

CURRICULUM AND INSTRUCTION 08.2323 AP.21 (CONTINUED)

Electronic Access/User Agreement Form EMPLOYEE USER CONTRACT. After reading the Acceptable Use Policy (AUP) guidelines, please read and fill out the following contract completely and legibly located on the last page of this contract. **Your signature is required for direct access.** Please return the contract to your Technical Coordinator or their designee.

The Pendleton County School District has access to and use of the Internet and E-mail as part of the instructional or job related process. All employees, internal or external contractors, and volunteers must sign an Acceptable Use Policy (AUP) agreement before direct access to the Internet or electronic mail will be provided. 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. Employees, internal or external contractors, and volunteers will be held accountable for violations of the AUP agreement and understand that disciplinary action may be taken. The Pendleton County School District (“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, internal hosted or web-based Software Applications, Internet and Email. These procedures also address the use of Electronic Instructional Devices (EID); including desktop computers, laptop computers, notebooks, tablets, PDA’s, word processors, peripheral telephone usage, and other instructional technology equipment that may be utilized within the district or other locations (Home, etc.). 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 Pendleton County School District reserves the right to monitor all activity on the Network, including Internet usage, internal/external hosted or web-based Software Applications, Electronic Mail, Social Media, including various instant messaging applications. Furthermore it:

1. Reserves the right to monitor all Network and EID use or lack of use.
2. Reserves the right to deny access to the Network (including Internet, Email, and instant messaging to any individual) and/or District EID.
3. Shall establish procedures that will maximize the Network and EID security.
4. Any District Employee issued any electronic device or technological equipment to be utilized at home must adhere to all Standards, Regulations, and Principles as outlined below AND all additional Agreements/Contracts as made by the School or District.

STANDARDS

The standards for student and staff access to the Network and/or EID Usage are:

1. 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, illegal activity, political activity, or accessing sexually-oriented or other inappropriate material (e.g. material promoting drugs, alcohol, tobacco, illegal activity, violence, bullying, etc.)
2. Instructional staff will select and guide students on the appropriate use of the Internet and instructional software on the Network.
3. 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 user agreement.

CURRICULUM AND INSTRUCTION 08.2323 AP.21 (CONTINUED)

4. Internet access for students must be agreed upon by the parents/guardians of students.
5. 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 unless the parent has given prior written consent.
6. The content of any District web page is the responsibility of the sponsoring staff member who hosts the page.
7. Network access is only permissible by District staff, District administration, District students, and approved District internal or external contractors.
8. EID whether utilized within the district or other locations (Home, etc.) shall only be used for educational purposes related to the duties of the individual in which the device is assigned.
9. EID assigned/given to be utilized should be properly maintained and cared for whether within the district or other locations (Home, etc.)
10. Any EID taken home by District Employees are subject to inspection and verification that said device is being properly taken care of. Devices will be thoroughly checked for damages beyond normal usage.

All guidelines contained within this AUP governing inappropriate language apply to telephone usage. The procedures in this AUP governing telephone usage also apply to District cellular phones and other wireless telecommunication systems such as laptops, notebooks, tablets, PDAs, etc.

GENERAL PRINCIPLES

When a student, teacher, or staff member accesses the Network or uses an Electronic Instructional Device owned or operated by the school system whether inside the district or not, 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 student, faculty, contractors, and staff use of technology resources provided by the school will be ethical and will reflect academic honesty. Students, faculty, contractors, and staff must demonstrate respect for intellectual property, ownership of data, and system security mechanisms.

The Pendleton County School District considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and 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 Network, Electronic Instructional Device privileges, Internet privileges, and/or up to suspension 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, Email, and ALL forms of Internet communications (Facebook, Instagram, Twitter, etc.):

- 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;

CURRICULUM AND INSTRUCTION 08.2323 AP.21 (CONTINUED)

- Use only legal versions of copyrighted software;
- Be considerate in your use of shared resources;
- Abide by this acceptable use policy.

LOCAL TECHNOLOGY

- The use of your account must be in support of education and research and consistent with the educational objectives of the Pendleton County School District.
- You may not request another's password nor give your password to anyone.
- You may not transmit obscene, abusive, suggestive violence, bullying, or sexually explicit language.
- You may not create or share computer viruses or related vulnerabilities.
- You may not destroy another person's data.
- You may not use the network for commercial purposes.
- You may not monopolize the resources of the Pendleton County School Network by such things as running large programs and applications over the network during a regular day, sending massive amounts of e-mail to other users, or using system resources for games.
- Streaming video or audio content un-related to the educational purpose of the Network are prohibited during a regular school day (ie. News Channels, YouTube videos, Music).
- You may not participate in chain e-mail or communication groups non-educationally related.
- You may not break or attempt to break into the Pendleton County School District Network or any other computer network.
- You may not use MUD (multi-user games) via the Network.
- You are not permitted to get from or put onto the Network or other storage device any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.
- Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

INTERNET REGULATIONS

- Internet access through the school is to be used for instruction, research, and school or job related activities. School access is not to be used for private business or personal, non-work related communications.
- Teachers, Library Media Specialist, and other Educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.
- You may not offer Internet access to any individual via your own Pendleton County account.

CURRICULUM AND INSTRUCTION 08.2323 AP.21 (CONTINUED)

- Purposefully annoying other Internet users, on or off the Pendleton County School District Network, is prohibited. This includes such things as continuous talk requests and chat rooms, messaging, etc.
- Students should not reveal their name and personal identifiable information to or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication.
- District employees should never reveal a student's personal identity or post on the Internet a picture of the student or the student's work with personally identifiable information unless the parent has given written consent.
- A student who does not have a signed AUP on file may not share access with another student or a District Employee Account.
- As a user of this educational system, you should notify a Network Administrator or an Administrative Employee of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
- Internet usage and access from any District owned EID from outside of the District Network may be inspected at any time for site access verifications and appropriate measures taken as necessary to ensure the district owned device and resources remain protected.
- District Employees are prohibited from attaching EID to alternate Email services that are personal in nature (ex. Gmail, Yahoo, etc.)

ELECTRONIC MAIL (Email) REGULATIONS

Students and employees of Pendleton County Schools are prohibited from using district resources to establish or access Internet Email accounts through third party providers (i.e. AOL, Hotmail, Google, etc.). Only Kentucky Education Technology Systems email can be used. All in District and Remote Access to Email adheres to the following regulations. The Email is not guaranteed to be private and will be monitored at the district level. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Email addresses are assigned to all students. Lower grades can have a classroom account. Email is a great way for students to correspond with teachers and send work. Your child's email will not show his/her name, meaning the addresses are not made public and are only viewable within the Pendleton County School Email Tenant. The only way for someone to obtain your child's email is for him/her to give it to the person, outside entity, or the email has been utilized outside of the Pendleton County School District Network.

- Students and employees of Pendleton County School District are prohibited from using District resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems Email can be used.
- Any communication received or sent concerning a student must be saved and available pursuant to all open records laws.
- You may not use Email for communications that are not directly related to instruction or sanctioned school activities. Do not use Email, for instance, for private business or personal, non-related communications.
- You may not set an "automatic forwarding" rule on your Pendleton County School District Email account.

CURRICULUM AND INSTRUCTION 08.2323 AP.21 (CONTINUED)

- You may not use Email for communications that are not through your school account. Do not use Email, for instance, from a source other than your @pendleton.kyschools.us account.
- You may not swear, use vulgarities, suggest or indicate violence or bullying, or any other inappropriate languages.
- You may not send or attach documents containing pornographic, obscene, sexually explicit, suggestive violence, bullying, or other inappropriate material.
- Employees are to use Email and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.
- You may not access, copy or transmit another user's messages without permission.
- You may not send Email using another person's name or account or allow others to send correspondence under your name.
- You may not send Email anonymously.
- You may not send chain letters, executable programs or applications, screen savers, etc. through Email.

Violations of these terms may result in, but are not limited to, restrictions on email usage and/or reduction/termination of available network services, up to suspension or termination of employment. The Email is not guaranteed to be private. District personnel and others who operate the Network do have access to all email, and usage, including content is monitored. Messages relating to or in support of illegal activities may be reported to the authorities. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages relating to or in support of illegal activities OR indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and/or other appropriate authorities.

TEACHER AND STAFF SUPERVISION OF STUDENT TECHNOLOGY USE

Teachers and others whose duties include classroom management and/or student supervision shall sign an Acceptable Use Policy agreement acknowledging responsibility for exercising reasonable supervision of student access and use of workstations, laptops, notebooks, tablets, other technology devices, Internet and Email.

Teachers shall not direct or advise students accessing school computing and communications networks to use electronic mail systems other than the Kentucky Education Technology System standard Email system.

Teachers must be prepared to integrate the use of electronic resources into the classroom. Generally, the manner in which teachers evaluate instructional materials and content today will apply to the selection of electronic resources. On the Internet, however, information can be made available without being edited by a publisher, screened by a textbook committee, or selected by a known bookseller. Teachers must be cautioned that quality and integrity of content on the Internet is not guaranteed.

Teachers and students provided permission to do independent research must examine the source of the information. (i.e. Is the source clearly identified? Is it an individual? An organization? An educational institution?)

Teachers and students should be cautious of content that is downloaded from the Internet or uploaded via other means for reference. Such downloads/uploads from unreliable sources may contain viruses, ransomware, adware, or malware that could jeopardize the entire Pendleton County School District Network. This includes documents, spreadsheets, images, etc.

Students should not be provided with unsupervised access to electronic resources. Tools have been provided to help ensure the safety and proper use of technology but it is the responsibility of the teacher to exercise reasonable supervision of student access to and use of workstations, laptops, notebooks, tablets, other technology devices, Internet and Email.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources on monitored sites following District guidelines to promote communications with students, parents, and the community concerning **school-related activities and for the purpose of supplementing classroom instruction.**

Social Media Use

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site 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 technology department.
3. Guidelines may/will specify whether access to the site must be given to school/District technology staff.
4. Staff shall notify parents of the site and obtain written permission for students to become “friends” prior to the students being accepted into the site. 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.
 - c. Once use of the site is no longer needed, the sponsoring staff member must remove all content and disbar the site from availability.

CURRICULUM AND INSTRUCTION 08.2323 AP.21 (CONTINUED)

Staff members are 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 under no liability or responsibility of the Pendleton County School District.

Remote Communication

Utilizing EID to communicate with parents, guardians, and students is becoming more common, especially in extenuating circumstances where the District may be closed for varying reasons. This could place District Staff members in a position where remote communication by audio and video is an educational and operational necessity. District Employees must adhere to all communication with Staff, Students, Parents, Guardians, Other Stakeholders, etc. in accordance to ALL Employee Professional Standards, Employee Contracts, District Regulations, and Policies; just as though you are working within the District under normal operating capacities.

TELEPHONE USAGE

Telephone service is available primarily to provide two-way communications with the school office and for contact with parents. Such devices include, but are not limited to, personal cell phones and tablets.

- 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.
- 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.

EMPLOYEE USE

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Employees and students shall be subject to disciplinary action, up to and including termination (employees) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Pendleton County School District for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific internal or web-based applications or other electronic media and devices, or any Electronic Mail communications.

CURRICULUM AND INSTRUCTION 08.2323 AP.21 (CONTINUED)

I have read the Pendleton County School District Network Acceptable Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. I understand that all terms and regulations also apply when remotely accessing any account through the Pendleton County School District Network or content available through web based applications or storage. Should I commit any violation my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Name (please print): _____ Location: _____
Signature: _____ Job Title/Description: _____
Date: ____/____/____

ALL Employees:

All district employee with EMAIL accounts will be configured for Multi-Factor Authentication (MFA). This also commonly referred to as 2-Step authentication. MFA can be setup multiple ways. The most common setup utilizes text messaging from Microsoft. You will receive a code to enter when attempting to access your email account from outside of the Kentucky School Systems Network. Technology staff can assist you as necessary in order to set-up your MFA, including demonstrating different ways of authentication if requested.

NEW Employees ONLY:

- My new temporary* password** is _____
- *Your password must be changed upon your first login.

RETURNING Employees with an existing account:

ALL Passwords **MUST be at least 8 characters with at least one special character/number (ie 1,2,@,\$,#) and one capital letter.

- Your password** will be required to reset at the beginning of each new school year at a time frame that will be communicated to you via the Technology Department Staff.
- Example: \$tudyH@rd DO NOT use anything that would be easy to guess.
- Alternatively, a phrase password may be used. For Example: I love my jo8! Spaces are now permitted. Using phrase passwords still must adhere to the capitalization and special character/number standard.
- **A different password from the previous year or a variation of it is required.** None previous 12 passwords will be permitted to be re-used.
- No part of a person's name can be used in the PW (ie Name: Bill Smith PW: Smit123 would not be permitted).