

EXPLANATION: HB 208 AMENDS KRS 156.675 INCLUDING SOCIAL MEDIA IN PROHIBITED MATERIAL TO BE MADE INACCESSIBLE THROUGH SCHOOL TECHNOLOGY. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2323 AP.1

Access to Electronic Media

Students, employees and parents/guardians in the Boone County School District (BCSD) have access to and use of the District network, Internet, e-mail, and the Infinite Campus Student/Guardian Portal as part of the instructional process. Students, employees and parents are exposed to a high level of technology and technological instruction as a part of the curriculum. The BCSD has adopted technology standards that are integrated into instruction in all schools and on all grade levels. Students, employees and parents/guardians must sign the BCSD Acceptable Technology Use Policy (ATUP) Contract demonstrating that they have read the ATUP and that they will abide by the guidelines and rules outlined. Students, employees and parent/guardians will be held accountable for violations of the ATUP Agreement and understand that disciplinary action may be taken if the ATUP is violated.

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.

Students, employees and parent/guardians must adhere to the following ATUP guidelines:

DISTRICT NETWORK/TECHNOLOGY RESOURCES

- The use of your account must be in support of education and research and consistent with the educational objectives of the District.
- You may not give your password to anyone.
- 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 use or monopolize the resources of the BCSD 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 break, attempt to break, destroy or attempt to destroy computer networks, another person's account, files or folders, or destroy any school-owned technology devices or resources.
- You may not use multi-user games via the network.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- You may not log onto another person's account.
- Storage on user directories, files, e-mail accounts, and Internet usage should be considered limited private environments.

Access to Electronic Media**INTERNET USE**

- Internet access through the school/District is to be used for instruction, school communication, research, and school/District administration. School/District access is not to be used for private business or personal, non-work related communications, illegal activities, chat-rooms, or offensive websites.
- Students shall not access social media unless authorized to do so by a teacher for an instructional purpose.
- Teachers, library media specialists, and other educators are expected to select instructional materials and recommend research sources in media. Educators will select and guide students on the use of instructional materials on the Internet.
- District employees using blogs and social networking sites for educational, school communication purposes must adhere to the guidelines as outlined in Board Policy 08.2323.
- You may not offer Internet access to any individual via your District account.
- Purposefully annoying other Internet users, on or off the District system is prohibited. This includes such things as continuous talk requests and chat rooms (i.e. cyber-bullying).
- You may not reveal personal information about yourself or others or establish relationships with “strangers” on the Internet with personally identifiable information.
- A student who does not have a signed ATUP on file may not share access with other students. 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.
- You may not participate in multi-user games via the Internet.
- Students may not use the Internet without permission, supervision, and/or guidance of a school staff member.

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ELECTRONIC MAIL USE

- Students and employees of the District are prohibited from using District resources to establish Internet e-mail accounts through third party providers. Only Kentucky Education Technology System e-mail may be used.
- Be polite. Do not write or send abusive messages.
- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use e-mail, for instance, for private business or personal, unrelated communications, commercial, political, or advertising purposes.
- You may not swear, use vulgarities or any other inappropriate language.
- You may not send or attach documents containing pornographic, obscene, or sexually explicit material.

- You may not access, copy or transmit another user's messages without permission.
- Do not reveal your personal address or phone number or those of other students unless a parent or a teacher has coordinated the communication.

Access to Electronic Media**ELECTRONIC MAIL USE (CONTINUED)**

- You may not send electronic messages anonymously. The e-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.
- You may not harass other users.
- You may not engage in activity which may pose a risk to anyone.
- You may not allow others to use your account name or password.

STUDENT/PARENT/GUARDIAN INFINITE CAMPUS PORTAL USE

The BCSD offers Infinite Campus (IC) portal access to parents/guardians and students as a means to enhance communication and to promote educational excellence. The IC portal allows parents/guardians to view their child's school records online, anywhere, anytime. In order to have access to the site, every parent/guardian and student is expected to act in a responsible, ethical and legal manner. The IC portal is available to every parent/guardian of a student enrolled in the BCSD and to any student in any school that has elected to activate student portal accounts.

Parents/guardians and students are required to adhere to the following guidelines:

- Parents/guardians will NOT share their password with anyone, including their children.
- Students will NOT share their password with anyone.
- Parents/guardians and students will not attempt to access, harm or destroy data of another student on the portal.
- Parents/guardians and students will not use the IC portal for any illegal activity, including violation of data privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
- Parents/guardians will not access data of any account with ownership by another parent/custodial guardian.
- Parents/guardians and students who identify a security problem with the IC parent portal must notify the BCSD or the school immediately without demonstrating the problem to anyone else.
- Parents/guardians and students who are identified as a security risk to the IC portal may be denied access to the Infinite Campus portal.

LEGAL: SB 181 PERMITS A PARENT TO SUBMIT WRITTEN CONSENT FOR A DESIGNATED SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER TO COMMUNICATE ELECTRONICALLY WITH A STUDENT OUTSIDE OF THE TRACEABLE COMMUNICATION SYSTEM. EXCLUDES COMMUNICATIONS BETWEEN A PARENT THAT IS A SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER AND HIS OR HER OWN CHILDREN.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2324 AP.2

Consent for Outside Traceable Communications

A parent may authorize a designated District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the traceable communication system.

A completed form for each designated District employee or volunteer shall be filed in the administrative office of the student's school prior to any outside electronic communication being sent and may be revoked by a parent at any time.

Name of Student: _____

I hereby consent to authorize the following to communicate with my child outside of the traceable communication system.

Name of employee/volunteer: _____

Reason(s) for the communication: _____

Is Parent to be included on all communications? ☐ Yes ☐ No

Expiration Date for this form's consent: _____

My consent does not authorize a District employee or volunteer to engage in inappropriate or sexual electronic communication with my student or be used as a basis of a defense for a District employee or volunteer that engages in inappropriate or sexual electronic communication.

Signature of Parent Date

Any electronic communication with a student outside of the traceable communication system shall comply with all terms of this written consent.

Signature of Employee or Volunteer Date

For administrative office use only:

Received by Date