

Access to Electronic Media

(Acceptable/Responsible Use Policy)

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 as required by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media, Artificial Intelligence (AI) technologies, and authorized communication system(s). Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, AI tools and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portable/mobile technologies to foster ubiquitous access for staff and students, emphasizing always-on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response and the responsible use of AI tools. This instruction shall include guidance on proper attribution of AI-generated content, critical evaluation of AI-produced materials, and ethical considerations in AI usage.

Internet and AI -safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web and AI platforms;
- Safety and security of minors when they are using electronic mail, chat rooms, AI tools, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking," AI-enabled impersonation, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors including data processed by AI systems; ~~and~~
- Restricting minors' access to materials harmful to them including inappropriate AI-generated content; and
- Ensuring appropriate academic integrity in the context of AI tool usage.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose. The District shall regularly assess and update its AI usage policies to address emerging technologies and challenges while maintaining appropriate safeguards and educational standards.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures and AI usage policies.

Specific expectations for appropriate Internet and AI use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

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SAFETY PROCEDURES AND GUIDELINES (CONTINUED)

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required to opt-out of or rescind access to electronic media involving District technological resources. Or if applicable procedures require, a written parental request may be required to prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document.

The required permission/agreement materials, which shall specify acceptable uses, rules of online behavior, appropriate use of AI tools, access privileges, and penalties for policy/procedural violations, must be acknowledged by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This agreement shall include specific acknowledgement of guidelines regarding AI use in academic work, proper attribution of AI-generated content, and consequences for AI-related academics integrity violations. In order to opt-out, modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request. Any modifications to the agreement regarding AI tool usage must explicitly address both general technology access and specific AI-related permissions.

EMPLOYEE USE

Employees shall not use a code, access a file, or retrieve any stored communication, or utilize AI tools or systems unless they have been given authorization to do so. (Authorization is not required each time the electronic media or approved AI tools is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own authentication and AI access credentials.

Employees are encouraged to use electronic mail, AI resources 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. When utilizing AI tools, employees must ensure appropriate attributions, maintain academic integrity, and follow District guidelines for AI-assisted instruction and communication.

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. This includes any AI-generated content, AI-assisted activities or AI learning tools, which must be carefully vetted for age-appropriateness and educational value.

In accordance with KRS 160.145, the Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification

shall include instructions for parents to access and review communications sent through each electronic school notification and communication program. See policy 08.2324 for complete details and guidelines.