

BATH COUNTY ACCEPTABLE USE AGREEMENT

MISSION STATEMENT

Bath County Schools are committed to provide the learning community (students, staff, and the public) with the skills and knowledge to use information technology. All learners will have access to technology and have links to the global information society. The Bath County School system wishes to enhance education for students through access to resources, to improve learning and teaching through research, and to provide collaboration and dissemination of successful educational practices, methods, and materials. The Board supports the rights of students, staff, and community members to have reasonable access to a variety of information and believes that it is incumbent upon students, staff, and community members to use this privilege in an appropriate and responsible manner.

Children's Internet Protection Act (CIPA) and Protecting Children in the 21st Century Act Revisions of Internet Safety Policies must be updated to meet updated FCC requirements prior to July 1, 2012 with the following language:

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.

PURPOSE OF THE BATH COUNTY SCHOOLS TECHNOLOGY SYSTEM

Network use is primarily intended for the uses that teachers and students determine to be of educational value. Any use of the network which adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for any user is prohibited, and may result in the loss of network privileges. It is not acceptable to use the network for commercial or for-profit services.

1. We believe students in all schools should have equitable access to information and be provided the educational opportunities to learn to use the technologies.
2. We believe good communications skills in our global society are absolutely necessary. Each classroom, media center, and office will be networked to provide electronic communication among all members of the learning community.
3. We believe that students must become information literate in order to be productive citizens in our society. A strong interdisciplinary information and technology curriculum will be taught in each grade emphasizing how to process and use information.
4. We believe that the ethical use of information is increasingly important. It is imperative that the learning community understand the boundaries of ethical use and the personal rights and privacy of electronic information.
5. We believe that a school system is managed effectively by staff skilled in the use of information and technology. Effective management also requires that student performance data be available to administrators and teachers on demand.

6. We believe that a staff development program to train and support staff in their use of information and technology is essential. Staff development opportunities will be the key to building an interdisciplinary curriculum and for providing appropriate instruction to students.

In return every user of the technology provided by the Bath County School System has the responsibility to respect and protect the rights of every user in our community and on the Internet. Bath County Schools' technology users are expected to act in a responsible, ethical and legal manner, in accordance with the Bath County Schools Code of Conduct, and the laws of the State of Kentucky and the United States.

PRIVILEGES AND RIGHTS OF BATH COUNTY NETWORK MEMBERS

The use of the Bath Co. Network is a privilege, not a right. Inappropriate use may result in cancellation of the privilege. The Bath Co. Board of Education (Technology Coordinator) has the authority to determine appropriate use and may deny, revoke or suspend any user account at any time based upon its determination of inappropriate use of the system. School principals may apply other disciplinary measures according to the school's discipline code.

The Bath Co. School System reserves the right to review any material on any user-account and to monitor filespace in order for the school system to make determinations on whether specific uses of the network are appropriate/inappropriate.

These rights/privileges include:

1. **Privacy**-- All members of the Bath County Network have the right to privacy within reason in their e-mail. However, if a user is believed to be in violation of the guidelines stated in this policy, a system administrator or teacher may need to gain access to private correspondence or files. A School or District Technology Coordinator has the right to access information stored in any user directory, on the current user screen, or in electronic mail. System administrators may need to access private files as part of regular system maintenance. It is important that users recognize the fundamental differences between public and private e-mail forms of communication, and shape their content accordingly;
2. **Access**-- Members of the Bath County Network will be granted free access to as many network services as their technology allows. Exploration of the Internet is encouraged however, no single user should monopolize a computer or the network he/she uses;
3. **Safety** -- To the greatest extent possible, members of the Bath County Network will be protected from harassment or unwanted or unsolicited contact. Any member who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher. Users must be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. The designers of the Bath County Network cannot eliminate access to all such services, thus individual users must take responsibility for their own actions in navigating the network;
4. **Intellectual Freedom**-- The Bath County Network must be a free and open forum for expression, including viewpoints that are strange, unorthodox, or unpopular. The poster of an opinion should be aware that other members may be openly critical of such

opinions. Personal attacks are not an acceptable use of the Bath County Network. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view, and not that of the Bath County School System.

SERVICES AVAILABLE ON THE BATH COUNTY NETWORK

The Bath County Network consists of a variety of computing equipment, software, and network connections and phone systems. This section describes the primary tools and services approved for use in the Bath County Network.

1. **Electronic Mail or e-mail.** E-mail is very much like regular mail, except instead of paper, you use the computer. E-mail correspondence between two people or a small group of people is considered private, although you should remember that electronic correspondence is, in general, far less secure than paper correspondence. It is also possible for you to send e-mail to large groups of people, using something called an "e-mail alias." E-mail sent to aliases is considered public. Overuse or misuse of an e-mail alias will be viewed as an abuse of network capacity.
2. **World Wide Web.** There is a wide and growing variety of interconnected information and databases on the Internet, often called the World Wide Web. Software called "web browsers" is used to contact web information servers. Bath County Network members use a program with a point-and-click interface called Internet Explorer to access these resources. Other programs, called "helpers," make it possible for you to see images and listen to sounds and view movies that you find on the "web."

MEMBERS OF THE BATH COUNTY NETWORK

1. Students who are currently enrolled in a Bath County class will automatically be granted a network account upon agreement of the terms stated in this policy; Students may or may not be granted an e-mail account.
2. Teachers of the Bath County School System may hold accounts on the Bath County Network.
3. Others - Anyone may request a special account on the Bath County Network. Requests will be granted on a case-by-case basis, depending on need and resource availability.

RESPONSIBILITIES AND SECURITY ISSUES FOR BATH COUNTY NETWORK MEMBERS

With the rights and privileges of membership in the Bath County Network come certain responsibilities. Users need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network privileges:

1. Never share your password or account with anyone. You have full responsibility for the use of your account. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.
2. Do not use/alter another individual's account without their written permission;
3. Do not knowingly degrade the performance of the network. Chain letters and mail bombs or attempts to log on the network as a system administrator are examples of

activities prohibited for this reason;

4. Obey the rules of copyright. Bath County Network members must respect all copyright issues regarding software, information, and attributions of authorship.
5. Commercial software may not be installed on the system without the express permission of the system administrators. Copyrighted software and other instructional material must not be copied or transferred to another except as provided under license agreement ;
6. Posting personal communications to a public forum without the original author's prior consent is prohibited. To do this is a violation of the author's privacy. However, all messages posted in a public forum such as newsgroups or aliases e-mail may be copied in subsequent communications, so long as proper attribution is given;
7. Use of the network for any illegal activities is prohibited. Illegal activities include tampering with computer, hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files;
8. Avoid the knowing or inadvertent spread of computer viruses or destroy another person's data. "Computer viruses" are programs that have been developed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the Bath County Network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law;
9. Use appropriate language. Profanity or obscenity will not be tolerated. All network members should use language appropriate for school situations as indicated by school's codes of conduct;
10. Avoid offensive or inflammatory speech. Members must respect the rights of others on the local network and on the Internet. Personal attacks are unacceptable.
11. Impersonation, anonymity, or pseudonyms are not permitted. As an educational network, we believe that individuals must take responsibility for their actions and words;
12. Exemplary behavior is expected on 'virtual' field trips. When 'visiting' locations on the Internet or using the videoconferencing or screen-sharing communication tools, Bath County Network members must conduct themselves as representatives of both their respective schools and the Bath County Network. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of network privileges;
13. If you identify a security problem on the network, you are to notify the system administrator. Any user identified as a security risk may be denied access to the Bath County Network;
14. Vandalism and harassment may result in cancellation of user privileges. Vandalism is the malicious attempt to harm, modify, or destroy data of any user. Creating a computer virus is considered as vandalism. Harassment is the persistent annoyance of an user (i.e. the sending of unwanted mail);
15. You may not use MUD's (multi-user games) over the Bath County Network;

16. Do not reveal your/others personal address or phone numbers;
17. Internet and other e-mail systems are not to be used on the Bath County Network. The Exchange e-mail system is the only acceptable e-mail system to be used in the school District;
18. Personal information is to be stored on a floppy disk;
19. Students must get permission from their teacher before using the network. Students are always to follow written and oral classroom instructions.

ACCEPTABLE USE

The purpose of Internet is to facilitate communications in support of research and educational uses, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible through the Bath County Schools, at its sole discretion. School officials shall apply the same criterion of educational suitability used to review other educational resources.

BYOD

Students and staff members who bring personal devices (phones, iPads, tablets, laptops, etc.) with independent network access for use on school property must adhere to all of the rules and regulations applicable to school-provided devices. Internet resources that are not permitted through the school network will.

NO WARRANTIES

The Bath County School System makes no warranties of any kind, whether express or implied, for the service it is providing. The school system will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, or service interruptions caused by the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

ENCOUNTER OF CONTROVERSIAL MATERIAL

Users may encounter material which is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. On a global network, it is impossible to completely control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.

PHONE USAGE

The local phone system is to be used for educational/instructional purposes and for contacts with school officials and parents. Classroom instructional time is not to be interrupted, except in the case of emergencies. All phones are to be answered by school staff members. Only under

rare circumstances are students (with staff permission) to be allowed to use the school's phone system.

SENATE BILL 230

Senate Bill 230 requires the school district to utilize filtering technology to insure that sexually explicit material is not made available to students. The Bath County School district uses proxy servers at the district level along with Microsoft Threat Management Gateway (TMG) software to meet the state mandate. Filtering software is not 100% effective, thus filtering is not a complete solution in itself. Parental consent is to be obtained prior to granting students' access to the Internet, and teachers are to supervise student computer use. School Technology Coordinators will randomly, not less than twice per year, audit (not less than three) computers to determine if they have been used to access sexually explicit or other objectionable material. The School Technology Coordinator will make a report on the computers audited to the District Technology Coordinator and to the building principal.

By signing the user agreement/parent permission form, the staff member/student has agreed to abide by the Bath County Acceptable Use Policy.

Name

Date