

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #: IX G DATE:** January 16, 2019

**TOPIC/TITLE:** Procedures 08.2323 AP.1, AP.21, AP.11 (WCPS Net Terms and Conditions, Student/Staff Access Form, Internet Safety)

**PRESENTER:** Bob Gibson

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

**BACKGROUND INFORMATION:**

All procedures must have one (1) reading by the Board of Education.

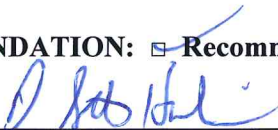
**SUMMARY OF MAJOR ELEMENTS:**

Attached: Procedures 08.2323 AP.1, AP.21, AP.11 (WCPS Net Terms and Conditions, Student/Staff Access Form, Internet Safety)

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:** Once approved will be forwarded to KSBA to be put in place in our current policy/procedures online and in manuals.

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended ☐ Not Recommended



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DRAFT 12/4/18

CURRICULUM AND INSTRUCTION

08.2323 AP.1

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**Access Privileges to WCPSNet Terms and Conditions****DEFINITION OF WCPS NET**

“WCPSNet” (Woodford County Public Schools Network) refers to any technology resource or device provided by Woodford County Public Schools regardless of where it is utilized. This includes but is not limited to District network access, accounts, and devices.

**STUDENT AND STAFF MEMBER USE**

The Board supports the rights of students and staff members to have reasonable access to various informational formats and believes it is incumbent upon students and staff members to use this privilege in an appropriate and responsible manner. Electronic access including, but not limited to, network access, accounts, and devices, shall be used to support and enhance education and research. Personal use of school/District technology resources should be limited and follow acceptable use guidelines.

**PROCEDURES AND GUIDELINES**

The Superintendent shall develop and implement appropriate procedures to provide guidance for student and staff member access to electronic resources through WCPSNet which follow the state and federal regulations and laws pertaining to technology use, safety, and security in a school environment. Guidelines shall address ethical use of electronic resources, including issues of privacy versus administrative review of electronic files and communications. Use of technology resources for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying networks, account, and/or devices is prohibited.

**ACCEPTABLE USE**

Use of WCPSNet and/or other organization’s 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: plagiarism, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the WCPSNet and is inappropriate. Illegal activities are strictly prohibited. Using your WCPSNet Internet account to access unauthorized social media or to play games including but not limited to, unauthorized non-educational games is not acceptable use. Electronic access including, but not limited to, networks, accounts, and devices, shall be in support of education and research. Personal use of technology should be limited and follow acceptable use guidelines.

**RIGHTS, RESPONSIBILITIES, AND PRIVILEGES**

To gain access to WCPSNet, this Terms and Conditions document must be signed by students, parent/guardians, and adults. It is designed to explain clearly the responsibilities as users in regard to the District’s network, accounts, and devices. Any questions about these responsibilities shall be directed to the District’s Chief Information Officer.

Violation of the following terms and conditions may result in the immediate loss of network services including, but not limited to the Internet/e-mail, and could eliminate future access. Violations may incur other consequences including reporting incidents to the building principal, the Superintendent or local authorities for further action.

~~Access Privileges to~~ WCPSNet Terms and Conditions**SECURITY**

It is impossible for Woodford County Public Schools to provide a foolproof environment preventing access to all controversial material and ensuring complete system, data, and account security as outlined in the Terms and Conditions. However, the District has taken available precautions to try to achieve these measures.

The District has implemented an Internet Content Management and Filtering server, located at the District Technology Office. This server restricts/prevents access to objectionable material and logs internet usage including sites visited, date and length of time, and the machine used. Logs will be held for no longer than thirty (30) days. The logs containing this information fall under the Open Records Law and may be accessed by the general public upon request. The logs will be monitored by the Principal/designee at each school and the Chief Information Officer/designee. These individuals will have the authority to access and view sites, some of which may be objectionable, in accordance with their duties.

The District has also taken reasonable measures to ensure all transmissions to/from the Internet are encrypted using the latest security protocols. These measures comply with state and federal laws regarding the storage and transmission of all Personally-Identifiable Information (PII). Cloud services including, but not limited to Office365 and Google G-Suite are implemented and in use throughout the District and follow security protocols.

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 WCPSNet, s/he must notify a system administrator or the Chief Information Officer. Please, do not demonstrate the problem to other users.

**DISCLAIMER**

Woodford County Public Schools will not be responsible for any damages including, but not limited to: loss of data, resulting from delays, non-deliveries, wrongfully directed deliveries, or service interruptions caused by negligence, user errors, or omissions.

In addition, the District is not liable for damages to personal accounts or devices accessed using the WCPSNet resources.

**ACCESS PRIVILEGES TO ELECTRONIC ~~RESOURCES~~ MEDIA**

In the Woodford County Public Schools, access to electronic resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons, the District maintains the right to limit access to software and/or documents found either on WCPSNet or the Internet, via technical or human barriers.



**Access Privileges to WCPSNet Terms and Conditions****NETWORK**

**Students:** The guidelines specifying acceptable use, rules of on-line behavior, access privileges and penalties for policy/procedural violations are available to students and parents or legal guardians of minor students (those under eighteen [18] years of age) during the school year in each school's student handbook. Consent for obtaining access to all parts of WCPSNet is granted by a parent or legal guardian through the submission of the student handbook acknowledgement form. This document shall be kept on file as a legal, binding document and shall continue to be observed throughout the student's enrollment in the District, unless modified by the parent/guardian. In order to modify or rescind the agreement, the student's parent/guardian [or the student who is at least eighteen (18) years old] must contact the District Chief Information Officer/designee at (859) 879-4600.

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.

**Certified and Classified Staff:** The guidelines specifying acceptable use, rules of on-line behavior, access privileges and penalties for policy/procedural violations are available to staff members during the school year in each school's staff handbook. Consent for obtaining access to all parts of WCPSNet is granted to the staff member through the submission of the staff handbook acknowledgement form. This document shall be kept on file as a legal, binding document and shall continue to be observed throughout the staff member's employment in the District.

**NETWORK AND INTERNET REGULATIONS**

1. The use of your network and/or Internet account must be in support of education and research and be consistent with the educational objectives of the Woodford County School District.
2. You may not violate any U.S. or State regulations regarding transmission of material.
3. You may not access or send objectionable material.
4. You may not access social media or instant messaging for non-educational purposes without authorization from the Principal.
5. You may not break in or attempt to break into the school's network or other computer networks.
6. You may not create or share computer viruses.
7. You may not destroy another person's data.

~~Access Privileges to WCPSNet Terms and Conditions~~**NETWORK AND INTERNET REGULATIONS (CONTINUED)**

8. You may not damage computer systems or school/District websites.
9. You may not monopolize the resources of WCPSNet by such things as running large programs and applications over the network, sending massive amounts of email to other users, accessing unauthorized social media, or using system resources for games or other files using large amounts of storage area.
10. You are not permitted to get from or put onto the network any copyrighted (including software), threatening or obscene material, or hacking programs.
11. Purposefully annoying other Internet users including continuous talk requests, on or off the WCPS system, is prohibited.
12. You may not use technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals.
13. As a user of this community system, you will notify a network administrator of any violations of this contract by other users or outside parties. This may be done anonymously.
14. No illegal activities may be conducted via the network including, but not limited to, Internet and e-mail.
15. All communications and information accessible via the network should be assumed to be the private property of the Woodford County Board of Education.

**ACCOUNTS**

**Students:** will have an independent network user account upon submission of the student handbook acknowledgement form. This type of account allows use of network resources, Internet access, email, a private storage directory for student work, and local and web based educational software resources. Students will also receive a Google Apps for Education account. Parents may request that students be given an account without Internet and/or email access.

Accounts created beyond the scope of what the District provides and manages are the sole responsibility of the account creator and are subject to open records requests if their intended use is for educational purposes within Woodford County Public Schools.

**Certified and Classified Staff:** For every staff person whose position requires network access, an account(s) with appropriate rights will be established. This includes, but is not limited to, network resources, Internet access, email, a private storage directory for teacher work, local and web-based educational resources, and District created social media accounts when necessary. ~~account includes access to email and an appropriate, digitized file storage system. In addition, a Google Apps for Education account will be created.~~

Accounts created beyond the scope of what the District provides and manages are the sole responsibility of the account creator and are subject to open records requests if their intended use is for educational purposes within Woodford County Public Schools.

~~All staff must attend a training/awareness session provided by a network administrator or designee.~~

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**Access Privileges to WCPSNet Terms and Conditions****ACCESS TO STATE PROVIDED ELECTRONIC MAIL**

According to 701 KAR 5:120, every student and adult must use the 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. Districts have received sufficient KETS offers of assistance to acquire the hardware and software for e-mail accounts for every student, teacher, and administrator. Therefore, every student and adult should only use those accounts for e-mail communications. The use of your e-mail account must be in support of education and research and be consistent with the educational objectives of the Woodford County School District.

Note that electronic mail is not guaranteed to be private. 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.

For additional information, see board policies found the Student Code of Conduct BP-08.2323 (BP 09.438) and in BP-03.1321, BP-03.2321, BP-03.1325, and BP-03.2325 for certified and classified employees regarding use of school property, disrupting the educational process, and conduct.

**ACCOUNT AND ELECTRONIC MAIL REGULATIONS**

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Do not reveal your personal information or that of other students or colleagues, including, but not limited to, passwords.
4. Do not alter network accounts in any way including Internet accounts.
5. Do not send, share, or maintain objectionable materials.
6. Do not send or forward e-mail "chain letters".
7. Do not offer Internet access to any individual via your WCPSNet account.

**DEVICES**

Students and Certified/Classified Staff Assigned Individual Devices as well as Class Sets

1. You are responsible for the care and protection of your device.
2. You will always supervise your device or leave it in a secure location.
3. You understand your device is for educational use.
4. You will keep your device away from food and drink.
5. You will report loss, theft, and/or malfunction immediately.
6. Your device will always be in the provided case or one from the approved list (if required).
7. You will practice good digital citizenship.
8. You will not change the appearance of your device and will keep barcodes on your device.
9. You understand that your device is subject to inspection at any time without notice and remains the property of Woodford County Public Schools.
10. You will follow the policies in the *Acceptable Use Policy* at all times.

**Access Privileges to WCPSNet Terms and Conditions****DEVICES (CONTINUED)**

11. You agree to return the device and power cords in good condition at the end of the school year (upon request) or if you terminate enrollment/employment at Woodford County Public Schools for any reason.

**STUDENTS PARTICIPATING IN THE 1:1 PROGRAM**

1. You will complete the appropriate level of the Digital Citizenship Driver's License online course.
2. You will bring your device to school each day you are in attendance.
3. You will charge your device's battery daily.

**NO PRIVACY GUARANTEE**

The Superintendent/designee 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 or objectionable documents in their user directory. Users should not expect files stored on District servers or through District provided or sponsored technology services to be private. The tracking of Internet usage is monitored by the Principal and the Chief Information Officer or designee. The logs fall under the Open Records Law and may be viewed by community members upon request. The logs will be maintained for thirty (30) calendar days.

**RAMIFICATIONS**

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.

Vandalism shall result in cancellation of privileges and financial reimbursement of losses. Vandalism is defined as any attempt to access, harm or destroy the operating system or applications of another user, the school's network, equipment, WCPSNet, or any of the agencies or other networks that are connected to the KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

The Chief Information Officer or designee may suspend or close an account at any time as required. The administration, faculty, and staff of WCPS may also request the system administrator or Chief Information Officer to deny, revoke, or suspend specific user accounts or access to school-owned devices. Revocation of accounts and/or devices will be for a period of time determined at the building level. Users (students or staff members) whose accounts are denied, suspended or revoked do have the following rights:

- A. To request, in writing, from the building administrator a written statement justifying the action(s).
- B. To follow the District's grievance procedure.



**Student/Staff Access Form****WCPSNet Student/Staff User Contract**

After reading the Terms and Conditions For Use Of WCPSNet Contract, 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 under the age of eighteen (18). Contracts shall be kept on file as a legal, binding document and shall continue to be observed throughout the student's enrollment in the District, unless modified by the parent/guardian/district. Please return the contract to your teacher or network administrator.

Student First Name (print): \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name (print): \_\_\_\_\_

Student ID #: \_\_\_\_\_ Expected Year of Graduation: \_\_\_\_\_

I have read the WCPSNet Terms and Conditions. I understand and will abide by the stated Terms and Conditions for WCPSNet. 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/employee disciplinary action may be taken and/or appropriate legal action.

Student/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

THE FOLLOWING SECTION MUST BE COMPLETED PRIOR TO ACCESS PRIVILEGES

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the Terms and Conditions for Use of WCPSNet Access. I understand that this access is designed for educational purposes and the Woodford County Public School District has taken available precautions to eliminate access to ~~controversial~~ objectionable material. However, I also recognize it is impossible for WCPS to restrict access to all ~~controversial~~ objectionable materials and I will not hold them responsible for materials this student may acquire on the network. Further, 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 for the student named above and certify that the information contained on this form is correct.

**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.

If you wish to deny consent for an area(s) of WCPSNet Access, please contact the District CIO at 859-879-4600, otherwise sign below granting consent.

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

Parent/Guardian

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

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



**Internet Safety**

All students in the District will be provided instruction about appropriate online behavior through the framework of the *Nine Elements of Digital Citizenship*.

**ELEMENT 1** Digital Access: full electronic participation in society.

**ELEMENT 2** Digital Commerce: electronic buying and selling of goods.

**ELEMENT 3** Digital Communication: electronic exchange of information.

**ELEMENT 4** Digital Literacy: process of teaching and learning about technology and the use of technology.

**ELEMENT 5** Digital Etiquette: electronic standards of conduct or procedure.

**ELEMENT 6** Digital Law: electronic responsibility for actions and deeds.

**ELEMENT 7** Digital Rights and Responsibilities: those requirements and freedoms extended to everyone in a digital world.

**ELEMENT 8** Digital Health and Wellness: physical and psychological well-being in a digital technology world.

**ELEMENT 9** Digital Security (Self-Protection): electronic precautions to guarantee safety.

**PROCEDURES AND GUIDELINES**

Schools shall implement procedures to provide instruction on appropriate online behavior and cyberbullying within the framework of the nine (9) elements of digital citizenship. Documentation of these procedures shall be provided to the Superintendent/designee.

Review/Revised:6/25/12

**Rescind this entirely**