

Access to Electronic Media

The Board supports reasonable access to various information formats for students, staff, parents 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 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.

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.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, 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 minors' access to materials harmful to them.

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

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.

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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.

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 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.

Employees are encouraged to use electronic mail 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.

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.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

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In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

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.

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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.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

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.

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.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

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REFERENCES:

KRS 156.675; 47.U.S.C.§ 254; 701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
47 U.S.C. 254/Children’s Internet Protection Act; 45 C.F.R. 54.520
Kentucky Education Technology System (KETS)

RELATED POLICIES:

03.1325/03.2325; 03.17/03.27
08.1353, 08.2322
09.14, 09.421, 09.422, 09.425, 09.426

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

Instructional Implications of Legislation Governing Acceptable Use of Network and Internet Safety Policy:

Over the past seventeen years, several laws have been enacted that have instructional implications for use of Network and Internet resources in our classrooms. Six specific areas must be addressed with network and Internet access for all users:

- (1) 701 KAR 5:120 1998 Requirements for Acceptable Use Policies and Prevention of Sexually Explicit Materials of which the Board Policy and the Electronic Resources – Acceptable Use Procedures combine to become the Acceptable Use Policy for Calloway County Schools.
- (2) CIPA (Children’s Internet Protection Act, enacted in December, 2000) has required the use of blocking and filtering technologies to protect children in our schools from obscene, pornographic and other information harmful to children. We currently utilize Microsoft TMG server with categorical blocking and filtering lists to assist with blocking and filtering and require due diligence on the part of staff supervising students is stressed during Professional Development and AUP training with staff and students.
- (3) NCIPA (Neighborhood Children’s Internet Protection Act) has expanded the focus of CIPA to include issues of electronic messaging, disclosure of personal information of minors and unlawful online activities. This is an instructional area of focus in classrooms and AUP training.
- (4) Protecting Children in the 21st Century Act, enacted in October, 2008, adds an additional Internet Safety Policy which requires education and instruction about appropriate online behaviors. This Act requires specific education of minors about appropriate and inappropriate online behaviors.
- (5) Digital Citizenship 2009 adds the nine characteristics of digital citizenship to the Acceptable Use Policy for students and staff. Professional development offerings and Code of Acceptable Behavior/Code of Conduct for students must include good digital citizenship behavior definitions and consequences of failure to obey the standards. This is another area of focus for curriculum and instruction in classrooms.
- (6) Effective July 1, 2012, Boards receiving e-rate funding for Internet access are required to update their Internet policy concerning disabling of protection measures and their Internet Safety Policy to include age-appropriate instruction requirements for students regarding appropriate online behavior, cyberbullying awareness and appropriate response. Additional changes are suggested to meet other requirements of federal law (Children’s Internet Protection Act, 2000).

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, Threat Management Gateway Servers (TMG) and Children’s Internet Protection Act (CIPA) compliant content filtering software or appliances for Internet Access.

- Age-appropriate Internet Safety curriculum and Digital Citizenship instruction will be included in classrooms and parents will be encouraged to reinforce Internet Safety with their children.

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 (3-5) 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.
- 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 age-appropriate Acceptable Use Training conducted by School/District Personnel and upon parental approval and receipt of signed Student Contract.
- Age-appropriate Internet Safety curriculum and Digital Citizenship instruction will be included in classrooms and parents will be encouraged to reinforce Internet Safety with their children.
- All workstations in schools will have Internet Access software and configuration of appropriate security and CIPA filtering.
- Authentication by individual student name and password is required through Microsoft Active Directory, TMG Server and 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 an age-appropriate AUP 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.
- Age-appropriate Internet Safety curriculum and Digital Citizenship instruction will be included in classrooms and parents will be encouraged to reinforce Internet Safety with their children.
- Authentication by individual student name and password is required through Microsoft Active Directory, TMG Server and 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 an age-appropriate AUP 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.
- Age-appropriate Internet Safety curriculum and Digital Citizenship instruction will be included in classrooms.
- Authentication by individual student name and password is required through Microsoft Active Directory, TMG Server and 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.]
- Staff will be provided access to Internet Safety curriculum and Digital Citizenship resources for use in instructional settings with students.
- Authentication by individual staff name and password is required through Microsoft Active Directory, TMG 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.]

The standards listed for middle and high school students above apply to (non-student) parents and community members over the age of 18.

Parents

- Parents are allowed Portal/Login Access to Infinite Campus after receiving username/password and appropriate training and agreement to the Calloway County Schools Acceptable Use Policy.
- Parents also have access to the Internet through Guest Access through agreement with the Acceptable Use Policy of Calloway County Schools. Usage is recorded or monitored for compliance.

Community Members

- Community members may have access to the Internet through guest access which requires agreement to the Acceptable Use Policy of Calloway County Schools and is recorded or monitored for compliance with the AUP.

Special Information – Removal of Student and Staff Accounts, and Guest Access:

Deletion of account information from Active Directory, network services and termination of network privileges is effective upon graduation, withdrawal from Calloway County Public Schools or due to resignation or retirement from Calloway County Schools. Former Students are eligible for Guest access as a community member after graduation but not eligible for restoration of CCPSNet Full Account privileges until a minimum two year period of time has passed after graduation and employment by Calloway County Schools in an instructional capacity or with special permission granted due to employment requirements.

Restricted Guest Access is available through Agreement with the Acceptable Use Policy. Internet usage will be recorded or monitored for compliance with State and Federal laws and District policies.

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. Active Directory provided DHCP service will assign IP addresses to most workstations that do not require a manual IP address. Active Directory DHCP creates a technical means of assigning and tracking IP numbers. Internet access is also controlled by Authentication through Microsoft Active Directory, TMG 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.

Personally owned devices may be allowed access to Network and Internet resources in specific circumstances and bound by specific rights and responsibilities. All authenticated staff and students, as well as all Guest users on our network are expected to use resources in accordance with provisions of this Acceptable Use Policy. APPENDIX B -- Personally Owned Devices – Acceptable Use Procedures and the CCPSNet Application for Personal Device Connectivity provides additional information on these specific circumstances and rights and responsibilities. There are three Categories of connections allowed for personally owned devices described in Appendix B included in this document. As with all devices used in Calloway County Schools, the full Acceptable Use Policy applies to staff, students and “guests” on our network.

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 TMG 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. Staff and student personally owned devices and guest devices used in our schools fall under the same requirements regarding compliance with Acceptable Use Policies and expectations of privacy listed above for institutionally owned resources.

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 6.0) 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.
- District owned Social Networking and Web 2.0 resources are available through our SharePoint Server. Online access to "chat", Instant Messaging, personal networking or social networking is allowable only as an instructional tool on district owned resources with supervision by instructional staff and permission of parents.
- Non-District owned Social Networking is prohibited on our network and staff are discouraged from creating personal social networking sites and "friending" students. Employees taking such action do so at their own risk.
- Be polite. Do not write, post, chat or send abusive or malicious messages to or about others.
- CyberBullying and threatening or abusive messages or activities are strictly prohibited.
- 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 or resources.
- 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 or malicious code or e-mail to other users.
- You must not use CCPSNet resources for entertainment or games.
- Only Internet Browsers furnished by Calloway County Schools and routed through the CIPA compliant TMG, Filtering Appliance or Servers may be used on the 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

Calloway County Web resources include Internet resources available to community-at-large and two categories of secure Intranet resources available to instructional and administrative staff, student and parent users through portal/login access. All Internet resources are subject to the Federal and State laws and regulations as described on page 6 of this document.

DEFINITIONS (for purposes of clarifying procedures in this document only):

Internet – Resources available to community-at-large local and global in scope – these resources will include state-mandated reports and planning documents hosted on our Network resources. The resources will also include curriculum documents on which we base our instructional programs in our schools and specific public web pages for all schools and District Programs. Staff and students are granted access through agreement with the Acceptable Use Policy and acceptance of Federal and State Laws and District policies which govern, monitor and record usage of network resources. Guest access is also available following these policies and procedures and acceptance of Federal and State Laws and District policies which govern, monitor and record usage of network resources. Staff and students may also gain access on personally owned devices (See APENDIX B – Personally Owned Devices) that have been properly authenticated using their Active Directory credentials. These personally owned devices and their use are subject to the aforementioned policies and procedures. and acceptance of Federal and State Laws and District policies which govern, monitor and record usage of network resources.

Intranet -- Portal/Login Access Infinite Campus – The Infinite Campus Portal is provided to parents of student enrolled in Calloway County Schools and managed by the Commonwealth of Kentucky and local Administrators. Usernames and passwords are secure and will be provided to parents to monitor student academic growth, attendance and encourage communication with teachers and administrators. The Infinite Campus Portal Acceptable Use Policy application for Portal Access follows this appendix. Additional guidance for specific Parent Usage of Infinite Campus is available on the Calloway County Schools Website in the Infinite Campus area.

Intranet -- Portal/Login Access SharePoint Server – Secure access to instructional resources for administrators, instructional staff and students will be provided through secure usernames and passwords. These resources will allow Web 2.0 tools to be used for instructional purposes. These instructional resources include discussions, collaborative

In presenting any web resources, the following are general rules for developing content:

1. Introducing local and global visitors to Calloway County Schools on Internet pages and sharing general useful information.
2. Sharing high quality instructional and extra-curricular School and District successes with the world.
3. Providing useful information for parents through both the Internet pages and the secure Intranet Infinite Campus Portal.
4. Providing secure access to high quality, useful instructional content for students.
5. Provide staff and students access to Web 2.0 technologies by providing collaborative and social networking opportunities in a safe, secure, instructionally focused online environment.
6. Providing secure access to appropriate high quality, professional resources to staff and administrators.

Web resources are becoming an increasingly important part of our District instruction and communications plans. This dual role involves many District staff in areas of expertise and responsibility with regard to development of the instructional and informational communications resources. The distributed model of governance on our Web Resources is critical in meeting the needs of our students, staff and parents. Some roles are District-wide in focus and provide resources and information for both community and instructional staff. School level roles are central in establishing the instructional content that is appropriate for both Intranet and Internet.

DEFINITIONS (Roles of Specific Staff):

The District Technology Coordinator provides coordination of SharePoint Services across the district, administrative support and management of the server farm to meet the needs of a host of users and consumers of administrative, instructional and programmatic resources. The District Technology Coordinator also assists teams in development of web resources and coordination of their roles and responsibilities. The District Technology Coordinator coordinates maintenance and technical management of the Server Farm and determines technical expansion of resources and services as needs dictate. The District Technology Coordinator provides assistance in accessing resources for training and skill-development.

The District Public Relations Coordinator/Community Liaison (District PRC/CL) provides advice and assistance for overall style and appearance to provide an inviting and well-designed web presence to meet the specific goals and requirements of Calloway County Schools. The District PRC/CL also develops checklists and resources to assist staff in development of high quality Internet resources. The District PRC/CL also develops the district-level pages for general communications, calendar and activities information, specific programs and public information releases. The District PRC/CL can assist schools by acting as designee for coordinating information relative to extracurricular activities or support organizations.

School Principals provide guidance and oversight to instructional resources of their schools and are responsible for final approval for both Intranet resources available through secure access to staff and students and extending access to selected high quality instructional documents and resources over the Internet to the community at large.

School Technology Coordinators provide training, support and assistance to staff in development of high quality instructional resources for use in classrooms. The STC also develops the school-level pages for general communications, calendar and special activities information. They also review instructional content and general information and provide the first level of approval for selected resources and make recommendations to the principal regarding specific Internet web content. STCs also assist sponsors of school extracurricular activities and school organizations in development of web resources.

District Administrators and Program Managers work closely with the District PRC/CL to provide information and guidance for presenting information to staff, students, parents, and community of District-wide relevance. These types of resources would include the curriculum documents that govern instructional content in all classrooms; State-mandated assessment and reporting documents; information about services and resources that address student-needs and support instruction in our schools.

Instructional/Informational Technology Support Staff provide assistance to users and assist in management of the technical resources in support of healthy and reliable web environments.

Guidelines and Procedures are necessary in the organization and construction of these pages to ensure all content is appropriate for specific viewing and use and that it positively portrays Calloway County Schools to the world.

Specific Procedures and Guidelines follow, however, the general philosophy is the same followed for other Technology Initiatives. The School Technology Coordinator is the central point of contact for all school related requests, issues or concerns for instructional web resources. This includes Intranet or Internet questions, comments or concerns relative to instructional pages, school clubs and school parent organizations. The STC reviews and assists staff in creating high quality Internet web pages and School Principal is responsible for final approval of specific materials and media representing the school on the Internet.

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. Because the web is a worldwide publishing medium, principals should take an active role in overseeing the content that represents their schools on an Internet web site. Materials posted in the Internet must be directly tied to a curricular goal or academic content. Principals approve, school technology coordinators review and teachers create web content must work together to developing appropriate high-quality academic content for school Internet pages.

3. The maintenance of current and accurate information on the website is the responsibility of the author of the page. A scheduled, periodic review cycle should be followed by all organizations or staff to ensure timely and accurate information is available for the user or site visitor.
4. All web resources must be reviewed and edited for proper usage, grammar, spelling, accuracy and appropriateness of content.
5. Teacher/Classroom pages will promote student learning and must be consistent with the educational goals of Calloway County Schools. These pages are the responsibility of the teacher for accuracy and instructional content.
6. Any school sponsored program or activity web resource must be hosted on the official Calloway County Schools' web server (i.e. athletics, extracurricular, clubs). Requests for an authorized web page on the district web site should be made to the School Technology Coordinator or designee. All requests will be reviewed by School Technology Coordinator or designee with final approval by the Principal of the school.
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 decisions about photos, clip art, curriculum, and links connecting to external sites are the responsibility of the author of the Internet page and subject to review by the STC and 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.

Calloway County Schools Infinite Campus Portal Application

Calloway County Schools are offering Infinite Campus (IC) Portal access to parents/guardians and students as a means to enhance communication and to promote educational excellence. IC Portal allows parents/guardians to view their own child's school records online, anywhere and anytime. In order to have access to the site, every parent/guardian 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 Calloway County School District.

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

1. Parents/guardians will NOT share their password with anyone, including their own children.
2. Parents/guardians will not attempt to harm or destroy data of their own children, of another user, a Calloway County School or District network, Infinite Campus, or the Internet.
3. Parents/guardians 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.
4. Parents/guardians will not access data of any account with ownership by another parent/custodial guardian.
5. Parents/guardians who identify a security problem with the IC Parent Portal must notify the Calloway County School District or their child's school immediately without demonstrating the problem to anyone else.
6. Parents/guardians, who are identified as a security risk to the IC Portal or to Calloway County School District's computers or network, may be denied access to the Infinite Campus Portal.

One username and password will be issued per parent/guardian. Only by signing and returning the agreement can you receive access to the Infinite Campus Portal.

If you need help with the Portal you may contact your School Technology Coordinator listed below.

| School | Contact | Available | Telephone Number |
|-------------------------------|-------------------|------------------|-------------------------|
| Calloway County High | Melissa Spiceland | By Appointment | 762-7374x135 |
| Calloway County Middle | Angie Jones | By Appointment | 762-7355x360 |
| East Calloway Elementary | Ashli Gore | By Appointment | 762-7325x108 |
| North Calloway Elementary | Laura Webb | By Appointment | 762-7335x151 |
| Southwest Calloway Elementary | Cassie Bright | By Appointment | 762-7345x160 |

Calloway County Schools Infinite Campus Portal Application

I am a parent/guardian of the following Calloway County School District students who live in my household:

| Student | School | Grade |
|---------|--------|-------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

I am a parent/guardian of the following Calloway County School District students who do **NOT** live in my household:

| Student | School | Grade |
|---------|--------|-------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

I have read the Calloway County School District Infinite Campus Portal (ICP) Acceptable Use Policy (including the guidelines attached) and I agree to abide by and support these rules. I understand that if I violate any terms of the ICP Acceptable Use Policy that I may lose my privilege to use the IC Portal, and may be liable for civil and/or criminal consequences.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Staff Use Only

Information Verified: _____
Guardian
Staff
Date

UN/PW Issued: _____
Staff
Date

Please Use the back side for any correction notes.

APPENDIX B

Personally Owned Devices – 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. The following wireless network options will be available.

1. Internal – used by district owned devices.
2. Bring your own Device/Technology (BYOD/T) – a network specifically for staff and student personally owned devices, allowing them connectivity for instructional use as defined in the AUP. Users connect using their Active Directory username and password.
3. Guest – a network specifically for anyone who is not a staff member or student of Calloway County Schools. Users are presented with a splash page upon connecting to the network, with the option of accepting the AUP in order to gain Internet access. This Guest wireless network is strictly limited to Internet access and resources.

If the device is a Guest device (described below), it will be allowed to connect access to the wireless network on a limited basis as described below.

BYOD/T devices are considered Guest devices as they are non-District owned devices. They are eligible for limited wireless access to Internet resources of the District network with your acceptance of the AUP and usage agreement. These devices are eligible for connectivity to one of two wireless networks: 1) A BYOD/T infrastructure, through which users may connect using proper Active Directory authentication for selected applications and resources, and 2) Guest wireless access. Connectivity to the BYOD/T network will include filtered internet access, and may or may not include access to other internal network resources at the discretion of the District Technology Coordinator. Connectivity to the BYOD/T network is subject to the acceptance of the AUP and usage agreement. Guest wireless access will only provide filtered Internet access and is subject to acceptance of the AUP and usage agreement. The Guest wireless network may be throttled to prevent bandwidth abuse, and provide more reliable internet connectivity for instruction in the classroom.

All privately-owned electronic devices attached and/or connected to the Calloway County School District's network are subject to the requirements of the Acceptable Use Policy of CCPSNet. Any device that connects to the Internet via wireless connectivity (802.11 a/b/g/n) is considered a electronic device.

Requirements and Responsibilities

A student or staff member who brings privately owned computers/other electronic 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. Calloway County Schools is not responsible for lost or stolen personal devices.

Staff and students are responsible for maintaining username and password confidentiality. If a staff or student uses his or her credentials to join another individual's device to the network, or a staff or student is found to use another user's credentials to join his or her device to the network, then the user and the device will be in violation of the AUP and the device will be removed from the network. Disciplinary action may be taken against the offending user as outlined in the AUP.

All software residing on personally owned electronic devices must also be personally owned, cannot be purchased or acquired at school, 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. Calloway County School employees and staff are not responsible for materials students may acquire while on the school network.

District technicians will not service or repair any electronic device not owned by 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 personally owned device or software in the Calloway County School District may be charged to the owner and is the responsibility of the owner of the personally owned device.

Technology peripherals (printers, scanners, projectors, etc.) purchased privately to be used in the school system must also be maintained by the owner. The owner is responsible for purchasing consumable supplies to be used in equipment not owned by the district.

**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: _____

(CCPSNet privileges terminate 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 6.0) 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 6.0). 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 legal guardian of the student (under 18) signing above, I grant permission for my child, _____, to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media. 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 resource 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 are 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.

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 6.0) 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 ____/____/____.
Name of District/ Institution

A 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 | _____ |

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

Name (please print): _____ School: _____

Signature: _____ Date: ____/____/____

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

Please describe in detail all experience with Internet instructional resources and any training you have received that you feel has prepared you to work with Internet resources in compliance with the Calloway County Schools Acceptable Use Policy. (Attach additional pages as needed).

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