use Policy. 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, school disciplinary action and/or appropriate legal action may be taken.**

Student's Name (please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

THE FOLLOWING SECTION MUST BE COMPLETED PRIOR TO SUPERVISED ACCESS PRIVILEGES

***Parent or Guardian***

**As the parent or guardian of this student, I have read the Electronic Resources Acceptable Use Policy. I understand that this is designed for educational purposes and the Nicholas County Board of Education has taken available precautions to eliminate access to controversial and/or inappropriate material. However, I also recognize it is impossible for the Nicholas County Schools to restrict access to all controversial and/or inappropriate materials and I will not hold them responsible for materials this student may acquire on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account to the student named above and certify that the information contained on this form is correct.**

Parent or Guardian (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_