

Owen County *Employee* Acceptable Use Policy



After reading the Acceptable Use Policy guidelines, please read and fill out the following contract completely and legibly. Your signature is required for direct access. Please return the contract to Naomi Cornette, CIO.

The Owen County Schools have access to and use of the Internet and E-mail as part of the instructional or job related process. All employees must sign an Acceptable Use Policy agreement before direct access to the Internet or electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or teacher directed electronic mail. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Employees and volunteers will be held accountable for violations of the Acceptable Use Policy agreement and understand that disciplinary action may be taken.

The Owen County School District (“District”) provides students and staff with a service herein after referred to as **the Network**. The Network is a computer service, which includes the use of servers, software, Internet and Email. These procedures also address the use of Electronic Instructional Devices, including desktop computers, laptop computers, PDA’s, word processors, peripheral telephone usage, and other instructional technology equipment. In addition to providing students and staff with the understanding and skills needed to use technology resources and telephone services in an appropriate manner, the Owen County School District reserves the right to monitor all activity on the Network, including Internet, Email, and instant messaging. Furthermore we:

1. Reserve the right to monitor computer use or lack of use.
2. Reserve the right to deny access to the Network, including Internet, Email, and instant messaging to any individual.
3. Shall establish procedures that will maximize the Network system security.

The standards for student and staff access to the Owen County School Network are:

- Network access throughout the District is to be used for educational purposes, instruction, research, and school administration only. Network access is not to be used for private business, illegal activity, political activity, or accessing sexually-oriented or other inappropriate material (e.g. material promoting drugs, alcohol, tobacco, illegal activity, etc.)

- Instructional staff will select and guide students on the appropriate use of the Internet and instructional software on the Network.
- The District will be responsible for supervising Network use. Auditing procedures are in place to monitor access to the Network. **However, the District cannot continually monitor every communication and Network session for every student and staff member beyond the scope of supervision defined in the user agreement.**
- Internet access for students must be agreed upon by the parents/guardians of students.
- Staff will not reveal a student's full name or post a picture of the student or the student's work on the Network with personally identifiable information unless the parent has given prior written consent.
- The content of any District web page is the responsibility of the sponsoring staff member who hosts the page.
- Network access is only permissible by District staff, District administration, and District students.
- Passwords **MUST** be at least 6 characters. **DO NOT** use anything that would be easy to guess.

All guidelines contained within this AUP governing inappropriate language apply to telephone usage. The procedures in this AUP governing telephone usage also apply to District cellular phones and other wireless telecommunication systems such as PDAs, Smart phones and Blackberries, etc.

General Principles

When a student, teacher, or staff member at an Owen County School accesses the Network or an Electronic Instructional Device owned or operated by the school system, he/she assumes certain responsibilities and obligations. All access of this type is subject to school policies and to local, state, and federal laws. The school administration expects that student, faculty, and staff use of technology resources provided by the school will be ethical and will reflect academic honesty. Students, faculty and staff must demonstrate respect for intellectual property, ownership of data, and system security mechanisms.

The Owen County Schools consider any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information that may suggest that a person is using technology resources inappropriately. Violators are subject to disciplinary action by school officials that may include loss of computer privileges and/or termination for staff. Offenders may also be prosecuted under laws including, but not limited to, the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986, and the Computer Virus

Act. The General Guidelines listed below apply to the Network, Internet, Email, and instant messaging communications:

- Use technology resources only for authorized purposes following established procedures;
- Be responsible for all activities on your assigned Electronic Instructional Device;
- Access only files and data that are your own, which are publicly available, or to which you have been given authorized access;
- Use only legal versions of copyrighted software;
- Be considerate in your use of shared resources;
- Abide by this acceptable use policy.

Local Technology Resources

- The use of your account must be in support of education and research and consistent with the educational objectives of the Owen County Schools.
- You may not give your password to anyone.
- You may not use/access another person's account.
- You may not transmit obscene, abusive or sexually explicit language
- You may not create or share computer viruses.
- You may not destroy another person's data.
- You may not use the network for commercial purposes.
- You may not monopolize the resources of the Owen County Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games. You may not participate in chain e-mail.
- You may not break or attempt to break into other computer networks.
- You may not use MUD (multi-user games) via the network.
- You are not permitted to get from or put onto the network or other storage device any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.

Internet Regulations

- Internet access through the school is to be used for instruction, research, and school or job related activities. School access is not to be used for private business or personal, non-work related communications.
- Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.

- You may not offer Internet access to any individual via your Owen County account.
- Purposefully annoying other Internet users, on or off the Owen County Schools system, is prohibited. This includes such things as continuous talk requests and chat rooms.
- Students should not reveal their name and personal information to or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication.
- The school should never reveal a student's personal identity or post on the Internet a picture of the student or the student's work with personally identifiable information unless the parent has given written consent. A student who does not have a signed AUP on file may not share access with another student.
- As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

Electronic Mail Regulations

Students and employees of Owen County Schools are prohibited from using district resources to establish or access Internet E-mail accounts through third party providers (eg. AOL, Hotmail, Yahoo, etc.). Only Kentucky Education Technology Systems e-mail can be used. All remote access applies to the following regulations. The electronic mail is not guaranteed to be private and will be monitored at the district level. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Email addresses are assigned to all students. Email is a great way for students to correspond with teachers and send work. Your child's email will not show his/her name. The addresses are not made public. The only way for someone to email your child is for him/her to give it to the person. The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in

those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

- Students and employees of Owen County Schools are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems e-mail can be used.
- Be polite. Do not write or send abusive messages to others.
- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.
- You may not use electronic mail for communications that are not through your school account. Do not use electronic mail, for instance, from a source other than your @Owen.kyschools.us account.
- You may not swear, use vulgarities or any other inappropriate languages.
- You may not send or attach documents containing pornographic, obscene, sexually explicit or other inappropriate material.
- You may not access, copy or transmit another user's messages without permission.
- You may not send electronic messages using another person's name or account or allow others to send correspondence under your name.
- You may not send electronic messages anonymously.
- You may not send chain letters, executable programs, screen savers, etc. through electronic messages.

Violations of these terms may result in, but are not limited to, restrictions on email usage and/or reduction/termination of available network services. The electronic mail is not guaranteed to be private. The electronic mail is not private. District personnel and others who operate the Network do have access to all email, and usage is monitored. Messages relating to or in support of illegal activities may be reported to the authorities. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages relating to or in support of illegal activities OR indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and/or other appropriate authorities.

Teacher and Staff Supervision of Student Technology Use

Owen County School EMPLOYEE AUP

This document supercedes all other printed Acceptable Use Policies – Adopted August, 2009

- Teachers and others whose duties include classroom management and/or student supervision shall sign an Acceptable Use Policy agreement acknowledging responsibility for exercising reasonable supervision of student access to Internet and electronic mail.
- Teachers shall not direct or advise students accessing school computing and communications networks to use electronic mail systems other than the Kentucky Education Technology System standard email system.
- Teachers must be prepared to integrate the use of electronic resources into the classroom. Generally, the manner in which teachers evaluate instructional materials and content today will apply to the selection of electronic resources. On the Internet, however, information can be made available without being edited by a publisher, screened by a textbook committee, or selected by a known bookseller. Teachers must be cautioned that **quality and integrity of content on the Internet is not guaranteed**. Teachers and students provided permission to do independent research must examine the source of the information. (i.e. Is source clearly identified? Is it an individual, an organization, an educational institution, or a publisher?)

Students should not be provided with unsupervised access to electronic resources. Tools have been provided to help ensure the safety and proper use of technology but it is the responsibility of the teacher to exercise reasonable supervision of student access to Internet and electronic mail.

Telephone Usage

Telephone service is available primarily to provide two-way communications with the school office and for contact with parents.

- Staff will refrain from using telephones during instructional time, including personal devices.
- Students may use the telephones under staff supervision when there is a legitimate need such as calling parents to arrange transportation, delivery of medicine or clothes, or similar rare circumstances.
- Instructional time will not be interrupted to transfer calls except in emergencies.

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I have read the Owen County Schools Acceptable Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. I understand that all terms and regulations also apply when remotely accessing any account through the Owen County network. Should I commit any violation my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Name (please print): _____ **Location:** _____

Signature: _____ **Date:** ____/____/____