

Access to Electronic Media

STUDENT, STAFF, PARENT, AND COMMUNITY USE

The Board supports the right of students, staff, parents, and community members to have reasonable access to various information formats and believes it is incumbent upon students, staff, parents, and community members to use this privilege in an appropriate and responsible manner.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for student, staff, parent, and community member access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail and other District technological resources). It also shall address issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit use 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.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minor’s access to materials harmful to them.

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

PERMISSION/AGREEMENT FORM FOR STUDENTS

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to 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.

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AGREEMENT FORM FOR STAFF, PARENTS, AND COMMUNITY MEMBERS

A written request/agreement shall be required prior to the staff, parents, and community members being granted independent access to electronic media involving District technological resources.

The required request/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the staff, parents, or community member. This document shall be kept on file as a legal, binding document.

EMPLOYEE USE

Employees shall use electronic mail only for purposes directly related to work-related activities.

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

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

RESPONDING TO CONCERNS

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. School officials shall also apply the same criterion of appropriate conduct as addressed in the District's Student Discipline Code.

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AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

REFERENCES :

KRS 156.675
Kentucky Education Technology System (KETS)
47.U.S.C.§ 254
701 KAR 5:120

RELATED POLICIES :

08.1353, 08.2322, 09.14, 09.426
Adopted/Amended: 10/18/01
Order #: 288

Electronic Resources – Acceptable Use Procedures (Including all network [CCPSNet] and Internet access privileges)

Access Privileges to Electronic Materials

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

General Standards – Users

The following standards are used as a general structure for student, staff, and community member access to electronic resources.

Primary (P-2) Students

- Primary students are allowed to use network resources using a basic "student" login. This type of user login allows student read-only access to instructional software, Internet and data files.
- Primary students are not allowed to have independent access to the Internet at school.
- Internet access software will be installed on not more than four workstations per primary classroom. Internet access software may be installed on multiple workstations in primary computer labs.
- Authentication is required through Microsoft Active Directory, Proxy or ISA Servers and Children's Internet Protection Act (CIPA) compliant content filtering software or appliances for Internet Access.

Elementary (3-5) Students

- Elementary students are allowed to use network resources using a basic "student" login. This type of user login allows student access to instructional software and data files.
- Elementary students' access to the Internet is only available under the direct supervision of a teacher, instructional assistant or other trained adult. Elementary students are allowed to have supervised access to the Internet at school following Acceptable Use Training conducted by School/District Personnel and upon parental approval and receipt of signed Student Contract.
- Internet access software will be installed on not more than four workstations per elementary classroom. Internet access software may be installed on multiple workstations in elementary computer labs.
- Authentication by individual student name and password is required through Microsoft Active Directory, Proxy or ISA Server and Children's Internet Protection Act (CIPA) compliant content filtering software or appliances for Internet Access.
- Security is of utmost importance and UserID and Passwords must be kept confidential by all students.
- Elementary students may be given access to electronic mail/Internet mail if requested by a sponsoring teacher and/or parent with approval of School Technology Coordinator. Students with electronic mail accounts must attend a training/awareness session provided by the network administrator or designee prior to being given the account. Parents/guardians of elementary students may be requested to accompany their student to the training session.

Middle School (6-8) Students

- Middle school students are allowed to use network resources using a basic "student" login. This type of user login allows student access to instructional software and data files.
- Middle school students are allowed to have an independent school network user account if requested by a sponsoring teacher or parent with approval of School Technology Coordinator. This account may include a private storage directory for student work with individual login and password.
- Student access to the Internet is only available under direct supervision of a teacher, instructional assistant or other trained adult. Middle school students are allowed to have independent access to the Internet at school only if they have

a contract form signed by the parent or guardian with approval of School Technology Coordinator. Students with independent Internet access must attend a training/awareness session provided by a network administrator or designee prior to being given the account. Parents/guardians of Middle school students may be requested to accompany their student to the training session.

- Authentication by individual student name and password is required through Microsoft Active Directory, Proxy or ISA Server and Children's Internet Protection Act (CIPA) compliant content filtering software or appliances for Internet Access.
- Security is of utmost importance and UserID and Passwords must be kept confidential by all students.
- Middle school students may be given access to electronic mail/Internet mail if requested by a sponsoring teacher or parent with approval of School Technology Coordinator. Students with electronic mail accounts must attend a training/awareness session provided by a network administrator or designee prior to being given the account.

High School Students

- High School students are allowed to use network resources using a basic "student" login. This type of user login allows student access to instructional software and data files.
- High school students are allowed to have an independent school network user account if required for a class or requested by a sponsoring teacher or parent with approval of School Technology Coordinator. This account may include a private storage directory for student work with individual login and password.
- Student access to the Internet is available only under direct supervision of a teacher, instructional assistant or other trained adult. High school students are allowed to have independent access to the Internet at school only if they have a contract form signed by the parent or guardian with approval of School Technology Coordinator. Students with independent Internet access must attend a training/awareness session provided by a network administrator or designee prior to being given the account. Parents/guardians of High school students may be requested to accompany their student to the one- hour training session.
- Authentication by individual student name and password is required through Microsoft Active Directory, Proxy or ISA Server and Children's Internet Protection Act (CIPA) compliant content filtering software or appliances for Internet Access.
- Security is of utmost importance and UserID and Passwords must be kept confidential by all students.
- High school students may be given access to electronic mail/Internet mail with approval of the School Technology Coordinator. Students with electronic mail accounts must attend a training/awareness session provided by a network administrator or designee prior to being given the account.

Certified and Classified Staff

- For every staff person whose position requires network access, an account(s) with appropriate rights will be established. This account includes access to electronic mail and a private directory for files.
- Network security is of highest priority. UserID and Passwords must be kept confidential and workstations securely logged out before leaving them.
- Certified and classified staff access to the Internet is available upon request. Staff with Internet access must attend a three-hour training/awareness session provided by a network administrator or designee prior to being given the account. [See **NOTE** below.]
- Authentication by individual staff name and password is required through Microsoft Active Directory, Proxy or ISA Server and Children's Internet Protection Act (CIPA) compliant content filtering software or appliances for Internet Access.
- Only certified staff who complete the three hour training/awareness session will be eligible to sign as a sponsoring teacher for student access and to use the Internet instructionally with students. [See **NOTE** below.]

[NOTE WAIVER PROCESS – A Staff member who has completed Acceptable Use Training at another educational institution may make application for a Waiver of AUP Training. Request for Waiver and proof of this training must be submitted in the form of a written statement from the District Technology Coordinator or equivalent staff in the certifying institution to the Principal or STC. The proof and request for waiver should be forwarded to the District Technology Coordinator for approval. Alternatively, the Optional Form describing previous experience with instructional use of Internet resources may be

submitted. If a waiver is granted the staff member will be required to attend a one-hour training session on the Calloway County Acceptable Use Policy and sign the appropriate contract(s) for use.]

Parents and Community Members

- Parents and community members may have access to the Internet available upon request with approval of District Technology Committee. Parents and community members with Internet access must attend a training/awareness session provided by a network administrator (or designee prior to being given the account.)
- Authentication by individual name and password is required through Microsoft Active Directory, Proxy or ISA Server and Children's Internet Protection Act (CIPA) compliant content filtering software or appliances for Internet Access.

The standards listed for middle and high school students apply to (non-student) parents and community members over the age of 18. The same restrictions regarding training prior to access apply as well.

[NOTE - Parent and community access to network and Internet resources is not currently available. This procedure will be in effect upon availability.]

Internet Access Software

When software is loaded on workstations, any manually assigned IP numbers (Internet Protocol) shall be recorded and filed with the network administrator and District Technology Coordinator within one month of assignment. For most workstations, Active Directory provided DHCP service will assign IP addresses to most workstations that do not require a manual IP address. Active Directory DHCP will create a technical means of assigning and tracking IP numbers. Internet access is also controlled by Authentication through Microsoft Active Directory, Proxy or ISA Server and Children's Internet Protection Act (CIPA) compliant content filtering software or appliances for Internet Access requires user identification and password with log files centrally cached.

Right to Privacy

As with most institutionally owned resources, there is limited expectation of privacy on technology resources of CCPSNet. Similar to locker situations in schools; e-mail, Internet, file storage and other technology resources are subject to perusal and may be accessed or scanned. The District Technology Coordinator or designee has the right to access information stored in any user directory, the current user screens, Internet Cache files, Microsoft Proxy/ISA Server logs, content filtering logs and reports or electronic mail. Users are advised not to place confidential or inappropriate documents or files in their user directory or electronic mail or to access inappropriate websites. Network management and monitoring software packages, utilities or appliances may be used to access student and staff accounts. Accounts will be monitored to review compliance and for security purposes. Auditing procedures will be performed periodically to assure that education technology is not being used for the purpose of accessing, creating or transmitting sexually explicit, obscene or other objectionable material.

CCPSNet (Including Internet Access)

Terms and Conditions

1.) Acceptable Use

Use of 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: 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 CCPSNet and is inappropriate. Illegal activities are strictly prohibited. Using your CCPSNet Internet account for entertainment, games, social networking, or malicious or other non-academic or non-instructional use is not acceptable. Using resources of the CCPSNet Accounts to transmit or create objectionable, obscene, or nuisance e-mail or files is considered inappropriate.

2.) Rights, Responsibilities, and Privileges

This document of the Terms and Conditions for Use of CCPSNet (version 3.0) must be signed by all students and adults to get individual user accounts. It is designed to enable all users to understand clearly their responsibilities as users of the Internet and other resources via the CCPSNet. If you have any questions about these responsibilities, please contact your School Technology Coordinator or the District Technology Coordinator.

Network and Internet Regulations

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet, and could eliminate future access.

- The use of your account must be in support of education or research and consistent with the educational objectives of the Calloway County School District.
- Be polite. Do not write or send abusive or malicious messages to others.
- You must not give your UserID or Password to anyone.
- You must not use or alter any one else's Internet account.
- You must not offer Internet access to any individual via your CCPSNet account.
- You must not break in or attempt to break into other computer networks.
- You must not create or share computer viruses, Trojans, or other destructive or nuisance codes or files.
- You must not access, copy, delete, modify or destroy another person's data.
- You must not monopolize the resources of CCPSNet by such things as running large programs and applications over the network or sending massive amounts of e-mail to other users.
- You must not use CCPSNet resources for entertainment, "chat", Instant Messaging, personal networking, games or social networking.
- Only Internet Browsers furnished by Calloway County Schools and routed through the CIPA compliant ISA, Proxy or Filtering Appliance or Servers may be used on the CCPSNet. No alternative independent Internet Browsers may be executed or used on CCPSNet.
- Use or attempts to access Anonymizer or other utilities or services in attempts to circumvent CCPSNet or CIPA safeguards will not be tolerated and may result in immediate loss of network privileges.
- You are not permitted to get from or put onto the network any copyrighted material (including software), threatening or obscene material or materials protected by trade secret.
- CCPSNet may not be used for commercial, product advertisement, or political lobbying purposes.
- Purposefully annoying other Internet users, on or off the CCPSNet, is expressly prohibited. This includes such things as continuous talk requests, bullying, harassment, Chain letters, Trojans or Internet Hoaxes.
- As a user of this community system, users should notify a District or School administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
- No illegal activities may be conducted via the network.
- All communications and information accessible via the network should be assumed to be property of the author and rules of ethical and appropriate use apply.

- Do not use electronic mail for communications, which are not directly related to instruction, sanctioned school activities, or a person's job. Do not use electronic mail, for instance, for private business, non-work related communications.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal personal information, including: name, address, birth date, social security, credit card, pictures, physical description, other contact information or phone numbers; nor those of other students or colleagues.
- 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 will result in appropriate reporting and action by administrators and other authorities.
- Do not send chain letters, hoaxes, Trojans, pyramids or other frivolous electronic mail or objectionable materials.

For additional information see board policies found in the Code of Acceptable Behavior and Discipline (BP 9.438), School Discipline Codes and in BP 03.1321, BP 03.2321, BP 03.2325, and BP 03.1325 for certified and classified employees regarding use of school property, disrupting the educational process, and conduct.

3.) Reliability

Calloway County Public Schools will not be responsible for any damages not limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions.

4.) Security

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 CCPSNet, he/she must notify a system administrator [*Susan Taylor phone: (270) 762-7305 ext. 112*] or you may send an e-mail to susan.taylor@Calloway.kyschools.us or your School Technology Coordinator.

NOTE: DO NOT DEMONSTRATE PROBLEMS TO OTHER USERS.

5.) Vandalism

Vandalism shall result in cancellation of privileges along with possible prosecution and/or monetary restitution if deemed appropriate. Vandalism is defined as any attempt to harm or destroy hardware, data, operating system or applications of any other user, CCPSNet, or any of the above listed agencies or other networks that are connected to KETS Internet backbone. This includes, but is not limited to, the knowingly uploading, spreading or creating computer viruses, Trojans, hoaxes, slanderous, libelous or otherwise objectionable or nuisance materials.

6.) Loss of Network Services

The same criterion of educational suitability used to review other educational resources shall be applied when questions arise regarding Internet resources or e-mail usage. Calloway County Code of Acceptable Behavior and Discipline outlines appropriate steps to deal with student misuse or inappropriate use of resources and materials. The Calloway County Policies and Procedures Manual outline appropriate staff and employee use of resources and materials. This Acceptable Use Policy is not designed to replace any existing policies, instead this policy is designed to support and provide additional avenues for dealing with infractions specifically of the Acceptable Use Policy relative to Electronic Resources.

The District Technology Coordinator may suspend or close an account at any time as required. The District Technology Coordinator must notify the user in writing within two (2) weeks of the reason for suspension or termination of an account. The administration, faculty, and staff of CCPS may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts. Revocation of independent network and Internet access will be for a period of time to be determined by school administration up to one calendar year. Users (students, staff, parents, or community members) whose accounts are denied, suspended or revoked do have the following rights:

- A.) To request (in writing) from the District Technology Coordinator a written statement justifying the actions.
- B.) To submit a written appeal to the Superintendent.
- C.) Pending the decision of the Superintendent, a User can make a final appeal to the Calloway County Schools Board of Education. The decision of the Board of Education is final.

APPENDIX A

Web Services and Resources -- Acceptable Use Procedures

District, school, and teacher web pages are public documents available for anyone to view. Therefore, guidelines are necessary in the construction of these pages to ensure all content is appropriate for any views and positively portrays Calloway County Schools.

In producing web pages, the following goals should be considered:

1. Introducing outside visitors to Calloway County Schools
2. Providing useful information for parents
3. Providing useful and instructional content for students
4. Providing appropriate professional resources to staff
5. Sharing School and District successes with the world

Procedures/Guidelines:

1. Information presented on Calloway County district, school, and teacher sites should be consistent with the district's and schools' mission statements. It must adhere to Calloway County Schools' Board Policies and Regulations and the Acceptable Use Policy (AUP).
2. All web site developers are to establish a periodic review cycle to ensure timely and accurate information is available for the user or site visitor.
3. All materials on the web sites must be reviewed and edited for proper usage, grammar, spelling, accuracy and appropriateness of content.
4. Any school sponsored program or activity web resource must be hosted on the official Calloway County Schools' web server (i.e. athletics, extracurricular, clubs).
5. Any club or organization wishing to host a school authorized web page on the district web site must first apply for permission through the school technology coordinator or webmaster and be approved by the principal of the school. A form for this purpose will be provided through the school technology coordinator or webmaster.
6. Because the web is a worldwide publishing medium, principals should take an active role in overseeing the content that represents their schools on a school web page. Principals, webmasters, and technology coordinators must work together in developing content for school pages.
7. Site administrators need to be aware of confidentiality and intellectual property (copyright) issues. For example, use of information about students, photos, signatures and other personal matters should comply with Calloway County Schools' policy, regulations, and the Calloway County Schools' Acceptable Use Policy.
8. No student photos should be published without verifying parent permission through use of our standard permission forms relating to publicity and publishing materials. These permission forms are kept on file in the school office.
9. All links connecting to external sites must be approved by the school webmaster, and are subject to final approval by the principal.
10. All web pages within the district web sites are the property of Calloway County Schools. District web sites will not use text, graphics, multimedia or other copyrighted materials from other web sites without permission and should reference or cite sources from the owner of the web site, if applicable.
11. Teacher/Classroom pages will promote student learning and must be consistent with the educational goals of Calloway County Schools.
12. The content of any district web page is the responsibility of the sponsoring staff member who hosts the page.

APPENDIX B

Personally Owned Devices – Policy and Acceptable Use Procedures

The Calloway County School District appreciates the fact that employees and students are willing to bring in personally owned computer equipment to be used for school related work, academic purposes and student use when appropriate. However, several items **must** be addressed when connecting a personal device to the district's network.

1. Security
2. Network stability
3. Liability and responsibility for personal property
4. Virus protection and current security patches
5. Repairs and upgrades

The Calloway County School District recognizes that personal devices may be connected on a permanent or temporary basis through wireless connectivity and security. If the device is a Category 1 device (described below) it may be permanently attached to the network. These devices will be joined to the Calloway County Domain and be placed in a separate network Organizational Unit, thus a separate set of variables will be applied to those devices. If the device is a Category 2 device (described below), it will be allowed to connect on a temporary basis and will be restricted to Internet access ONLY also with a separate set of variables applied.

Calloway County has determined that there are two categories of personally owned devices to address:

- (1) KETS Contract and Instructional Device Upgrade devices are those listed on the Kentucky Department of Education website and available for student and staff purchase through approved vendors. These devices have been tested and evaluated for use in all Districts in Kentucky on the installed networks and infrastructure. These devices will be considered eligible for connection to staff and student resources on our network providing they satisfy the minimum requirements for KETS and IDU devices for connection. Students and Staff are eligible to purchase devices from contracts available at:

<http://www.education.ky.gov/KDE/Administrative+Resources/Technology/Purchasing/Contract+Order+Forms/IDU+Pricing.htm>

and

<http://www.education.ky.gov/KDE/Administrative+Resources/Technology/Purchasing/Contract+Order+Forms/KETS+Workstation+Price+Sheets.htm>

- (2) NonKETS and NonIDU devices – These devices were not purchased through established KETS vendors and have not been tested or evaluated for use in Districts in Kentucky and on installed networks and infrastructure. They are eligible for limited access to Internet resources of the District network providing they satisfy the minimum requirements for the NonKETS and NonIDU devices.

All privately-owned computers attached and/or connected to the Calloway County School District's network are treated as Calloway County School District computers and subject to the requirements of the Acceptable Use Policy of CCPSNet. Any device that runs Palm OS, Windows CE or Pocket PC or like product is considered a computer. Any device that connects to the Internet via wireless connectivity (802.11 a/b/g) is considered a computing device.

Requirements and Responsibilities -- A student or staff member who brings privately owned computers/other technology devices to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff member. Any damage to the equipment is the responsibility of the student/staff member. No privately owned computers, printers, or other devices may be attached to the district's network unless district technology department personnel have authorized the addition according to the standards outlined below with specific approval by the District Technology Coordinator or designee.

All software residing on privately owned computers must be personally owned and proof of ownership must be produced if requested by Calloway County Schools. All devices must include up to date anti-virus and other required security software (information will be provided to applicant upon receipt of signed application for connectivity).

District technicians will not service or repair any computer not belonging to the district. No internal components belonging to the district shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software that is deemed by the district technology department to be for personal use will be supported by district support personnel. If personal software or hardware interferes with the district network software or hardware, a technician will remove the personally owned device from the network immediately and require that the owner remove the software or hardware from the computer before it will be considered for restoration of connectivity. Connectivity to the network will be restored only after approval by the District Technology Coordinator or designee. Any costs incurred for damage, loss of service or other costs caused by disruption of services by the privately owned device or software in the Calloway County School District is the responsibility of the owner.

Technology peripherals (printers, scanners, projectors, etc.) purchased privately to be used in the school system must also be maintained by the owner. Purchasing consumable supplies to be used in equipment not owned by the district is the owner's responsibility.

CCPSNet Application for Personal Device Connectivity

Terms and Conditions

The district retains the right to determine where and when privately owned equipment may connect to the network and level of access. The student/staff member is responsible for the security of the equipment both while in use and when it is not being used. Calloway County School District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers.

A privately owned computer can be connected to the district's network, including access to the Internet, under the following conditions:

1. The connection has been approved by the District Technology Coordinator or designee and established by the district technology support staff. The Category of the device will determine the level of connectivity for the device.
2. Use of the computer must adhere to the Calloway County School District's Acceptable Use Policy and private owners agree to abide by all conditions and terms for use of CCPSNet resources.
3. File storage on the network from privately owned computers is limited to academic or instructionally relevant information only.
4. The individual must supply all necessary hardware/software and cabling to connect to the network.
5. Privately owned computers must be running current virus detection software, implement firewalls and other security utilities to protect both their device and the CCPSNet resources prior to accessing the network or Internet following CCPSNet rules and must keep them current while connected to CCPSNet or the device will be removed from the network until the device meets minimum standards and can be reconnected to the network by District Technology Staff.
6. A student or staff member who brings their privately owned computer/peripheral to school is personally responsible for the equipment as well as all security, maintenance, and repair.
7. Computer operating system (OS) must be legal versions of Windows 2000 Pro, Windows XP Pro, Windows Vista Pro, or Mac OS X. Windows XP Home Edition or any other legacy Windows OS are not acceptable to the network. The OS shall be the responsibility of the owner of the device.
8. When connecting personally owned wireless devices, users will required to sign contracts which will be kept on file by the District Technology Coordinator or designee. It is the users' responsibility to review and adhere to the acceptable uses while connected to the Internet from within the Calloway County Public Schools network.
9. When connecting to the Internet through CCPSNet resources, devices must be configured such that all traffic must be logged and filtered (Senate Bill 230; 701 KAR 5:120) to go through the district proxy/ISA servers and CIPA compliant filtering appliances.

For privately owned devices being used in district facilities, the Calloway County School District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of the device are consistent with the district's Acceptable Use Policy, the District Code of Conduct and School rules.
3. Log network use and to monitor storage disk space utilized by such users.
4. Deem what is appropriate use.
5. Remove the user's access to the network and suspend the right to use the privately owned computer in district facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

I have read and consent to the above information. I am requesting that my privately owned equipment described below be attached to the Calloway County School District's network.

Signature _____ **Date** _____

Complete the information below and return both pages (9 and 10) to the District Technology Coordinator.

Name of Owner _____
 Address _____
 Date of Request _____
 Phone Number _____

Description of device (computer, printer, scanner, etc.)

Brand Name _____
 Model Number _____
 Serial Number _____
 Staff Member/Student Signature _____
 Staff Member/Student Printed Name _____
 STC Signature _____
 DTC Signature _____

FOR OFFICE USE ONLY:

Category Determination

<u>Acceptable</u>	<u>Not Acceptable</u>	
_____	_____	Virus Software Name _____
_____	_____	Version/Release _____
_____	_____	Current Dat/Pattern File Level: _____
_____	_____	AutoUpdate Status _____
_____	_____	Windows AutoUpdate Settings _____
_____	_____	Update Status _____

List Additional Security Utilities or software installed:

Approved by: _____
Date Approved: _____
Technician Assigned _____
Date Completed _____

**CALLOWAY COUNTY SCHOOLS
STUDENT USER CONTRACT**

Directions: After reading the Terms and Conditions For Use of Calloway County Schools Network, 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. Please return the contract to your teacher or network administrator.

First Name: _____ M.I. _____ Last Name: _____

School: _____ Grade: _____

Effective Dates for Contract: _____

(Termination of privileges upon graduation or withdrawal from Calloway County Public Schools).

ACCESS REQUESTED

Check all that apply: Independent User account to CCPSNet
 Independent Internet Access
 Student E-Mail Account

SPONSORING TEACHER

I have read the terms and Conditions For Use Of CCPSNet Network Access (version 3.0) and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for all of the student's use of the network. As the sponsoring teacher I do agree to follow and instruct the student to follow acceptable use of the network and proper network etiquette.

Teacher's Signature: _____ Date: ____/____/____

Teacher's Name (please print): _____

STUDENT

I have read the terms and Conditions (version 3.0). I understand and will abide by the stated Terms and Conditions for the CCPSNet. 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 and school disciplinary action and/or appropriate legal action may be taken.

Student's Signature: _____ Date: ____/____/____

Student's Name (please print): _____

**THE FOLLOWING SECTION MUST BE COMPLETED
PRIOR TO INDEPENDENT ACCESS PRIVILIGES**

PARENT OR GUARDIAN

As the parent or guardian of _____, I have read the Terms and Conditions For Use Of CCPSNet Internet Access (version 3.0). I understand that this access is designed for educational purposes only. I recognize it is impossible for CCPS to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network. I accept 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.

Signature: _____ Date: ____/____/____

Parent or Guardian (please print): _____

Daytime Phone No: (____) ____-____ Evening Phone No: (____) ____-____

Parent or Guardian e-mail Address _____

This document is to be kept on file by the School Technology Coordinator

FOR OFFICE USE ONLY:

Training:

Certification of Training:

Student Participation
Training/Awareness

Date/Initials: _____

Parent Participation
Training/Awareness

Date/Initials: _____

Type of Service

Approved:

Basic Login

Date/Initials: _____

Independent Login

Date/Initials: _____

Supervised Internet

Date/Initials: _____

Independent Internet

Date/Initials: _____

E-Mail

Date/Initials: _____

**Classified and Certified Staff
CCPSNet Access Form**

I have read the Terms and Conditions For Use Of CCPSNet Network Access (version 3.0) and agree to follow the acceptable use of the network and proper network and electronic mail etiquette. I understand that I am responsible for my own personal behavior using Calloway County Public Schools electronic resources, including but not limited to the wide area network and Internet. I understand the need for proper security and will not share my UserID and Password with others. I also understand the need for and will provide supervision and guidance for students under my care in instructional settings.

Teacher's Name (please print): _____ School: _____

Teacher's Signature: _____ Date: ____/____/____

This document is to be kept on file by the School Technology Coordinator

FOR OFFICE USE ONLY:

Training:

Certification of Training:

Teacher Participation
Training/Awareness

Date/Initials: _____

Update Training

Date/Initials: _____

**Classified and Certified Staff
CCPSNet Request for Waiver of Training Form**

I have been trained at _____ and have attached a written statement signed by the District Technology Coordinator or equivalent staff member. I understand that this training must have been conducted within one year of this request for waiver. I am also attaching a copy of the Acceptable Use Policy of the District/Institution where I was trained. I am hereby requesting a waiver of training on basic Internet instructional use and understand this waiver is contingent upon approval by the District Technology Committee. I further understand I will be required, at minimum, to receive training in the Calloway County Acceptable Use Policy before I will be allowed to use the Internet instructionally with students under my supervision and control and will be required to sign and agree to the conditions of the CCPSNet Access Form for Certified and Classified Staff.

[NOTE: Districts within the State of Kentucky whose Acceptable Use Policy meets the Requirements of the Kentucky Department of Education and SB 230 will not be required to attach a copy of their Acceptable Use Plan to this form and an e-mail from the District Technology Coordinator to Susan Taylor over the State Exchange Mail system will be acceptable in place of this form.]

Name (please print): _____ School: _____

Signature: _____ Date: ____/____/____

This document is to be kept on file by the School Technology Coordinator

I hereby certify that _____ was trained in the Acceptable
Name of Staff Member
Use Policy of _____ on ____/____/____. A
Name of District/ Institution
copy of the Acceptable Use Policy under which this staff member was trained is attached to this
form.

District Technology Coordinator or Equivalent

FOR OFFICE USE ONLY:

<u>Action of Committee on Waiver Request:</u>	<u>Date/Initials</u>
Certification of Training attached	_____
Copy of AUP attached	_____
Approved Disapproved	_____

Specific Vendors and Technical Support Organizations may apply for a CCPSNet account for access to network resources for specific purposes from a remote location via VPN or other acceptable methods. To do so you must complete the attached contract and application. Applicants should return the contract to the District Technology Coordinator at the Calloway County Public Schools Board of Education office. Please retain a copy of the Terms and Conditions for your files.

Current, valid Acceptable Use Training is required of all CCPSNet Users.
All use of these resources must conform to the Acceptable Use Policy of Calloway County Schools as appropriate professional use.

**Application for USER ACCOUNT
Including Internet – CCPSNet Resources**

First Name: _____ M.I.: _____ Last Name: _____

Company or Organization _____

Address: _____

City: _____ State: _____ Zip Code: _____

Describe Purpose for requested Account _____

Date VPN Account Requested: _____

I have read and certify I understand and will comply with the Policy for Access to Electronic Media for Calloway County Schools (CCPSNet).

Signature of Representative _____

Title of Representative: _____

Note: The Calloway County Public School District does not provide commercial software programs for use by Vendors or Technical Support organizations. It is the responsibility of the user to legally acquire the necessary software for remote network or Internet access. One exception is KDE approved VPN software which is required for VPN Access to network resources.

Note: While the technical staff in the Calloway County Public Schools will make every effort to assist Vendors and Technical Support Organizations in their efforts to access the school district's network resources from remote access locations physically outside the district, their primary responsibility is student, teacher and staff access within the district. A list of Kentucky Education Technology System approved workstations and minimum workstation configuration may be provided upon request. Reference materials and username/passwords will be provided upon approval of this application.

Return to: Susan Taylor, District Technology Coordinator
Calloway County Schools
2110 College Farm Road
Murray, KY
e-mail – susan.taylor@Calloway.kyschools.us
Phone (270) 762-7300, extension 112 -- FAX (270) 762-7310