ACCEPTABLE USE – ELECTRONIC RESOURCES   **4083**

Reference: KRS 156.675
Relates to: Policy 9064, 5025; 4083F

INTRODUCTION
The Oldham County Board of Education recognizes that as telecommunications and other new technologies change the ways that information may be accessed, communicated, transferred, and used by members of society, instruction and student learning in the public schools may also be altered. In general, the Board supports access by staff to rich information resources along with the development by staff and students of appropriate skills to analyze and evaluate such resources.

Procedures and Guidelines
The Superintendent shall develop and implement procedures appropriate to provide guidance for student, staff and community member access to electronic media. Guidelines shall address ethical use of electronic media, including the Internet, and issues of privacy versus administrative review of electronic files and communications. These procedures shall also assist staff in determining whether inappropriate, offensive or sexually explicit materials are being accessed.

Agreement for Staff and Community Members
Staff members must comply with this policy, related administrative regulations, and sign a staff acceptable use agreement (4083-F).

Responding to Concerns
School officials shall apply the same criteria of educational suitability used to review other educational resources when questions arise concerning access to specific electronic media. These criteria are outlined in individual school policies and this policy.

Access
In the Oldham County Schools, access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet. ***Access is a privilege, not a right.*** For these reasons, the Oldham County Schools reserves the right to limit or deny access to software and/or documents found either on OCSNet or the Internet, via technical or human barriers.

Dial-in and VPN access is available to Oldham County staff members. A request must be made to the District Technology Coordinator for this privilege. Personally owned computing devices may have access to OCSNet after receiving permission from School/District personnel.

The use of personally owned computing devices must adhere to the Oldham County Schools Acceptable Use Policy and the computer must be used for schoolwork only while on the network.

Legal versions of Windows operating systems must be installed and will be the responsibility of the owner. Personally owned computing devices must have the most recent Windows updates and the latest virus scan data files installed and operating on the machine.

The owner of the personally owned computing devices is personally responsible for the equipment as well as all security, maintenance and repair.

No Right to Privacy
A network administrator, the District Technology Coordinator or the School Technology Coordinator has the right to access information stored in any user directory, on the current user screen, and in electronic mail. In the case of district investigations or employee discipline, the Superintendent, General Counsel, or Assistant Superintendent for Support Services may grant access to internal or external investigators. Users are advised not to place confidential documents in their user directory on the network, or in work email. Network management and monitoring software packages will be used for random access to student and staff workstations to review progress and for security purposes.

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Usage Rules
Network and Internet Rules for Employees
1. The employee shall use his/her account in support of education and research and consistent with the educational objectives of the Oldham County School District.
2. The employee shall not use OCSNet resources for private business or personal gain.
3. The employ shall not violate any US or State regulation.
4. Vandalism or theft of OCSNet resources, including data files and hardware will not be tolerated.
5. The employee shall not give his/her password to anyone.
6. The employee shall not use or alter anyone else's Internet account.
7. The employee shall not offer Internet access to any individual via his/her OCSNet account.
8. The employee shall not break in or attempt to break into another computer network.
9. The employee shall not create or share computer viruses.
10. The employee shall not destroy another person's data.
11. The employee shall not monopolize the resources of OCSNet by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, sending "chain mail" or "chain letters", download or stream non-educational video/music, or using system resources for games.
12. The employee shall not use unauthorized MUD (multi-user games) network via the OCSNet.
13. The employee shall not violate any copyright laws or plagiarize (including software copyright laws).
14. The employee shall not access, transfer, receive or save any information in violation of federal or state law, including any materials that are copyrighted, threatening, obscene, or sexually explicit.
15. The employee shall not transmit personally identifiable information regarding a student via email or the Internet.
16. The employee shall not use any email service other than the district mail system.
17. The employee shall not make alterations to, attempt to make alterations to, copy, and/or attempt to copy district-owned software.
18. The School will keep on file a copy of all executed software licenses or original documentation of software purchased by the School.
19. Employees shall not install or repair any software/hardware on individual workstations without consultation and assistance from the site technology coordinator (STC).
20. As a user of this community system, the employee should notify a network administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
21. The employee will not transmit a student's personally identifiable information (written work, pictures, web postings, etc.) without a parent's written consent.

Consequences for Usage Rule Violations
The District Technology Coordinator may recommend to the Assistant Superintendent for Support Services to suspend or close an account at any time, as a violation is determined. The District Technology Coordinator must notify the user in writing within two weeks of the reason for suspension or termination of an account.

If the Assistant Superintendent for Support Services agrees with the recommendation, the length of revocation will be determined on a case-by-case basis and reinstatement may include supervised access.

Certified and classified employees may be disciplined in accordance with state law and Board Policy 5025. Students who violate user rules may be disciplined in accordance with the Student Code of Acceptable Behavior and Discipline.

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Reliability

The Oldham County Schools will not be responsible for any damages including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions.

Security

Security on any computer system is a high priority, especially when the system involves many users. If any user identifies a security problem on OCSNet, she/he must notify a system administrator or your School Technology Coordinator (STC) network administrator. The employee shall not demonstrate the problem to other users.