

## **Access to Electronic Media**

### **ELECTRONIC MAIL/INTERNET**

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

In addition, parents wanting to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

### **GENERAL STANDARDS FOR USERS**

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

### **NO PRIVACY GUARANTEE**

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or on District provided or sponsored technology services, to be private.

**Access to Electronic Media****RULES AND REGULATIONS**

Generally, misbehavior including, but not limited to, the following is not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computer systems, computer networks, or school/District websites
5. Violating copyright laws
6. Using another user's password
7. Trespassing in another user's folder, work, or files
8. Intentionally wasting limited resources
9. Using the network for commercial purposes
10. 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 or Xanga.com.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

## Access to Electronic Media

### ONE TO ONE ADDENDUM TO THE ACCEPTABLE USE POLICY

#### PORTABLE ELECTRONIC DEVICE USAGE

Students issued a District owned portable electronic device shall follow all requirements and guidelines contained in Board Policy 08.2323 and associated procedures. In addition, students wishing to check out a District owned electronic device shall follow the guidelines below:

1. **Equipment:** The District owns the equipment and has the right to collect and/or inspect the electronic device at any time and to alter, add or delete installed software or hardware. The student/family shall be responsible for an insurance fee before the electronic device will be issued to the student. That fee covers the electronic device in case of theft, accidental damage, power surge, vandalism, fire or a natural disaster. Each student shall be responsible for the assigned electronic device that will be identified by the serial number and the District's asset tag.
2. **Equipment Substitution:** A limited number of back-up electronic devices are available should an assigned electronic device fail or need repair. The student's rights and responsibilities remain in effect for any substituted electronic device. NOTE: A student who forgets the assigned electronic device and/or fails to bring the electronic device charged and ready for use for the day shall NOT be issued a substitute electronic device.
3. **Equipment Configuration:** Each electronic device shall be loaded with a pre-determined image that contains operating systems, applications, Internet plug-ins, etc. The student shall not install or load any personally-owned applications or freeware on this electronic device. Students shall not damage in any way the surface of the electronic device. This includes but is not limited to, adding stickers, using magic markers, etc. Students shall not remove serial numbers or District asset tags from the electronic device. If any if any of these prohibitions are found to have any been violated, appropriate disciplinary actions shall be taken, up to and including the student assuming financial responsibility and/or losing the privilege of using the electronic device.

If it is determined that the electronic device needs additional application and/or plug-ins or additional features, the teacher shall ensure proper licensing and request the Director of Technology install the application.

4. **Equipment Loss or Damage:** The student must report any damage or loss of the electronic device immediately to the Principal, School Technology Coordinator or the school's help desk.
5. **Student Responsibilities for Computer:**
  - Students should bring their electronic devices to school fully charged and ready for use.
  - Students should keep their electronic device with them at all times or in a secured location.
  - Students should not loan their electronic device to other students.
  - Students need to make sure that work is saved to their network user directory and/or backed up on a flash drive or in a personal cloud storage space.

**Access to Electronic Media**

**PORTABLE ELECTRONIC DEVICE USAGE (CONTINUED)**

- Students shall report all problems to the help desk.
- Students must keep the electronic device clean by adhering to the following:
  - a. No eating or drinking around the electronic device;
  - b. Transporting the electronic device using the carrying case; and
  - c. Avoid using the electronic device when hands are not clean.

6. **Personal Health and Safety:** The bottom of the electronic device may get hot with continued use and should not be used for a prolonged period of time. Never place or leave the electronic device on a pillow, cushion, or couch while powered on as this may cause overheating of the surface below. One should look away from the display screen every fifteen (15) minutes. Do not transmit personal information through the internet. Do not share your password with anyone.

NOTE: Teachers may impose further restrictions for use in their classrooms.

By signing below, we accept and agree to the above One to One Addendum to the Acceptable Use Policy. A separate application signifying insurance acceptance or rejection has also been submitted. A District wide AUP has also been signed for network access.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (PRINT): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment Description _____	Asset tag Number _____	Serial Number _____
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Mac Laptop \_\_\_\_\_

Power Cord  Yes  No

Temporary location of equipment or home address: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Condition: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Condition: \_\_\_\_\_

## Access to Electronic Media

### USE OF PERSONAL ELECTRONIC DEVICES

Any student (and parent/guardian), faculty and staff member, or guest accessing the Carroll County School's network with a personal electronic device must comply with the following guidelines and sign this agreement showing acceptance of the procedures and responsibilities therein:

1. Individuals must abide by the District's Acceptable Use Policy and related procedures.
2. Individuals must only use the personal electronic device in support of educational learning or research.
3. Due to District bandwidth concerns, individuals shall not bring to school more than two (2) personal electronic devices (laptop, smartphone, iPad or iPod, etc.)
4. Individuals must make an appointment with the technology department to begin the process of adding the personal electronic device to the network. The technology department shall schedule monthly intervals for users to register personal electronic devices and shall announce those times to all users.
  - Each personal electronic device shall only have access to the Internet and Email.
  - The Internet traffic for each personal electronic device will go through the District's filters for appropriate use to ensure compliance with the AUP and 1998 SB 230 and 701 KAR 5:120.
  - Individuals shall be given directions to connect personal electronic devices to the District proxy.
  - Individuals shall register the MAC address and serial number with the technology department to enable logging of users' activities.
5. The technology department does not support software performance or the performance of personal electronic devices within the District's network.
6. Individuals understand that the Carroll County Public Schools accept no liability for personal electronic devices, including theft, physical damage, data loss or software malfunctions.
7. The District reserves the right to:
  - Log network use. Carroll County Public Schools uses a network proxy to filter and log all users' internet usage and reviews these records regularly as required by regulation and law. Any inappropriate use shall be handled by school leadership and appropriate actions taken based on violations to the AUP and related procedures.
  - Ultimately restrict or suspend the user's access to the network if at any time it is determined that the user is engaged in unauthorized activity or is violating the AUP and/or related procedures.
8. Students may use personal electronic devices during study time or in classrooms in support of educational learning or research as directed by the teacher.

**Access to Electronic Media**

**USE OF PERSONAL ELECTRONIC DEVICES (CONTINUED)**

9. Students understand that if the personal electronic device is not charged, it will be at the discretion of the instructor as to when and if it can be plugged in to charge.
10. A student shall never loan a personal electronic device to another student for use.
11. Printing will not be available to personal electronic devices. Users should use email, free cloud storage (Skydrive, Google docs, Dropbox, etc.) or flash drive to save work. The user may then access District workstations to retrieve and print documents.
12. Individuals are responsible for their own content and file management. Data management and/or data loss is the responsibility of the individual users. Only files saved on Carroll County Public Schools’ servers are handled via disaster recovery procedures.

Bringing a personal electronic device to school is a privilege and not a right. Any student that violates the AUP or fails to follow these guidelines will not be allowed to access the District’s network via personal electronic devices. These actions may include, but are not limited to, loss or limitations to network services, loss of personal electronic device privileges, school disciplinary actions, and/or referral to appropriate law enforcement agencies.

As cellular coverage in the county continues to expand, more personal electronic devices, like the smartphone, are being carried by students and staff. The District assumes no responsibility for monitoring users’ access via cellular data plans. Because this service is provided by parents to the child, the District requires that these electronic devices only be used during appropriate instructional times and in keeping with Policy 09.4261. Cellular usage will not be filtered through the District’s filter. It will be the parents’ responsibility to ensure their child’s behavior when using personal electronic devices via cellular data plans.

I have read and agree to the personal electronic device guidelines. I understand all responsibilities that are involved for personal electronic device use. I understand that any violation of the Acceptable Use Policy and/or related procedures or the guidelines specific to personal electronic devices will result in disciplinary actions, up to and including loss of personal electronic device usage.

Student Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**RELATED POLICIES AND PROCEDURES:**

08.2322; 09.14; 09.4261

Review/Revised:7/21/11