Anderson County Schools
Technology Acceptable Use Policy
2012-2013

Anderson County Schools Technology Acceptable Use Policy:

100: General Information:
The district wide provision of computers and technology for the express use of Anderson County School students and employees along with the communication services it provides will be referred to as the "Anderson County School's Network" or ACSNet.   The District Chief Information Officer (CIO) and support staff provides administrative support. Additional administrative support is provided by the Kentucky Department of Education. The system administrators are employees of Anderson County Schools and reserve the right to monitor all activity on ACSNet.

With a network infrastructure as important to the education of Anderson County students, and as crucial to the success of the teachers and administrators of Anderson County Schools; it's imperative to have appropriate policies and procedures in place to ensure the security and reliability of the network. The following are the policies and procedures for all users and support staff for ACSNet.

101: Mission:
The Anderson County Schools will provide all students and teachers the opportunity to access the latest and most innovative resources available in their learning and teaching environments. The access to innovative learning and teaching devices as well as providing a robust, dependable and secure network experience is imperative to today's classroom. The Anderson County School Board believes that providing all students and teachers these resources is the best way to enhance the learning experience and provide our students with 21st century skills.

The Board's commitment to providing these innovative learning opportunities is equal to its passion to ensure that all teachers and students are good digital citizens and demonstrate good decision making in the way they communicate with the world.   It is the Board's belief that these opportunities will provide the students of Anderson County the freedom to express their understanding of the curriculum at a higher level and become leaders in the classroom and community.

102: Guiding Principles:
Technology-infused teaching and learning has become an important part of the learning experience. However, our digital landscape is being littered with examples of poor and unacceptable forms of digital citizenship. Digital citizenship programs require awareness, critical analysis and well-conceived strategies in order to help eliminate this waste. Today's technology leaders, which include students, must raise their expectations for technology-infused teaching and learning. It is time to focus equally on the effective use of technology as well as the appropriate use of technology. We cannot afford one without the other if we expect to produce productive citizens in the 21st century. Therefore, the following behaviors are not permitted on ACNSet:

1.   Sharing confidential information about students or employees.
2.   Sending or displaying offensive messages or pictures.
3.   Assisting a campaign for election of any person.
4.   Using obscene language.
5.   Harassing, insulting, bullying or attacking others.
6.   Intentionally transmitting viral communications.
7.   Violating copyright laws.
8.   Using other users' passwords.
9.   Trespassing and or deletion of other users' folders, documents, or files.
10. Intentionally wasting limited resources.
11. Employing ACSNet for commercial purposes.
12. Violating regulations prescribed by the network provider.
13. Conducting personal business.

14. Accessing and/or sharing threatening or sexually explicit material.
15. Installing personal or downloaded software onto any district owned machine.
16. Damaging computer systems or computer networks.

201: Access

Internet: All users with a signed AUP will have access to the Internet.

Email/Communication/Collaboration: All users with a signed AUP will be supplied with a district email account. *Note: 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 is 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.*

Personally Owned Devices Network (PODNet): Students who demonstrate an understanding of good digital citizenship by passing the district's Digital Driver's License Assessment and that submit a signed AUP will be allowed to connect their personally owned devices to ACNet via our PODNet. The minimum requirements for any device connected to PODNet are as follows: *The device must have a wireless network card and must sustain battery power for at least two hours.*

Phone System: Classroom phones should be used for instructional purposes or emergency situations only. Personal calls made during the school day should be during non-instructional times. The user placing the call will incur any and all personal long distance charges.

301: Security

All students will receive instruction on digital citizenship and Internet safety, including appropriate online behavior, interacting with other individuals on social networking sites/chat rooms and cyber-bullying awareness and response. Course completion will be documented and kept on file at each school.

Students can access websites that do not contain or that filter mature content. They can use their real names, pictures, and work (as long it doesn't have a grade/score from a school) with the notification and/or permission of the student and their parent or guardian.

Tracking and Monitoring of Network Traffic: State approved proxy server software shall be implemented and maintained on a twenty-four hour, seven day a week basis. Logs of user Internet activity shall be examined and scanned to detect access to inappropriate or other objectionable material as well as bandwidth misuse.

Passwords: User passwords must not be exchanged with other users, nor should a user use another user's password. The individual user is responsible for the security of his/her own password.

Laws: The Anderson County schools will comply with and support all state and federal laws including, but not limited to **FERPA**, **CIPA**, and **COPPA**.

Loss and/or Damage to Personally owned device: The Anderson County Schools is not responsible for the loss or damage to any personally owned devices brought to any of our facilities. (See Board Policy 09.4261 Telecommunications Devices for more details)

401: Social Media

Users on ACSNet will have access to social media sites and may choose to post on them. However, before posting to any site, a user should ask themselves this question:

"Will what you're about to share offend, surprise, or shock your current or future:

- Classmates
- Teacher
- Friends
- Boyfriend/girlfriend
- Family
- Parents
- Employer
- Clients
- Business partners

in any way which critically jeopardizes your relationship?" If you answer even one "Yes" for this short list of people, think long and hard before publishing your content.

501: Disciplinary Actions and Consequences:

Any breach of the Acceptable Use Policy by any user will result in the immediate suspension of network access. The length of time of this penalty is to be determined by building and/or district administrators. (Employees of Anderson County Schools will be subject to district personnel policies.)   The Chief Information Officer or a system administrator will inform the district/building administrator(s) of the violation and account suspension. They will also provide any necessary documentation (proxy reports). The district/building administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation.

Any additional consequences beyond account suspension will be decided upon by the building/district administrators and/or the Anderson County School Board. Additional consequences may include one or more of the following:

- Extended loss or termination of network access
- Disciplinary action
- Legal action

All violations discovered by school staff must be documented and reported to the school administration. School administrators must document and report all violations to the District Chief Information Officer.

Failure to abide by the ACSNet Terms and Conditions by any user is in violation of Anderson County Board Policy, Senate Bill 230, and 701 KAR 5:120.

601: Professional & Personal Development:

The Anderson County Schools District Technology Department will provide professional development to all teachers, staff, and students in regards to the successful integration of technology into teaching and learning. Furthermore, Anderson County School District believes that development extends to advanced and proper use of personal technologies for extended learning opportunities outside the school walls and school days. Therefore, professional development opportunities for students and the community will be offered throughout the school year to help provide a better understanding and use of personally owned devices.

701: Student/Parent/Guarding/Staff Agreement & Signature:

Student Agreement/Signature:

As a user of the ACSNet, I hereby agree to comply with the ACSNet Acceptable Use Policy. I will communicate over and use the network in a responsible manner while abiding by all relevant laws and restrictions.

PRINT Name: _____ Student Signature: _____Date: _____

Parent/Guardian Agreement/Signature:

Parent/Guardians are responsible for any expense incurred if their child purchases items via the Internet. Signature of parent or guardian is required for direct network access for all students. Students over 18 years of age are responsible for their access. By not signing this sheet, you are requesting that your child NOT have access to any resources offered by ACSNet. To opt out of any or all of the permissions listed below, please request an "ACSNet Opt-Out" form from your child's school.

By signing this form I give my child permission to:

- Have monitored access to the Internet.
  *Student e-mail is accessed via the Internet.
  *Student Internet activity will be monitored by District Administrators to ensure appropriate use.
- Have access to an ACSNet e-mail account.
- Have his/her picture, name, work, and/or likeness on video to appear on the district/school web sites and video productions that could be shared on third-party hosting websites.

Print Name (Parent/Guardian): _____

Signature of parent or legal guardian: _____ Date: _____

AC Schools Staff Agreement/Signature:

As a user of the ACSNet, I hereby agree to comply with the ACSNet Acceptable Use Policy. As an employee of the school district, I understand it is my duty to serve as a model for good digital citizenship and will demonstrate appropriate use at all times.

Print Name: _____ Signature: _____ Date:_____

***All copies of this signature page are to be submitted to the School Technology Coordinator and kept on file at that location.