

## Access to Electronic Media

### **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. According to 701 KAR 5:120, every student and adult must use the current KETS e-mail product standard when using a school district workstation or network resource. These resources include the internal school e-mail network or e-mail communications to others outside the school on the 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.

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.

### **CONSENT FOR USE**

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

### **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.

## **Access to Electronic Media/Email and Web Page Development**

### **GENERAL STANDARDS FOR USERS (CONTINUED)**

The network is provided for users to conduct research 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.

### **WEB PAGE AUP FOR TEACHERS/SPONSORS/STUDENTS**

Middleboro Independent Schools offer a District web page, individual school web pages, teacher web pages and numerous subsection pages for organization, clubs, sports, curriculum, etc. The primary purpose of each page is communication with parents, students, and the general public. This document contains the Acceptable Use Policy (AUP) for posting on the Middleboro Independent Schools' web pages. All web pages are public in nature and Board Policy 08.2323 and related procedures shall apply. The look of the pages and the content represent the schools and the District. It is important to have quality content, timely announcements, etc. that feature accuracy, good grammar, correct spelling and appropriate content. Employees who allow students to publish on pages which the teacher or sponsor is listed as editor must monitor the content at all times. While most students are responsible, there is the possibility of a student using poor judgment and posting something that is potentially offensive, inaccurate, or inappropriate. Teachers and sponsors are required to check the student's work before anything is posted "live" on the web.

Teachers and sponsors will be held accountable for all content posted and violations of the Web Page Acceptable Use Policy and Procedures. Whenever the content, subject, photo, etc. is in question, please ask the TRT or Director of Technology to review the page before it is published

### **RULES AND RESPONSIBILITIES**

#### **Educational and Communication Purpose**

- The Middleboro Independent Schools' web page and subsections have been established for educational purposes and for communication with all stakeholders. The use of the web pages must be in support of education and research and must be consistent with academic expectations of the Middleboro Independent Schools as well as communicating information to the community.
- The Middleboro Independent Schools' web page has not been established as a public access service or a public forum. Restrictions may be placed on the material Users access or post. Users are expected to follow the rules of the District's Web Page AUP, Board Policy 08.2323 and related procedures, and the law in their use of the Middleboro Independent Schools' web page.
- Users may not use the Middleboro Independent Schools' web pages for commercial purposes unless a special waiver is obtained from both the Director of Technology and the Director of Public Relations. They may not offer, provide, or purchase products or services through the schools' data system unless a special waiver is granted.
- Users may not use the Middleboro Independent Schools' web pages for political lobbying. The web pages may not be used to support a candidate or to express opinions on political issues.

## **Access to Electronic Media and Web Page Development**

### **RULES AND RESPONSIBILITIES (CONTINUED)**

- Individual employees are responsible for their use of the web pages and are required to proof their own work and that of any work done by students **BEFORE** it is published. No one shall intentionally waste District resources.

### **Students posting to the Middlesboro Independent Schools' web page and/or subsections**

- Students must be under teacher supervision when working on the web pages.
- Students have access to School Wires for the purposes of instruction and education. They are **NOT** permitted to have their own login. They must use the teacher's/sponsor's login and all content must be checked by the teacher/sponsor before the page is published.
- Access to the web page is a privilege not a right. Inappropriate use will result in suspension of privileges as well as disciplinary action.

### **UNACCEPTABLE USES**

#### **Personal Safety**

- Users will not post personal information (home address, home telephone, etc.) about themselves or other people beyond the identification of the school and contact information.
- Students' names posted online will consist of first name only.
- Users will promptly report to the Curriculum/Technology Resource Teacher (CTRT) any messages received that are inappropriate or make them feel uncomfortable.

#### **System Security**

- Users are responsible for their individual accounts and should prevent others from using their account. Users should never provide their passwords to another person. However, teachers may log in themselves and monitor a student using their account.
- Users will notify the CTRT or the Director of Technology immediately if they have identified a possible security problem.

#### **Illegal Activities**

- Users will not attempt to gain unauthorized access to the Middlesboro Independent Schools' web page or to any other computer system through the Middlesboro Independent Schools' data system. This includes attempting to log in or "browse" through another person's account or accessing another person's files. These actions are illegal.
- 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.
- Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading viruses or by any other means. These actions are illegal.
- Users will not use the Middlesboro Independent Schools' web pages to engage in any other illegal act under state and federal law.

## **Access to Electronic Media and Web Page Development**

### **Illegal Activities (continued)**

- Vandalism shall result in the cancellation of privileges. Vandalism is defined as any attempt to harm or destroy equipment, data, the operating system or applications of another user.

### **Inappropriate Language/Actions**

- Restrictions against inappropriate language apply to public messages and material posted on web pages.
- Users shall not use obscene, profane, vulgar, rude, inflammatory, threatening, or disrespectful language, materials and/or pictures.
- Users shall not engage in personal (prejudicial or discriminatory) attacks or in harassment (persistently acting in a manner that distresses or annoys another).
- Users shall not knowingly or recklessly post false or defamatory information about a person or organization.
- Users shall not post chain letters or engage in “spamming” (sending annoying or unnecessary messages to large numbers of people).
- District personnel have the authority to determine whether or not content is appropriate.

### **Plagiarism and Copyright Infringement**

- Users shall not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. Exceptions are reposting articles from the Middlesboro Independent Advocate Messenger since permission has been granted.
- Users shall respect the rights of copyright owners. Copyright infringement occurs when Users inappropriately reproduce a work that is protected by a copyright. Copyright laws can be very confusing. If Users have questions, they should ask a District authority.

### **RIGHT TO PRIVACY**

Any files or accounts on the Middlesboro Independent Schools’ network and School Wires are the property of the Middlesboro Independent Schools. The Middlesboro Independent Schools reserves the right of a network administrator to access any User files on School Wires at any time. Users are advised not to place confidential documents in their User folder and never to use the web page for confidential information. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

### **CONSEQUENCES**

Based upon the guidelines outlined in this document, inappropriate use may result in the closing or deletion of District Web Pages at any time. Violation of any of the above mentioned rules and responsibilities may result in a loss of access and may result in other disciplinary and/or legal actions. The appropriate principal and/or the superintendent will be notified of any violation of these rules.

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