

Access to Electronic Media

Acceptable Use Policy

August 8, 2016

Somerset Independent Schools

08.2323

- 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.

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.

Employee Use

- Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, **they shall be used for purposes directly related to work-related activities.**

Employee Use

- Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.
- Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

Employee Use

- **All employees shall be subject to disciplinary action** if their **conduct** relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (**EPSB**) as required by law and may form the basis for disciplinary action up to and including termination.

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:
- 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;
- Maintaining and securing a usage log; and
- Monitoring online activities of minors.

References

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

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

Public Law 110-385, Broadband Data
Improvement Act/Protecting Children in the
21st Century Act.

Kentucky Education Technology System (KETS)

08.2323 AP.1

NO PRIVACY GUARANTEE- I OWNED/ORG OWNED

Rules and Regulations

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

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computer systems, computer networks, or school/District websites
- Violating copyright laws
- Using another user's password
- Trespassing in another user's folder, work, or files

RULES AND REGULATIONS (CONTINUED)

- Intentionally wasting limited resources
- Using the network for commercial purposes
- 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.

082323 AP.11

Device Use Agreement

Somerset Independent is in the process of providing another tool for students to use in our classrooms. This initiative involves providing a Wireless Network that can be accessed via personal devices. This network will be available to reinforce and support classroom instruction while improving opportunities for students to become College and Career Ready.

[BYOD Initiative](#)

CIPA/Senate Bill 230

The Children's Internet Protection Act is a federal law enacted by Congress.

CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program.

CIPA Requirement

Schools subject to CIPA have The following requirements:

- their Internet safety policies must include monitoring the online activities of minors
- as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Certified Personnel

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Classified Personnel

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

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Senate Bill 230

...Directs each local school district and school to use the latest available filtering technology to ensure that sexually explicit material is not made available to students;

Electronic Access/User Agreement Form

-Complete the Attached User Agreement and give to your STC as you leave today.

Thank You and Best Wishes for a Great Year!