

Access to Electronic Media

We are pleased to offer the students and staff of the Magoffin County School District access to telephones, the district computer network for Internet, E-mail, and video/digital pictures. To gain access, all students and staff must sign and return a user agreement. Students must have a parental/guardian permission form signed and returned to the School Principal each year unless a student is eighteen (18) years of age. If a student is eighteen years of age, he/she may sign his/her own permission form.

Access to telephones, Internet, E-mail, and video/digital pictures will enable students/staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. Magoffin County Schools are using Proxy servers to filter Internet sites as cited in Senate Bill 230; however, filtering is not 100% reliable. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. For this reason, we have an acceptable use policy to address the human dimension of information access issues. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that children should follow when using media and information sources. To that end, Magoffin County Schools support and respect each family's right to decide whether or not to apply for access. Students using school technology will be appropriately supervised by a certified teacher or trained designated person.

DISTRICT INTERNET, E-MAIL, VIDEO/DIGITAL PICTURES AND TELEPHONE RULES AND REGULATIONS

Students and staff are expected to exhibit responsible behavior on school computers, networks, internet usage, video/digital pictures and telephones. Since communications on the network are often public in nature, general school rules and policies apply.

The network is provided for students and staff to conduct research and communicate with others. Access to network services is given to students and staff who agree to act in a considerate and responsible manner. **Parent/Guardian permission is required. Access is a privilege-not a right. Access entails responsibility.**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district rules and regulations and will honor the agreements they have signed.

The setup of the network entails every student having a password to log in to access anything on the computer. Every student has a folder on the server (H:Drive/Filelocker) where work can be saved. The advantage of this is students will not lose what they are working on because of misplacement or a faulty disk. That work will always be there until they leave the district or graduate. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. Filtering software is not 100% effective; while filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves.

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DISTRICT INTERNET, E-MAIL, VIDEO/DIGITAL PICTURES AND TELEPHONE RULES AND REGULATIONS (CONTINUED)

Certain network management software packages allow the systems administrator to view or intervene and “take over” a user’s screen. These packages are designed for problem diagnosis, to troubleshoot network problems, and to support help desk activities. Although they are not designed to scan network activity for inappropriate use, the District may decide to use them for that purpose on an occasional basis.

The implementation of proxy services and phone logging, allows the school administrators and KDE detailed information about each Internet access and telephone usage, which can be traced to the individual user. These logs are stored for regular monitoring.

THE SCHOOL COUNCIL AND COMMUNITY: INFORMATION ABOUT THE VALUE OF THE NETWORK

Providing parents and the community with accurate and timely information about how electronic information resources are being used in the schools to support student achievement is very important. The School Based Decision-Making Council is an appropriate entity to lead this education effort in the school and community with district guidance and assistance. Parent and community education can be accomplished through Student Technology Leadership Program (STLP), and inviting parents to participate in the classroom and parent/community workshops.

Familiarity with the Internet and other network services will allow school councils to make more informed judgments about the use of technology throughout the curriculum. Such education efforts will also help parents make more informed judgments about media stories or second-hand information about potential risks associated with the Internet which might otherwise cause undo concern. Their appreciation of the instructional value of these resources will engage them more pro-actively in guiding appropriate use at home and working with the school to ensure that access continues to be available.

TELEPHONE AND OTHER VOICE SYSTEMS

Magoffin County Schools has installed a Voice Over IP System in compliance with board policy in all schools.

- The school or classroom telephones are designed to aid and support the educational instructional process and **should not be used for personal, public, private or commercial purposes.**
- To protect the instructional process, all telephone calls will be directed through the main office. No telephone calls from outside the school shall go directly into the classroom.
- Each school principal will adopt and implement procedures for student use of voice (telephone) systems and how the school will address telephone calls or messages (Voice mail, secretary messages, etc.) to and from the classroom.

Access to Electronic Media**RIGHTS AND RESPONSIBILITIES**

As outlined in Board Policy and Procedures and in the Student Handbook and Code of Conduct, students/staff do have Rights and Responsibilities. While rights and responsibilities will be adhered to, the following will not be permitted when using Magoffin County's Internet, E-mail, Video/Digital Pictures or Telephones/Cell Phones:

Electronic Media:

- Sending or displaying offensive messages or pictures through any type of electronic media
- Swearing, vulgarities, or other inappropriate languages
- Harassing, threatening, insulting or attacking others through electronic media
- Sending electronic messages anonymously
- Sending or attaching documents containing pornographic, obscene, sexually explicit material or language
- Accessing, copying or transmitting another's messages and/or attachments without permission
- Sending or forwarding any form of malicious code (e.g. Chain letters, viruses, etc.)

Safety Cautions:

- Revealing personal student identification, either about himself/herself or any other user
- Trespassing in another's folders, work, files or accessing another's email or network account
- Attempting to login as a system administrator
- Using the network to facilitate plagiarism. No user shall misrepresent another person's work as his/her own, or allow his/her work to be misrepresented as belonging to someone else.
- Viewing, entering, and participating in any chat room activity will not be permitted
- Transmitting illegal, alcohol, or drug related information
- Transmitting information or communicating with gangs, hate groups, or groups with violent themes
- Using technology resources to bully, threaten, or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com and etc.

Telephone:

- Messages or phone calls relating to or in support of illegal or harmful activities
- Telephone usage should not interrupt instruction and must be limited to a minimal amount of time. (Daily logs are kept on file)

Access to Electronic Media

RIGHTS AND RESPONSIBILITIES (CONTINUED)

Internet Usage:

- Using any type of email or instant messaging (Ex Hotmail, Yahoo, MSN, etc) other than that which is provided by the Magoffin County School system.
- Using Non-Instructional GAMES on the network
- Downloading non-instructional material from the Internet (i. e. music, games, videos)
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Local Technology Resources:

- Employing the network, email or telephone for commercial or personal purposes
- Violating copyright laws
- Damaging computers, computer systems, computer networks, or school/District websites. This includes changing control panel settings and/or altering teacher preferred settings.
- Intentionally infecting a computer or network with a virus program
- Accessing Streaming Media that is non-educational or that is not of value to Instruction such as music videos and etc.
- Monopolizing the networks by such things as running large programs and applications or sending massive amounts of mail to others
- Allowing a non-authorized user to use one's account
- Telephones, email or the Internet shall not be used for gambling, purchasing, or soliciting non-educational materials.
- Using E-mail for communications which are not directly related to instruction, sanctioned school activities or a person's job
- Using E-mail for private business or personal non-work related communications
- Destroying another's data
- Allowing another person to use one's E-mail or network account

Auditing procedures to determine whether education technology is being used for the purpose of accessing sexually explicit material

- Proxy server software shall be implemented and maintained at the district and at every school on a twenty-four hour, seven day a week basis.
- Logs of Internet activity shall be examined periodically to detect access to sexually explicit or other objectionable material, as defined by the school's site based council and district technology committee.
- Responsibility for log maintenance, examination, security and retention shall be up to the school principal or his/her designee.
- Electronic mail may be monitored periodically to ensure that faculty is not misusing school resources or using non-compliant email systems.
- Telephone logs shall be examined periodically to monitor proper usage.

CURRICULUM AND INSTRUCTION

08.2323 AP.1
(CONTINUED)

Access to Electronic Media

RIGHTS AND RESPONSIBILITIES (CONTINUED)

Users are held accountable for the additional rules and regulations found in the Magoffin County Schools Electronic Access & Usage Plan. Violation of these rules and regulations of the Magoffin County Board of Education may result in the suspending or revoking of an account by District/School Administrators and School Technology Coordinator (STC) as well as other disciplinary or legal action. Other actions that may be taken include, but are not limited to:

Students:

- 1st offense – One week suspension from all electronic media and notification to parent or guardian
- 2nd offense – Two week suspension from all electronic media and notification to parent or guardian
- 3rd offense – Suspension from all electronic media for the remaining of the school year and parent conference

Note: All notifications and documentation of any offense will be kept on file in the student's permanent record.

All District Staff:

- 1st offense – One week suspension from all electronic media and letter of notification to immediate supervisor
- 2nd offense – Two week suspension from all electronic media and letter of notification to immediate supervisor
- 3rd offense – Suspension from all electronic media for the remaining of the school year and supervisor and Superintendent conference

Note: All notifications and documentation of any offense will be kept on file in personnel folder

Student Name: _____

Grade _____

Home Room Teacher: _____

Year: _____

Access to Electronic Media

**Magoffin County Schools
Student User Contract**

Directions: After reading the Terms and Conditions for this Acceptable Use Policy please fill out the appropriate portions of the following contract completely and legibly. Your signature is required to use the following Electronic Media:

Internet E-MAIL Computer Network/Programs Telephone

Video/Digital Pictures(Posted on District Media Resources)

**Access Requested
Parent and Guardian**

As the parent or guardian of this student I have read the Terms and Conditions of Magoffin County's Acceptable Use Policy. I understand that this access is designed for educational purposes and Magoffin County Schools will not condone access to controversial material. However, I also recognize it is impossible for MCS to restrict access to all controversial materials, and I will not hold them responsible for 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 use Magoffin County's Internet, Video/Digital pictures, E-Mail and telephones, and certify that the information contained on this form is correct.

Parent or Guardian's Name _____

Signature _____ Date _____

Day-time Phone Number _____ Evening Phone Number _____

Student

I have read the AUP Terms and Conditions. I understand and will abide by the stated Terms and Conditions and further understand that a violation of the rules and regulations is unethical and may constitute a criminal offense. I agree that 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 Name (please print) _____

Student's Signature _____ Date _____

To ensure compliance with 1998 Senate Bill 230(4) and 701 KAR 5:120; This document must be signed and kept on file at the school.

Students: Return this form to your Home Room Teacher.

Access to Electronic Media

CLASSIFIED, CERTIFIED STAFF AND ALL OTHER USERS

User Contract

Teachers and others whose duties include classroom management and/or student supervision should be knowledgeable in detecting, deterring, and documenting inappropriate use, on safe-guarding personal privacy, and on dealing with unsolicited online contact as a school safety issue.

I have read the Terms and Conditions of the Acceptable Use Policy for Magoffin County Schools and agree to follow the acceptable use of the network and proper network etiquette. I understand that I am responsible for my own personal behavior using Magoffin County Schools' Internet, Video/Digital pictures, E-Mail and telephones.

Name

(please print) _____

Signature _____

School _____

Date _____

Access to Electronic Media include:

- Internet
- E-MAIL
- Video/Digital
- Pictures
- Computer
- Network/Programs
- Telephone

To ensure compliance with 1998 Senate Bill 230(4) and 701 KAR 5:120; This document must be signed and kept on file at the school or location where he/she works.

Staff: Return this form to your TIS or Program Director