

**ACCEPTABLE USE POLICY****Electronic Resources - Acceptable Use Procedures  
(Including all network [BCPS Net] and Internet access privileges)****Access Privileges to Electronic Materials**

In the Breckinridge 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 Breckinridge County Public Schools maintains the right to limit access to software and/or documents found either on BCPS Net or the Internet, via technical or human barriers.

**Measures Designed to Restrict Users**

Both hardware and software solutions will be used to restrict users from accessing unauthorized web sites and network resources. This includes a proxy server for the internet, and security settings for network resources. Users are prohibited from attempting to bypass any of these solutions.

**General Standards - Users**

The following standards are used as a general structure for student, staff, and community member access to electronic resources. Furthermore, these standards apply to all technology assets owned by the district, regardless of whether they are connected to the BCPS network or any other network (home, conference site, etc.).

**Elementary Students**

- Elementary students are allowed to use network resources using a student secured login. This type of user login allows student read-only access to instructional software.
- Elementary students' access to the Internet is only available under the direct supervision of a teacher, instructional assistant or other trained adult volunteer. Elementary school students are allowed to have access to the Internet at school only if they have a release form signed by the parent or guardian. Elementary students are not allowed to have unsupervised access to the Internet at school.
- Contingent upon SBDM and CIO approval, elementary students can be given access to electronic mail Internet mail if requested by a sponsoring teacher. Students with electronic mail accounts must attend a training/awareness session provided by the classroom teacher, administrator or designee prior to being given the account.

**Middle School (6-8) Students**

- Middle school students are allowed to use network resources using a student secured login. This type of user login allows student read-only access to instructional software.
- Middle school students are allowed to have an independent school network user account if requested by a sponsoring teacher. This type of account is similar to the student type of account with the addition of a private storage directory for student work (i.e., portfolios).
- Student access to the Internet is only available under direct supervision of a teacher, instructional assistant or other trained adult volunteer. Middle school students are allowed to have independent access to the Internet at school only if they have a release form signed by the parent or guardian. Students with Internet access must attend a training/awareness session provided by a classroom teacher, administrator (or designee) prior to being given the account.
- Contingent upon SBDM and CIO approval, middle school students can be given access to electronic mail/Internet mail if requested by a sponsoring teacher. Students with electronic

mail accounts must attend a training/awareness session provided by a classroom teacher, administrator (or designee) prior to being given the account.

### **High School Students**

- High School Students are allowed to use network resources using a student secured login. This type of user login allows student read-only access to instructional software.
- High school students are allowed to have an independent school network user account if required for a class or requested by a sponsoring teacher. This type of account is similar to the student type of account with the addition of a private storage directory for student work (i.e.: portfolio).
- High School Students are allowed to use network resources using a student secured login. This type of user login allows student read-only access to instructional software.
- Student access to the Internet is available only; under direct supervision of a teacher, instructional assistant or other trained adult volunteer. High school students are allowed to have independent access to the Internet at school only if they have a release form signed by the parent or guardian. Students with Internet access must attend a training/awareness session provided by a classroom teacher, administrator or designee prior to being given the account.
- Contingent upon SBDM and CIO approval, high school students can be given access to electronic mail/Internet mail if required for a class or requested by a sponsoring teacher. Students with electronic mail accounts must attend a training/awareness session provided by a classroom teacher, administrator or designee prior to being given the account. [Note - the electronic mail account training is a portion of the Internet Ethics and Use training/awareness. Attendance at the Internet Ethics and Use training/awareness constitutes completion of the Electronic Mail training.]

### **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 subdirectory for files.
- Certified and classified staff access to the Internet is available upon request. Staff with Internet access must attend a training/awareness session provided by a network administrator or designee prior to being given the account.

### **Community Members**

- Community members may have access to the Internet available upon request. Community members with Internet access must attend a training/awareness session provided by a network administrator (or designee) prior to being given the account.

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

#### **Internet Access Software**

Internet access software will be loaded on student and library workstations to be utilized with adult supervision. This means that access to the program is limited through password protection and requires assistance by a teacher, instructional assistant or volunteer adult. Network management and monitoring software packages will be used for random access to student and staff monitors to review progress and for security purposes.

#### **Live@edu Email Information for Parents with Children under Age 18**

The Outlook Live email solution is provided to your child by the district as part of the Live@Edu service from Microsoft. By signing the network contract, you hereby accept and agree that your child's rights to use the Outlook Live email service and other Live@Edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other

electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

### **BCPS Network Access Terms and Conditions (including Internet Access)**

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 BCPS Net and is inappropriate. Illegal activities are strictly prohibited. Using your BCPS Net Internet account to play games is not acceptable use. Only hardware or software approved by the CIO will be permitted to connect to the BCPS Net.
2. **Rights, Responsibilities, and Privileges** - This document of the Terms and Conditions for Use of BCPS Network Access must be signed by all students and adults to get an individual user account. It is designed to enable all users to understand clearly their responsibilities as users of the Internet via the BCPS Net. If you have any questions about these responsibilities, please contact your network administrator or the Chief Information Officer.

For all users, violation of the following best practices and conditions may 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 and research and consistent with the educational objectives of the Breckinridge County School District.
- You may not give your password to anyone.
- You may not use or alter anyone else's account.
- You may not offer Internet access to any individual via your BCPS Net account.
- You may not attempt to bypass the proxy server, internet filter or any network security measure.
- You may not break in or attempt to break into any network resource (Hacking).
- You may not create or share computer viruses.
- You may not destroy another person's data.
- You may only use the state supplied email service. No other email service is authorized for use.
- You may only access district approved Web 2.0 applications to include chat rooms, blogs, wikis, etc.
- You may not monopolize the resources of BCPS Net by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, using system resources for games.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material.
- As a user of this community system, users should notify a network 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.
- No student or staff personal information (SSN, grades, etc.) may be disclosed to unauthorized parties.
- All communications and information accessible via the network should be assumed to be private property of Breckinridge County Schools.
- You may not connect unapproved hardware or equipment or install software of any kind to the BCPS Net without prior approval from the CIO.

### **Regulations**

- I. **Loss of Network Services** –Any violation may result in loss of privileges (network, email, internet or a combination of the three) as determined by the Superintendent and possible legal action if the offense is criminal in nature. Users (students, staff, or community members) whose accounts are denied, suspended, or revoked have the following rights:
  - A. To request (in writing) from the Chief Information Officer 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 Board of Education. The decision of the Board of Education is final.
- II. **Reliability** - Breckinridge County Public Schools will not be responsible for any damages or loss of data. This includes but is not limited to delays, non-deliveries, or service interruptions caused by data provider negligence or user errors or omissions.
- III. **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 BCPS Net, she/he must notify a system administrator or send e-mail to the Chief Information Officer. Do not demonstrate the problem to other users.
- IV. **Vandalism** - Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating system or applications of another user. BCPS Net 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 uploading or creation of computer viruses.

## NETWORK CONTRACT

**Directions:** Please completely read and legibly fill out the appropriate portions of the following contract. The signature of a parent or guardian is required for all students under age 18. Please return the contract to your teacher, supervisor or network administrator.

User's Name \_\_\_\_\_

*Last Name*

*First Name*

*Middle Initial*

School \_\_\_\_\_

Expected year to graduate from 12<sup>th</sup> Grade (if applicable): \_\_\_\_\_

**Please check if you are a:**

- Student     Certified employee     Classified Employee     Community Member

As a user of the Breckinridge County School District Network, I have read the Terms and Conditions for Use of BCPS Network Access. I understand and will abide by the stated terms and conditions. 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, school disciplinary action may be taken and/or appropriate legal action.

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Federal law requires the District to monitor online activities of minors.

**IF THE USER IS A STUDENT LESS THAN 18 YEARS OF AGE THE FOLLOWING SECTION MUST BE COMPLETED PRIOR TO NETWORK/INTERNET ACCESS PRIVILEGES. PLEASE UNDERSTAND ANY RESTRICTIONS WILL NOT ALLOW THE STUDENT TO THE SAME RESOURCES AS THE REST OF THE CLASS.**

### PARENT/GUARDIAN

As the parent or guardian of this student I have read the Terms and Conditions for Use of BCPS Acceptable Use Policy. I understand that this access is designed for educational purposes and the Breckinridge County Public School District has taken available precautions to eliminate access to inappropriate material. However, I also recognize it is impossible for BCPS to restrict access to all controversial materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for the student named above to access the items identified below (please check the appropriate boxes):

- All Available Resources to include: Internal Network (Computer), Internet, Email
- No Email/Internet Access (Internal Network (Computer) only)
- No Available Resources to include: Internal Network (Computer), Internet, Email

Parent/Guardian's Name (please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Telephone Number: \_\_\_\_\_

**NOTE: If no box is checked, all available resources will be given to the student.**