

**Student Access to Electronic Media**

The Marion County Board of Education believes the use of technology enhances education and allows access to resources that maximize teaching and learning. The Board supports the privilege of students and staff to have reasonable access to various electronic information sources and believes that this privilege should be used in a responsible and appropriate manner. Electronic access including Internet and e-mail shall be in support of education and research. Personal use of technology should be limited and follow acceptable use guidelines.

**PROCEDURES AND GUIDELINES FOR GAINING ACCESS TO DISTRICT RESOURCES**

The Marion County Schools Acceptable Use Policy specifies acceptable use, rules of on-line behavior, and the penalties for violations. The signed user agreement shall be kept on file as a legally binding document.

All District classrooms are wired and provide access to the District network. Staff members shall have user/e-mail accounts on the network. Staff members are responsible for all activities associated with their account and for the security of their password. Staff members shall sign the District Acceptable Use Policy User Agreement in order to access their account. Staff members using the Infinite Campus Internet Portal shall follow all rules of acceptable use as specified in this policy.

All students may access the District network. Students shall have individual user/e-mail accounts on the network. Students are responsible for all activities associated with their account and for the security of his/her password. Students are not allowed to use network resources or Internet access without reasonable teacher or instructional assistant supervision. All students using the District network shall agree to the Acceptable Use Policy by signing the user agreement, which must also be signed by the parent or legal guardian.

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.

The Marion County School District manages student information electronically and students ~~in~~ grades 4-12 may be able to view their educational record via a secure connection over an Internet Portal. Students using the Infinite Campus Internet Portal shall follow all rules of acceptable use as specified in this policy.

### **Access to Electronic Media**

#### **NO PRIVACY GUARANTEE**

The Superintendent/designee has the right to access information 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. The DTC/designee monitors Internet usage via the Proxy servers and in accordance with SB230. The Proxy logs are maintained for a minimum of sixty (60) days. The DTC/designee may periodically examine Internet activity to detect access to sexually explicit or other objectionable material. The Coordinator shall also periodically monitor electronic mail to ensure that staff or students are using KETS approved mail systems. The Coordinator/designee may also monitor drives and storage devices (flash and jump drives, CDs, etc.) connected to and used on District resources/computers. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

The District shall not reveal any student's personally identifiable information. Photos of students and school events may be posted to the school website, without personally identifiable information, upon written consent from the parent.

#### **VANDALISM**

Vandalism shall result in a loss of privileges. Vandalism is defined as any attempt to access, harm or destroy data, operating systems or applications of another user, the school's network or any of the agencies of other networks that are connected to KETS Internet structure. This includes the uploading or creation of computer viruses.

#### **LEGAL ISSUES**

The terms and conditions of this policy shall be interpreted, construed and enforced in accordance with the laws of the state of Kentucky:

- Criminal Damage to Property Law, Class D Felony KRS 512.020
- Unlawful Access to a Computer, Class C Felony KRS 434.840-434.860
- Open Records Law, KRS 61.870-61.884 and KRS 171.410 –171.720
- KRS 156.675; 701 KAR 5: 120

#### **COPYRIGHTED MATERIALS**

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law. All employees shall use electronic materials only in accordance with the license agreement under which the electronic materials were purchased or otherwise procured. Electronic materials are defined as computer software, databases, videotapes, compact and laser disks, electronic textbooks or any other copyrighted material distributed in electronic form. Any duplication of copyrighted electronic materials, except for backup and archival purposes, is a violation of the law, unless the license agreement explicitly grants duplication rights. The archival copy is not to be used on a second computer at the same time the original is in use. In addition, illegal copies of copyrighted software shall not be used on District equipment.

**Access to Electronic Media****COPYRIGHTED MATERIALS (CONT.)**

The Superintendent/designee shall sign all District software license agreements. The DTC shall have on file a copy of all executed software licenses or original documentation of software purchased by the District. Employees shall have on file a copy of all executed software licenses, the original disk or the original documentation of software purchased for their individual workstations. Employees shall not install any software on individual workstations without permission from the DTC.

**VIOLATIONS OF THE ACCEPTABLE USE POLICY**

Violations of the Acceptable Use Policy may result in the immediate loss of network services. Violations may result in disciplinary action by the school and/or legal action by the Board. The DTC/designee may suspend, deny or revoke specific user accounts at any time. Staff members and students whose accounts have been suspended, denied or revoked do have the following rights:

- To request, in writing, a written statement justifying the action
- To follow the District's grievance procedure.

**NETWORK, E-MAIL AND INTERNET REGULATIONS**

The use of network and/or Internet accounts must be in support of education and research and be consistent with the educational objectives of the District. Staff members shall reasonably supervise student use of network resources (including, but not limited to, web based interactive tools). Parents/Legal guardians should accept responsibility for guiding their child in the appropriate use of Internet/e-mail.

Only KETS approved e-mail may be utilized on the District network. All District users shall access District resources by logging on and logging off each time they use a computer.

As a user of this network you may not:

- violate any US or state regulation.
- share your password or acquire/use someone else's password.
- access, send, or post objectionable or threatening material, offensive messages or pictures.
- alter network accounts or break in to the school's network, or attempt to bypass security measures to gain access to restricted programs.
- access a chat room on the Internet without authorization from the school.
- create or share computer viruses.
- destroy another person's files or trespass in another person's folders, work or files.
- use or connect to District resources any storage devices (flash drives, floppies, CDs, external hard drives, etc.) containing inappropriate or objectionable material.
- monopolize the resources of the network by such things as running large programs and applications, sending massive amounts of mail, accessing unauthorized chat rooms or playing games (unless considered educational by your teacher).
- violate any copyright laws or plagiarize (including software copyright laws and digital works).

**Access to Electronic Media****NETWORK, E-MAIL AND INTERNET REGULATIONS (CONT.)**

- damage computers, computer systems, computer networks, or school/District websites.
- use the network for illegal activities, private business, profit, political lobbying, or religious statements.
- use offensive language, threaten or harass others.
- reveal any personal information such as your name, address or telephone number without the written consent of your parents.
- create or forward chain letters.
- use any other e-mail account other than KETS-approved standards (MS Exchange).
- bypass the proxy server or access any website/program that bypasses the proxy server.
- 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, including, but not limited to ~~MySpace.com, Facebook.com or Xanga.com~~ **Social Media Platforms.**

Note: Your e-mail account should not be considered private. The DTC shall periodically scan e-mail accounts for objectionable materials and non-compliance.

Additional rules and regulations concerning use of District technology are available on request from the District Technology Integration Specialist.

**PERSONALLY OWNED TECHNOLOGY**

Any staff or student wishing to connect personally owned technology devices to the District network must abide by the District Acceptable Use Policy. The District reserves the right to monitor and inspect any personally owned device to the extent reasonably necessary to insure compliance with the District Acceptable Use Policy. Staff and students are solely responsible for their personally owned technology devices. District Technology will not provide support for personally owned devices.

## **Access to Electronic Media**

### **1:1 USER AGREEMENT TERMS**

The Marion County School District has initiated a 1:1 initiative program for students in grades six through twelve (6-12) in an effort to embrace 21st Century Learning. Students will be using these devices in the classroom as a part of routine instruction each day. After reading and returning the required agreement, students will be allowed to take their designated devices home to continue schoolwork. Please remember that the devices are the property of the District and their contents may be viewed at any time. Students are expected to have their devices with them each day, fully charged and ready for use.

#### **GOALS FOR STUDENT USERS**

- Increase student achievement of 21<sup>st</sup> Century Learners through enrichment in the 6 C's
  - (Critical Thinking, Communication, Collaboration, Creativity, Commitment, Content)
- Improve student ownership of learning and the learning process
- Improve academic engagement and real world connections
- Increase student academic productivity and organizational skills
- Increase student access to digital educational resources
- Enhance teacher's technology integration skills for blended learning environments

#### **GUIDELINES**

Student use of the District issued devices falls under the District Acceptable Use Policy for technology. Internet and device use will be monitored through District level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the District issued devices are the property of the District and subject to review/monitoring.

#### **District Devices should NOT:**

- Be modified in any way other than instructed by administration or school personnel.
- Have applied permanent marks, stickers or other decoration placed on the device.
- Be exchanged with anyone.
- Have district asset/inventory tags modified or tampered with in any way.
- Have heavy objects placed on top of them.
- Closing lid with items inside of device (i.e. pencils/pens).

Failure to comply with these guidelines will be treated as a violation of the District Acceptable Use Policy and will be handled according to the school discipline code.

**Access to Electronic Media****1:1 USER AGREEMENT TERMS (CONTINUED)****CARE AND USE OF DISTRICT ISSUED DEVICES**

- Use a soft, lint-free towel to clean the screen—do not use spray or liquid cleaners.
- Make sure hands are clean before using device.
- Keep devices away from food and drink.
- Use only the included charger and a standard outlet to charge your device. Charge daily.
- Report software/hardware issues as soon as possible to the Tech Help Desk.
- Keep the District issued device in a climate-controlled environment—do not expose to extreme temperatures.

**SAVING DOCUMENTS**

Documents are saved with your device using cloud storage. This will require you to have a District issued Google Apps for Education account. Using this account, you can save, export and import documents. This allows you to access your documents from other devices via the Internet. You can also share your documents with other students or your teacher, and collaborate using the GAFE (Google Apps for Education) domain. (@stu.marion.kyschools.us)

**REPORTING TECHNICAL ISSUES**

Errors or problems should be reported as soon as is practical. This can be done by informing the Tech Help Desk, so the issue can be addressed in a timely manner. Damage due to negligence or carelessness will result in the student assuming the financial responsibility of the replacement/repair of the District issued device. Students taking the device from school property must sign and submit the User Agreement Application. Student use of the device off school grounds may be revoked at anytimeany time by school and/or district administration.

**SECURITY**

Students should only use the District supplied Google Apps for Education account. Students should NEVER share their account passwords with others, unless requested by an administrator.

Students are responsible for following the guidelines and rules set forth in the District Acceptable Use Policy.

Violations of these policies may result in disciplinary actions.

If a violation of the Acceptable Use Policy or discipline code occurs, appropriate consequences will be imposed by school administration.

**Access to Electronic Media****1:1 USER AGREEMENT TERMS (CONTINUED)****SECURITY (CONTINUED)**

It is expected that students will:

- Maintain control of their assigned District issued device unless otherwise directed by administration.
- Not have the device out around food/drink (breakfast, lunch, snacking)
- Not leave the device unattended
- Not play games during instructional time
- Maintain adequate battery charge for school use

**LOSS OR DAMAGE**

If a District issued device is damaged or lost, please report to the Tech Help Desk as soon as possible. If theft is suspected, a police report must be filed. If an incident happens in the evening, please inform the Tech Help Desk via email immediately and in person by 8:00 AM the following school day.

**GENERAL RULES:**

- Devices may be monitored by administration at any time.
- Administration reserves the right to take a District issued device at any time.
- Teachers reserve the right to limit the device use during class.
- The device is the property of the District.

**Access to Electronic Media****1:1 USER AGREEMENT TERMS (CONTINUED)****RELATED COSTS**

Damage/Repair/Replace Fee Schedule		
Issue	Action(s) Necessary	Cost
Accidental Damage	A report must be made immediately to the Tech Help Desk. The device must be returned to the school so that a new or spare device may be issued.	Cost of Repair or Full Replacement Cost (current market)
Intentional Damage	A report must be made immediately to the Tech Help Desk and administration. The device must be returned to the school so that a new or spare device may be issued. Deliberate damage will be referred to an administrator. Any and all appropriate discipline for damage to school property may be enacted.	Cost of Repair or Full Replacement Cost (current market)
Lost	A report must be made immediately to Tech Help Desk and administration and full replacement cost shall be paid.	Replacement cost
	*Device	Replacement cost
	*Power Cord	Replacement Cost
Theft	A report must be made immediately to administration and Tech Help Desk-- A police report must be filed. Investigation will take place.	Cost of Repair or Full Replacement Cost (current market)

Damage/Repair/Replace fees apply from distribution date until date the device is returned to the District.

**REMINDER OF NO PRIVACY GUARANTEE**

District personnel have the right to access information stored in any user directory, on the current user screen or in electronic mail. They may review files and communications to maintain system integrity and ensure that individuals are using the system in accordance with District policies and guidelines. Students should not expect files stored on District servers or through District provided technology services to be private. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed or stored using a District computing device or District provided account.

**RELATED PROCEDURE:**

08.2321 AP.1