

Owen County School District  
Use of Technology and Access to Electronic Media  
Faculty/Staff



**Summary**

The Owen County School “District” has access to and use of the Internet, internal network, and E-mail as part of the instructional or job related process. All employees must sign an annual Use of Technology and Access to Electronic Media agreement before direct access to the Internet or electronic mail. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or teacher directed electronic mail. However, educators may use the Internet during class-directed group demonstrations with or without parental consent. Anyone with an Owen County School account will be held accountable for violations of the Use of Technology and Access to Electronic Media agreement and understand that disciplinary action may be taken.

The District provides students and staff with a service herein after referred to as the Network. The Network is a computer service, which includes the use of servers, software, Internet and Email. These procedures also address the use of electronic instructional devices, included but not limited to desktop computers, laptop computers, and other instructional technology equipment. This equipment is both wired and wireless services. In addition to providing students and staff with the understanding and skills needed to use technology resources and telephone services in an appropriate manner, the Owen County School District reserves the right to monitor all activity on the Network, including Internet, Email, and instant messaging. Furthermore, we:

1. Reserve the right to monitor computer use or lack of use.
2. Reserve the right to deny access to the Network, including Internet and E-mail and users must comply with the **email/password procedures** set forth by the Owen County Technology Department.
3. All users of the Network will adhere to the policies and procedures that will maximize the Network system security including **Notice of Security Breach & Investigation Procedures**.

**General Principles**

When a teacher or staff member at an Owen County School accesses the Network or an Electronic Instructional Device owned or operated by the school system, he/she assumes certain responsibilities and obligations. All access of this type is subject to school policies and to local, state, and federal laws. The school administration expects that faculty and staff use of technology resources provided by the school will be ethical and will reflect academic honesty. Students, faculty and staff must demonstrate respect for intellectual property, ownership of data, and system security mechanisms.

The Owen County Schools consider any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy, secure, or examine any files or information that may suggest that a person is using technology resources inappropriately. Violators are subject to disciplinary action by school officials that may include loss of computer privileges and/or termination for staff. Offenders may also be prosecuted under laws including, but not limited to, the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986, and the Computer Virus Act.

The General Guidelines listed below apply to the Network, Internet, E-mail, and instant messaging communications:

- Use technology resources only for authorized purposes following established procedures;
- Be responsible for all activities on your assigned Electronic Instructional Device;

- Access only files and data that are your own, which are publicly available, or to which you have been given authorized access;
- Use only legal versions of copyrighted software;
- Be considerate in your use of shared resources;
- Practice secure data management when using any online resources;
- Abide by this Use of Technology and Access to Electronic Media.

### General Standards

The standards for faculty/staff access to the Owen County School Network are:

- Network access throughout the District is to be used for educational purposes, instruction, research, and school administration only. Network access is not to be used for private business, p e r s o n a l h o b b i e s , illegal activity, political activity, or accessing sexually-oriented or other inappropriate material (e.g. material promoting drugs, alcohol, tobacco, illegal activity, etc.) or any other non-instructional purpose.
- Instructional staff will select and guide students on the appropriate use of the Internet and instructional software on the Network.
- The District will be responsible for supervising Network use. Auditing procedures are in place to monitor access to the Network. **However, the District cannot continually monitor every communication and Network session for every student and staff member beyond the scope of supervision defined in the Use of Technology and Access to Electronic Media agreement.**
- Internet access for students must be agreed upon by the parents/guardians of students.
- Staff will not reveal a student's full name and post a picture of the student or the student's work on the Network with personally identifiable information without a publication consent form on file.
- The content of any District web page is the responsibility of the sponsoring staff member who hosts the page.
- Network access is only available to District staff, District administration, and District students for using such access for instructional/educational purposes.
- Passwords **MUST** follow the email/password procedure guidelines.
- Users shall notify the Director of Technology of any policy violations or security breaches; this can be done anonymously
- Any data breach must be investigated by the Superintendent or designee in accordance to the district data **breach policy.**
- Users shall not place any software on a network server without permission from the Director of Technology adhering to the vendor agreement procedure.

Faculty/Staff must not make inappropriate use of resources provided by the District. The following are nonexhaustive actions that are considered inappropriate:

- Using home ISP-provided email, Google Gmail, or any other unauthorized Email service;
- Using another person's login name or password;
- Installing, making copies, distributing or using any unlicensed software or hardware on the Network or on any District Owned Electronic Instructional Device;
- Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating viruses, damaging files, disrupting service, or deleting or modifying programs; • Wasting technology resources, such as paper, by printing excessive copies;
- Committing plagiarism, fraud, misrepresentation, or other dishonest acts.
- Using harassing, abusive, or otherwise objectionable language in either public or private messages;
- Using the Network illegally in ways that violate federal, state, or local laws or statutes;
- Using the Network for commercial purposes;
- Using the Network for political lobbying;
- Knowingly giving one's password to others or allowing others to use your account; • Circumventing security measures on school or remote computers or networks;

- Deleting electronic communications that are required for legal document retention;
- Posting or exchanging personally identifiable student information on the Network from District personnel;
- Transmitting obscene, abusive, or sexually explicit language or materials;
- Monopolizing the resources of the Owen County Schools Network by such things as streaming large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games. You may not participate in chain e-mail.

**All of the above apply to district-owned technology used regardless of location. A user utilizing a district-owned laptop at his or her own house is bound by these guidelines in the same way that he or she would be inside of the district Network.**

### **Previewing Materials**

All materials presented for student use or viewing shall be reviewed by the teacher before use. The content of the material shall be appropriate for and within the age range of the knowledge, understanding, age, and maturity of students with whom they are used.

### **Social Networking/Instant Messaging**

An online social network is a web site or mobile app with the goal of building a social community of individuals who share a common interest and/or activity. Popular social networking sites include Facebook.com, Twitter.com, and the social networking tools built into the district-supplied email system.

- Teachers and other adult staff have been advised NOT to “friend” students on social networking sites using the same account used for personal social networking. Students are given the same advice. Remember that teachers are ethically and legally bound to report any activity in which a student may be breaking the law or may be in danger of hurting him/herself or others.
- Adults should not permit nor encourage students to reveal their full name and personal information, such as address, phone number, financial information, social security number, etc. (“Personally Identifiable Information”) via the network.
- Adults should not themselves upload student Personally Identifiable Information into any cloud-based software system without written permission from the Superintendent or his designee.
- Adults should not permit students to establish relationships on the Network, unless instructional staff has coordinated the communication.
- Staff will not reveal a student's full name or post a picture of the student or the student's work on the Network with Personally Identifiable Information without a Publication Consent form on file.
- Employees should use discretion when accessing and potentially making electronic and/or paper copies of sensitive data. This includes storing Personally Identifiable Information on personal or school-issued mobile devices.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and other education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

With the appropriate approval by the Owen County Board of Education district employees and activity sponsors may set up blogs and other social networking accounts using District resources and following this Policy to promote communication with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

In order for District employees and activity sponsors to utilize a social networking site (Facebook, Twitter, etc.) using District-owned or District-provided technology resources for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site (i.e. usernames and passwords) must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use; and
  - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

**Staff members are strongly discouraged from creating *personal* social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk. ALL school personnel should remember that they are required by KRS 620.030 to report to the proper authorities in writing *any* knowledge of a student who is in danger of being harmed by him/herself or another, or any student who is neglected. This would include information gathered from a social networking site (e.g. a student in his/her "status" states that he/she is contemplating suicide).**

#### **Right to Privacy**

- There should be no expectation of privacy in any district managed service including but not limited to email, cloud storage, local storage, and server storage. The District Director of Technology will review files and communications to maintain system integrity and ensure that users are using network resources and electronic mail responsibly. Users should not expect that files stored on servers will be private.
- Network management and monitoring software packages will be used for random access to monitor, review progress, and for security purposes.

#### **Agreement Forms**

- An Acceptable Use Policy (Use of Technology and Access to Electronic Media), including the signature of a faculty/staff member must be on file in the technology office. This document will be considered as a legal, binding document and shall be kept on file by the Director of Technology. These signatures indicate understanding and agreement with the acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations

#### **Reliability**

Owen County Schools will not be responsible for any damages not limited to loss of data resulting from delays, nondeliveries, mis-deliveries, service interruptions, user errors, or user omissions, hard drive failures, etc.

#### **Electronic Mail Terms and Conditions**

- Users shall not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail for private business or personal, non-related communications.
- Be polite. Do not write or send harassing or abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do NOT reveal you name, personal address, or phone number or those of other students or staff.
- Note that email is not guaranteed to be private. People who operate the network do have access to all mail.
  - Messages relating to or in support of illegal activities may be reported to the authorities.

#### **Use of Personal Cell Phones/Telecommunication Devices**

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

### **Telephone Usage**

Telephone service is available primarily to provide two-way communications with the school office, contact with parents, and emergencies.

- Staff will refrain from using telephones during instructional time, including personal devices.
- Students may use the telephones under staff supervision when there is a legitimate need, such as calling parents to arrange transportation, delivery of medicine or clothes, or similar rare circumstances.
- Instructional time will not be interrupted to transfer calls except in emergencies.

### **Disciplinary Action**

#### **District Code of Conduct**

#### **References:**

**Board Policy 03.1321**

**Board Policy 3.13214**

**Board Policy 03.2321**

**Board Policy 03.23214**

**Board Policy 08.2321**

**Board Policy 08.2323 Board**

**Policy 08.234**

**Board Procedure 9.14 AP.251**

**Board Procedure 1.61 AP.11**

**KRS 620.030**

**Account Agreement Forms**

**EMPLOYEE CONTRACT**

**Directions:** After reading the attached "Use of Technology and Access to Electronic Media" document, please fill out the appropriate portions of the following contract completely and legibly.

By signing this contract, I hereby acknowledge that I have a thorough understanding of the "Use of Technology and Access to Electronic Media" document which covers Board Policies 03.1321, 03.2321, 03.13214, 03.23214, 08.2321, 08.2323, 08.234 and Board Procedure 08.2323 AP.1, and agree to abide by the stated terms and conditions. I further understand that violation of the "Use of Technology and Access to Electronic Media" document is a violation of the employee handbook and may constitute a criminal offense. Should I commit any violation, my access privileges may be amended or revoked, school disciplinary action may be taken, and/or appropriate legal action may be instituted.

Printed Employee Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_

This signed contract must be returned to and kept on file in the technology office as a legal/binding document. Concerns regarding the "Use of Technology and Access to Electronic Media" document should be addressed in writing to the Superintendent/designee.