

CLARK COUNTY TECHNOLOGY

STAFF, STUDENT, AND GUEST ACCEPTABLE USE POLICY

Clark County Schools Student Acceptable Use Policy

The Clark County School District offers Internet access for student and staff use. This document

SPECIAL POINTS OF INTEREST:

- **New Signature Sheets to gain access to CCPS Information super highway**
- **New Extended Policy for Laptops coming in, and leaving campus**
- **Student Rights and Responsibilities**
- **Check out the Acceptable and Unacceptable Uses**

**A. Educational Purpose**

1. The Clark County data system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Clark County data system has not been established as a public access service or a public forum. The Clark County School District has the right to place reasonable restrictions on the material Users access or post through the system. Users are also expected to follow the rules set forth in the District's disciplinary code and the law in their use of The Clark County data system.
3. Users may not use The Clark County data system for commercial purposes. This means they may not offer, provide, or purchase products or services through The Clark County data system.
4. Users may not use The Clark County data system for political lobbying. But they may use the system to communicate with

elected representatives and to express their opinion on political issues.

B. Internet Access

1. All users will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab with a student account. Users, who do not have an account setup, must have an Account Agreement signed by a Parent or Guardian and themselves in order to be granted an account and access to the Clark County Schools Data System. Although not ALL Elementary users will not be granted an individual internet account, with a specific username, they must sign the Student Account Agreement Form in order to have access on teacher supervised computer workstations. Users at some Pre School and Primary grades have supervised access only and are logged onto the network with generic usernames for tracking purposes. Elementary grades are strongly encour-

aged to have individual user names and passwords.

2. Users may, at time certain times, have access to email for the purposes of instruction/education. Users should not use system email accounts for purposes other than instruction/education.
3. The student and parent must sign an Account Agreement in order to be granted an individual Internet and e-mail account on The Clark County data system. The Parent or Guardian of any child can withdraw their approval at any time.

USER RIGHTS ON THE CCPS SUPER HIGHWAY**D. Your Rights****1. Free Speech**

Your right to free speech, as set forth in the school Code of Conduct, applies also to their communication on the Internet. The Clark County data system is considered a limited forum, similar to a school newspaper, and therefore the District may restrict their speech for valid educational reasons. The District will not restrict their speech on the basis of a disagreement with the opinions they are expressing.

2. Search and Seizure.

- a. Users should expect only limited privacy in the contents of their personal files on the District system. The situation is similar to the rights Users have in the privacy of their locker.
- b. Routine maintenance and monitoring of The Clark County data system may lead to discovery that the Users have violated this Policy, the School Code of Conduct, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that Users have violated this Policy, the School Code of Conduct, or the law. The investigation will be

reasonable and related to the suspected violation.

- d. A student's parent has the right at any time to request to see the contents of their e-mail files.

3. Due Process

a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through The Clark County data system.

- b. In the event there is a claim

that Users have violated this Policy or School Code of Conduct in their use of the Clark County data system, Users will be provided with notice and opportunity to be heard in the manner set forth in the School Code of Conduct.

c. If the violation also involves a violation of other provisions of the School Code of Conduct, it will be handled in a manner described in the School Code of Conduct. Additional restrictions may be placed on the use of their Internet account.

C. Unacceptable Uses

The following uses of The Clark County data system are considered unacceptable:

1. Personal Safety

- a. Users will not post personal contact information about yourself or other people. Personal contact information includes their address, telephone, combination of picture and name, etc.
- b. Users will not agree to meet with someone they have met online without their parent's approval. A parent should accompany the student to this meeting.
- c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to The Clark County data system or to any other computer system through The Clark County data system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." Users will make no attempt to subvert the security measures in place on the Clark County data system
- b. Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use The Clark County data system to engage in any other illegal act under state and federal law.

3. System Security

- a. Users are responsible for their individual account and should take all reasonable precautions

to prevent others from being able to use their account. Under no conditions should Users provide their password to another person.

- b. Users will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software. (Unauthorized downloads are against policy)

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If they are told by a person to stop sending them messages, Users must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. Users will not repost a message that was sent to them

privately without permission of the person who sent them the message.

- b. Users will not post private information about another person.

6. Respecting Resource Limits.

- a. Users will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. There is no limit on self-discovery activities, when not in conflict with other instructional activities.
 - b. Users will not download OR upload large files unless absolutely necessary. If necessary, Users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
 - c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
 - d. Users will check their e-mail, HDrive, and eFolio frequently, delete unwanted messages promptly, and stay within their data quota. Users will not store or transfer inappropriate data through these resources.
 - e. Users will subscribe only to high quality discussion group mailing lists that are relevant to their education or career development.
- #### 7. Plagiarism and Copyright Infringement
- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking

the ideas or writings of others and presenting them as if they were yours.

- b. Users will respect the rights of copyright owners. Copyright infringement occurs when Users inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, Users should follow the expressed requirements. If Users are unsure whether or not they can use a work, they should request permission from the copyright owner. Copyright law can be very confusing. If Users have questions ask a district authority.

8. Inappropriate Access to Material

- a. Users will not use The Clark County data system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of their access is to conduct research and both their teacher and parent have approved.
- b. If Users mistakenly access inappropriate information, they should immediately tell their teacher or another District employee or disclose this access in the manner specified by their school. This will protect them against a claim that they have intentionally violated this Policy.
- c. A student's parent should instruct them if there were additional material that they think would be inappropriate for them to access. The district fully expects that users will follow their parent's instructions in this matter.

IMPORTANT - SCHOOL TECHNOLOGY

Don't forget to return the signed Agreement sheet in order for your student to gain access. For a complete copy of the student and staff Acceptable Use Policy visit us on the web at <http://www.clarkschools.net/support> or contact Jeff Sebulsky - District Technology Coordinator (jeff.sebulsky@clark.kyschools.us).

EXTENDED POLICY ON TEACHER AND STUDENT OWNED COMPUTING DEVICES

The Clark County School District appreciates and welcomes the fact that employees and students are willing to bring in personally owned computer equipment to be used for schoolwork and student use, when appropriate. However, several items **must** be addressed when connecting a non-KETS standard device to the district's network.

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection
5. Repairs and upgrades

A student or staff member who brings privately owned computers/ other technology devices to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff member. Any damage to the equipment is the responsibility of the individual. No privately owned computers, printers, or other devices may be attached to the district's network unless district technology department personnel have authorized the addition. All privately-owned computers attached and/or connected to the Clark County School District's network are treated as Clark County School District computers. Any device that runs Palm OS, Windows CE, Pocket PC, and Mac OS, or like product is considered a computer. Any device that connects to the Internet via wireless connectivity (802.11 a/b/g/n) is considered a computing device.

The Clark County Public School District Technology department recognizes that personal devices may be connecting on a permanent basis or on a temporary basis through wireless connectivity. **If the device will be connecting on temporary basis, ONLY Internet access will be granted.** If the device will be permanently attached to the network, the device will be

joined to the Clark County domain and be placed in a separate network OU (network organizational unit), thus a separate set of variables will be applied to those appliances.

Software residing on privately owned computers must be personally owned. All devices must include anti-virus software as necessary.

District technicians will not service or repair any computer not belonging to the district. No internal components belonging to the district shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software that is deemed by the district technology department to be for personal use will be supported by district level personnel. If personal software interferes with the district network software or hardware, a technician may remove the personal software from the computer or may remove the computing device from the network. Any damage caused by use in the Clark County School District is the responsibility of the owner.

Technology peripherals (printers, scanners, projectors, etc.) purchased privately to be used in the school system must also be maintained by the owner. Purchasing perishable supplies to be used in equipment not owned by the district is the owner's responsibility.

The district retains the right to determine where and when privately owned equipment may be attached to the network. The student/staff member is responsible for the security of the equipment when it is not being used. Clark County Public School District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers.

A privately owned computing device can be connected to the dis-

trict's network, including access to the Internet, under the following conditions:

- The connection has been approved and performed by the district technology department or appointed school technology personnel.
- Use of the computer must adhere to the Clark County Public School District's Acceptable Use Policy.
- File storage on the network from privately owned computers is limited to schoolwork only.
- The individual must supply all necessary hardware/software and cabling to connect to the network.
- Privately owned computers must be running current virus detection software prior to accessing the network or Internet.
- A student or staff member who brings their privately owned computer/ peripheral to school is personally responsible for the equipment as well as all security, maintenance, and repair.
- Computer operating system (OS) must be legal versions of Windows 2000 Pro, Windows XP Pro, Windows Vista Pro, or Mac OS X. Windows XP Home Edition or any other legacy Windows OS are not acceptable to the network. The OS shall be the responsibility of the owner of the equipment.
- When connecting personally owned wireless devices, users will be prompted to accept a digital AUP document. It is the users' responsibility to review and adhere to the acceptable uses while connected to the Internet from within

the Clark County Public Schools network.

- When connecting to the Internet via the Clark County network, devices must go through the district proxy and all traffic must be logged and filtered (Senate Bill 230; 701 KAR 5:120)

For privately owned computers being used in district facilities, the Clark County Public School District reserves the right to:

- Monitor all activity.
- Make determinations on whether specific uses of the computer are consistent with the district's Acceptable Use Policy and the Schools' Code of Conduct/ Handbook Policy.
- Log network use and to monitor storage disk space utilized by such users.
- Deem what is appropriate use.
- Install any additional management software or apply any permission/ security policies to the equipment.
- Remove the user's access to the network and suspend the right to use the privately owned computer in district facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

I have read and consent to the above information. I am requesting that my privately owned equipment described below be attached to the Clark County Public School District's network. (Complete the following information and return a copy of this form to the District Chief Information Officer and Technology Coordinator)

Complete the information below and return a copy of this form to the Director of Technology and Information.

Brand Name	Model Number	Serial Number
Description (computer, printer, camera, etc.)	Equipment Destination (where it will be stored)	

_____ Student Signature	_____ Parent Signature	_____ Date
_____ Staff Signature	_____ Building Principal/ Supervisor	_____ Date
_____ Chief Information Officer /District Technology Dept. Signature	_____ Date	

EXTENDED POLICY ON SCHOOL AND DISTRICT OWNED COMPUTERS GOING OFF CAMPUS / HOME

The computing device is being provided to you by the Clark County Public School (CCPS) District and by the State of Kentucky. All instructional initiatives using technology provide opportunities of computer access for to all Administrators, Teachers, and Users in the entire district. The intent of this initiative is to provide opportunities of access to this technology at home as well as at school. In order for this to happen, the following guidelines have been developed and adopted by our District Instructional Technology Office and should be followed at each school:

1. General Information and Guidelines:

- A.** The Laptop and carrying case are the property of the State of Kentucky and Clark County Public Schools.
- B.** The CCPS computers were configured by the District Instructional Technology Office to meet all project goals. The instructional devices are equipped with everything a user will need as a tool for teaching and learning.
- C.** All laptop use can and will be monitored periodically.
- D.** The CCPS approach to the use of technology is focused on improving teaching and learning.
- E.** In order to bring a computer home, teachers, parents, and users (users) must attend an Orientation meeting offered by the school.
- F.** It is the responsibility of the teacher, the user, and parents (users) to know the guidelines attached to this document. Guidelines are reviewed when users receive the laptop and when parents attend the mandatory orientation session.
- G.** The Acceptable Use Policy applies to home use of CCPS computing devices at all times.
- H.** The laptop is issued as an educational tool and should only be used in that capacity. Users should have no expectations of privacy in their use of the laptop

computer.

I. When (if) the instructional devices are brought home by the user, it is the expectation that it will be used in a common family location so that adult supervision can be maintained. Parents/ Guardians have the right to their child's login password in order to facilitate in the supervision of the user's computer usage at home.

J. Replacement costs and/or the repair for damages that are not covered by the warranty and that occur to the Laptop and its carrying case are the sole responsibility of the undersigned user.

K. If the Laptop is stolen it should be reported to the school and school principal or assistant principal.

L. Users or Users' Parents will need to confirm with their insurance providers about the cost of special endorsements to cover costs not covered by CCPS such as accidents that occur from negligence or repairs to machines that have marginal damage but are still in working condition (e.g., a machine with a broken CD Rom door due to an accident).

M. Though CCPS makes every effort to instruct users on the appropriate use of computers and how to handle inappropriate or uncomfortable material, the district is held harmless for the inappropriate use or receipt of information or material obtained through the Internet when the computer is out of the classrooms. It is always understood that parents must supervise their child at all times.

2. Specific Guidelines and Rules for use:

- A.** The CCPS laptop is an educational tool and should only be used in that capacity.
- B.** The laptop is to be used only by the user to whom it is issued.
- C.** Swapping, reconfiguring, or tampering with hardware or

software may result in disciplinary action. This includes, but not limited to, the following:

- Altering, or removing any software setting or hardware component
 - Adding, or deleting any applications or setups (AOL, Any Dial Up Internet software).
 - Adding or changing passwords, or other lockout devices.
 - Deliberately damaging any equipment such as removing keys or defacing hardware.
- D.** To avoid viruses, any disks or files brought from home and/or off campus will be subjected to a virus check prior to being viewed on the school's equipment. Please avoid use of all disks.
- E.** CCPS Acceptable Use and Internet Policies will be strictly enforced when accessing the Internet. Users who circumvent the filtering process will be in violation. Violation of these policies may result in denial of Internet use at school and/or disciplinary action.
- F.** No stickers or permanent markers are to be used on the cover or inside on the keyboards.
- G.** No offensive images can be placed in or on the computer, including in the software such as in PowerPoint or on the desktop.
- H.** The recharging of each laptop will take place during non-instructional times. Instructional devices going home for use should be returned fully charged the next morning.
- I.** To keep the Laptop safe, it should be in the user's possession or secured in a locked location at all times.
- J.** Any inappropriate use or neglectful treatment of a Laptop or its carrying case observed by anyone should be reported immediately.
- K.** Any inappropriate use or neglectful treatment of the com-

puter will result in a user's laptop privileges being taken away for a period of time and/or other disciplinary consequences such as corrective action planning, detention, suspension, etc.

L. The project lead teacher or STC will have full control over user rights and credentials. Parents and guardians are entitled to their child's password.

M. Computers are assigned and registered by the school lead (ex., STC) to individual users; therefore, no user should swap computers or share their password (this is a direct violation of the AUP).

N. Remember that the Instructional devices will be erased and restored to the original state at various points throughout the school year. After restoring, users may not be able to retrieve their work. All files and data should be stored on network folders for access from any computer.

O. Downloading any materials should be restricted to educational purposes. Please be aware of copyright and fair use guidelines as stated in the CCPS AUP and Handbooks.

3. Care of the laptop:

A. Users must take care of the instructional devices in a way that minimizes the chance of accident, theft or damage. The following guidelines should be incorporated into the routine use of instructional devices.

1. The Laptop and storage case must not be marked up, and the computer should be clean at all times. Staff members will check the condition of instructional devices regularly.

2. Instructional devices are not to be carried in book bags because of the increased likelihood of damage.

- 3. Protect the Laptop from the weather and extreme temperatures.
- 4. Please use the Laptop on a flat stable surface. If it falls, it may break.
- 5. Be patient. Sometimes computers require time to do their job.
- 6. When plugging in the power adaptor to the charging port, be careful to line it up directly to avoid bending or breaking the prong.
- 7. The Laptop should remain in its carrying case at all times unless the user needs to use the CD ROM tray. To avoid damaging the tray, remove the Laptop from the carrying case. Make sure the zipper is closed before lifting to prevent accidental drops.
- 8. Do not stack or place any heavy objects on top of the Laptop as this may damage the computer.

9. Only use the Instructional devices within the classroom or for home use. Do not use the Laptop while in transit, or before/during/after practices, games, and other extracurricular activities because it may be damaged.

10. The Instructional devices may not be used on the bus.

B. Users are responsible for reporting any behavior of other users that could potentially damage the instructional devices.

Internet Rules, Reminders and Guidelines:

A. The CCPS District employs a four-part plan to protect our users from the risks that can be associated with Internet use in our schools. These four parts include: training for our staff, supervision of users, using the Internet filtering system (iPrism); and a board policy on Computer/Internet use (AUP).

B. CCPS District retains control, custody and supervision of all computers, networks and Internet services owned by, leased or loaned to Clark County School users. CCPS District reserves the right to monitor and log all computer and Internet activity by any user (per Federal Senate bill 230). Users have no expectations of privacy in their use of school computers, including e-mail and stored files.

C. Any inappropriate use of e-mail or network services will result in these privileges being taken away for a period of time and/or detention or suspension from school.

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I have read and consent to the above information. I am requesting that this school or district owned equipment described below be allowed to leave campus for instructional purposes. (Complete the following information and return a copy of this form to the District Chief Information Officer and Technology Coordinator)

Complete the information below and return a copy of this form to the Director of Technology and Information.

Brand Name Model Number Serial Number

Description (computer, printer, camera, etc.) Equipment Destination (where it will be stored)

_____ Student Signature	_____ Parent Signature	_____ Date
_____ Staff Signature	_____ Building Principal/ Supervisor	_____ Date
_____ Chief Information Officer /District Technology Dept. Signature		_____ Date

School and District Owned Computer Going Off Campus/Home Administrative Procedure

BEFORE CHECKING OUT COMPUTER:

- Designate an official check out liaison (COL)
- Designate specific computers and accessories (bag, power supply, battery, floppy drive, and optical drive) for check out
- Create a list of serial numbers for each piece of equipment
- Tag computer and individual accessories (see accessories above) with automated library inventory materials
- Parent or guardian of student checking out computer must meet with COL prior to computer being allowed to leave and must have a signed AUP on file
- Prior to leaving building with computer, user must log in to machine to demonstrate/verify active AD account and to demonstrate to the COL that the computer is operational at the start of use.
- Check in date and time is determined and announced to user and will express all school specific rules regarding use

RETURNING COMPUTER TO SCHOOL:

- Computer and all accessories must be checked back in individually by the COL using automated library inventory system
- Computer battery must be fully charged upon check in
- All CDs, floppies and other external devices should be removed
- COL must log into computer and verify that it is in the same operational condition as prior to the check out

Teacher and Student Owned Computing Devices Administrative Procedure

PROCEDURES FOR GAINING APPROVAL FOR DEVICE

- STCs will be designated as responsible for approving all incoming devices
- STCs will coordinate with District Technology Office to provide regular approval clearing houses
- Students/Teachers must have signed AUP on file and have active AD account
- STC will make users aware that only wireless devices will gain access to CCPS networks and that all AUP regulations are in effect for all outside devices being used on or off of the local network
- Students/Teachers will present their device for approval and the following information will be collected/determined:
 - computer has sufficient virus protection
 - computer make and model is recorded
 - computer MAC address is recorded
 - proper/legal OS is loaded and operational on device