

Jackson Independent School District

Acceptable Use Policy Terms and Conditions **General Information**

The district wide provision of computers and technology for the express use of Jackson Independent School District students and employees along with the communication services it provides will be referred to as the “Jackson Independent School District Education Network” or JISNet. Administrative support is provided by the District Chief Information Officer and support staff. Additional administrative support is provided by the Kentucky Department of Education. The system administrators are employees of Jackson City Schools and reserve the right to monitor all activity on network. Persons reading and accepting this policy will be give access to its services. They will be referred to as “users” of JISNet.

JISNet is connected by dedicated link which is attached to the Kentucky Department of Education in Frankfort, KY and their statewide backbone. Because of this complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so the users, and the parents of users under 18 years of age, are aware of the responsibilities they are about to acquire. Jackson Independent Schools may modify these rules at any time by publishing the modified rule(s) on the System. The signature(s) on the documents associated with this policy is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand their significance.

The JISNet Terms and Conditions (commonly referred to as the Acceptable Use Policy) are approved by the Jackson Independent Board of Education every year. This document must be read to all staff by building administrators and to all students by a classroom teacher.

Information Content and Uses of System

Users of JISNet agree not to publish on or over the System any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which contains any advertising or any solicitation of other users to use good or services. All users of JISNet agree not to use the facilities and capabilities of the System to conduct any business or activity or solicit the performance of activity which is prohibited by law. Users also agree not to use the System for private business or personal gain.

Student use of school computers will be monitored by responsible adults at all times unless written permission is granted by parent for independent access. However, because JISNet provides access to other computer systems around the world, users (and the parent(s) of users under 18 years of age) specifically understand that Jackson Independent Schools does not have control of the content of information residing on these other systems and can not be held responsible for the content viewed when accessing these systems.

CONSENT FOR USE OF Office 365

The Outlook Live e-mail solution is provided to your child by the District as part of the Office 365 service from Microsoft. By signing this form, you hereby accept and agree that your child’s rights to use the Outlook Live e-mail service, and other Office 365 services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in District policy/procedure as provided, and that the data stored in such Office 365 services, including the Outlook Live e-mail service, is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the Office 365 ID provided to your child can also be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft’s standard consumer terms of use (the Office 365 Service Agreement), and data stored in those systems is managed pursuant to the Office 365 Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Office 365 Service Agreement and, in certain cases, obtain your consent.

Electronic Mail

Standards for Student and Staff Communication

- I. Users will not compose, send, or attach defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive or illegal documents/files.
- II. Students should not reveal their name and personal information to or establish relationships with “strangers” on the network. All student correspondence via electronic mail should be to facilitate classroom learning and be coordinated by a parent or teacher.
- III. The school will not reveal a student’s personal identity unless the parent has given written consent and is required for the successful completion of the learning activity.
- IV. The school will not transmit a student’s work or picture containing personally identifiable information without written parental consent.
- V. Do not access, copy, forward, or transmit another’s message without permission.

Note: Electronic mail is not guaranteed to be private and any message sent or received is property of Jackson Independent Schools. The District Chief Information Officer can, and may be required to read electronic mail for inappropriate use.

The Internet

Standards for Student and Staff Internet Use

- I. Internet access through the school is to be used for instruction, research, and school administration purposes only. Internet access provided by JISNet is not to be used for private business or personal gain.
- II. Users should not visit sites that contain profane, sexually oriented, threatening, racially offensive, or other objectionable material.
- III. Teachers, library media specialists, and other educators will select and guide students use of computer and instructional resources at all times unless written permission is given by parent.
- IV. Students should not reveal their name or personal information or establish relationships with “strangers” on the Internet, unless the communication has been coordinated by a teacher and written permission is granted by the student’s parent(s).
- V. The school should not reveal a student’s personal identity or post a picture of the student or the student’s work on the Internet with personally identifiable information unless the parent has given written consent.
- VI. Students should neither download any files, nor install any software off of the Internet. If an online application is needed for instruction, the software will be downloaded and installed by the classroom teacher, technician, or instructional facilitator.
- VII. Supervised and Independent Access:
 - o Very young children will not be provided unsupervised access to JISNet. At the lower grade levels, an Internet or e-mail session is best conducted with small groups and always supervised by a teacher.
 - o Children in middle school, who are familiar with the network, and generally demonstrate good conduct, may be provided with limited.
 - o In the upper grades, those students in good standing who have proven their ability to be responsible users may be provided with independent access in a location where the session may be monitored.

Copyrighted Material

Copyright and Licensing Standards for Student and Staff

- I. Copyrights must be respected. Copyrighted software and other instructional materials must not be installed, copied, or transferred to another except as provided under the license agreement or copyright notices.
- II. Personal software owned by teachers and/or students may not be installed on any of the district’s computers or network.
- III. Copyrighted material must not be placed on any system connected to JISNet without the author’s permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the System. Users may download copyrighted material for their own use but must document and site its usage in an appropriate fashion.

Disk Usage

The system administrators reserve the right to set quotas and parameters for disk usage on the System. A user who exceeds his or her quota will be advised to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request via electronic mail to the District Chief Information Officer stating the

need for the increase.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a user feels they can identify a security problem in JISNet, the user must notify a system administrator. The following user practices are required to ensure security to JISNet:

- I. User passwords must not be exchanged with other users, nor should a user use another user's password. The individual user is responsible for the security of his/her own password.
- II. Personal computers and/or peripherals owned by teachers and/or students may not be connected to JISNet. Teachers and students may use their personal computers and peripherals at school; however they may not be connected to JISNet. *(Note: The loss, theft, or damage to a teacher's or student's personal computer or peripheral is not the responsibility of Jackson Independent Schools.)*
- III. Any user allowed to take home a portable device (i.e. laptop) must adhere to the same guidelines described in this document. Users possessing these devices may from time to time be required to connect these devices to JISNet to receive software and virus updates.
- IV. Any student or vendor assisting the district or schools by offering technical assistance must receive permission and approval from the District Chief Information Officer.

Vandalism and Theft

Vandalism will result in the cancellation of privileges. Vandalism is defined as the malicious attempt to harm or destroy hardware, data of another user, JISNET, or any of the agencies or other networks that are connected to JISNET, the KETS system, or the WorldCom Internet backbone. This includes, but not limited to, the uploading, creation, or distribution of computer viruses.

Auditing Procedures

From time to time JISNET will be audited to determine whether the technology is being used for the purpose of accessing inappropriate material and to ensure that the network is being used for its intended purpose. The following methods may and will be used to audit the network:

- I. TMG server software shall be implemented and maintained at every school on a twenty-four hour, seven day a week basis.
- II. Logs of Internet activity shall be examined and scanned periodically to detect access to sexually explicit or other objectionable material.
- III. Responsibility for log maintenance, examination, security and retention shall be clearly defined.

Phone Systems

Classroom phones should be used for instructional purposes or emergency situations only. Personal calls made during the school day should be during non instructional times. Any personal long distance charges will be incurred by the user placing the call.

Internet Education Policy

Internet Safety Procedure for Grades K-12.

Policy Statement:

Technology use in the twenty-first century has become a vital component of all aspects of life. For students to be contributing citizens, they must receive an education that incorporates technology into all aspects of learning. Students at Jackson City School will be educated about digital citizenship and appropriate online behavior, including cyber-bullying awareness and response and interacting with other individuals on social networking sites and in chat rooms.

1. All students at Jackson City School grades K-12 will be educated in all the following areas:
 - ***Cyber bullying***
 - ***Safe use of Social networks***
 - ***Safe Texting and chat room use***
 - ***Digital citizenship***
 - ***Protecting personal information***
 - ***Inappropriate content***
 - ***Online ethics***
2. All English teachers in grades k-12 will be given grade appropriate online instructional units to use to address issues related to personal safety when using interactive technologies, as well as digital media literacy.
3. All students' progress will be tracked throughout the year to ensure that all students have met the guidelines for the Children's Internet Protection ACT (CIPA), a federal law enacted by Congress to address the concerns about access to offensive content over the Internet on school computers.
4. All students in grade 6-12, who want to use their own personal device (laptop or iPad) in the school as an educational tool to enhance their education not only must complete the Instructional Unit for the English department, but also complete the Digital Drivers License curriculum on Digital Citizenship provided by the Technology Program. Upon successful completion of this program, a student will be given the opportunity to use one personal device as an educational tool on our network. Students that violate the AUP agreement are subject to having this privilege revoked.
5. In addition to the instructional units, additional online safety resources will be made available online for all Administrators, Teachers, Parents, and students.

Disciplinary Actions and Consequences

Any breach of the Acceptable Use Policy by any user will result in the suspension and or termination of network access. The length of time of this penalty is to be determined by building and/or district administrators. (Employees of Jackson Independent Schools will be subject to district personnel policies.) Prior to suspension or termination, a system administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation.

All violations discovered by school staff must be documented and reported to the school administration. School administrators must document and report all violations to the District Chief Information Officer.

Any additional consequences will be decided upon by the building/district administrators and/or the Jackson Independent School Board. Additional consequences may include one or more of the following:

- I. Extended loss or termination of network access
- II. Disciplinary action
- III. Legal action

Failure to abide by the JISNET Terms and Conditions by any user is in violation of Jackson Independent Board Policy, Senate Bill 230, and 701 KAR 5:120.

Jackson Independent Electronic Access/User Agreement Form

User's Name	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
User's Address	<i>City</i>	<i>State</i>	<i>Zip Code</i>
User's Age	Date of Birth	Sex	Phone Number
If applicable, User's Grade		Homeroom/Classroom	

Please check if you are a: student certified employee classified employee

As a user of the Jackson Independent District's computer network, I hereby agree to comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) _____

User's Signature *Date*

PRIOR TO THE STUDENT'S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

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Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian *Date*

Daytime Phone Number: _____ Evening Phone Number: _____

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS.

All copies of this signature page are to be submitted to the District Chief Information Officer and will be kept on file.