REASONS FOR PROVIDING ELECTRONIC INFORMATION RESOURCES

The schools in Monroe County recognize that technology is a valuable teaching tool that should be utilized whenever possible to enhance student learning and teacher productivity. We encourage the use of all approved technologies and require they be used correctly and properly. Using the technology of today, we hope to help build our student’s futures. Telecommunications, electronic information services and networked services significantly alter the information landscape by opening schools, classrooms, and library media centers to a broader array of resources.

NETWORK ACCESS AND INSTRUCTIONAL STRATEGIES

Monroe County School District Network resources expand the classroom and library media center resources by making information and images available to students, teachers, and staff that would otherwise be impossible to access. Instructional strategies using these resources should include, but not limited to: research, communications, individual and group projects, collaboration, curriculum materials, and idea sharing. Decisions regarding student access to the Monroe County School District Network should be based on the mission, goals, and objectives of the schools and the district. The use of technology resources should support and enrich the curriculum.

RESPONSIBILITY FOR LOCAL TECHNOLOGY RESOURCES AND INTERNET USAGE:

**Access is a privilege, not a right. Access entails responsibility.**

SCHOOL RESPONSIBILITIES

- A student’s name, photo, video, or work will only be displayed on the Internet or local Monroe County Schools Television (McTv) after written consent has been obtained from the parent or guardian.
- A proxy fileserver will track the student activities on the Internet and will be checked often by school administration or designee, with those who violate the agreement being subject to consequences.
- All students are permitted to have an e-mail account. Electronic mail is not private. Authorized personnel may scan electronic mail accounts. Messages relating to or in support of illegal activities will be reported to the authorities.
- The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student on school / district property.

FACULTY AND STAFF RESPONSIBILITIES

- A staff member will verify that all students have an Acceptable Use Policy signed by their parent or guardian. A list of those students not allowed to use the above mentioned technologies will be made available to staff. Students not returning the signed form will be added to the list. (Exception)--A teacher may choose to use the Internet in a group discussion with their entire class. If a child who does not have permission is in that classroom, they will take part in the class project.
- A staff member discovering a student using an unapproved website, email account or any other inappropriate action will report the incident to the office or person designated by the principal.

STUDENT RESPONSIBILITIES

The network services are provided for educationally related communications, research, and other activities. Access to the Monroe County School District Network services will be provided to students who agree to act in a considerate and responsible manner.

- The use of your account should be in support of education and research and consistent with the educational objectives of the Monroe County School District. School access is not to be used for
private, business or personal, non-school related communications. Any electronic communication, outside of that provided by the Monroe County School District, could be construed as inappropriate.

- You understand that after obtaining permission from the Superintendent/Principal/designee, district staff has been authorized to utilize online tools to enhance classroom education.
- You may not give your user ID or password to any unauthorized person.
- You may not login on any other person’s user ID or password, including, but not limited to: Accelerated Reader, Network or Internet.
- You should not reveal your personal information (including, but not limited to: name, phone number, address).
- You may not compromise or attempt to compromise any computer networks.
- You may not create or share computer viruses.
- You may not destroy another person’s data.
- You may only utilize authorized programs and applications.
- Use appropriate language. Do not use obscene, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Do not engage in personal attacks, including prejudicial or discriminatory attacks.
- Do not send or attach documents containing pornographic, obscene, or sexually explicit material.
- Do not use any electronic media to harass or bully another person. If you are told by a person to stop sending messages, you must stop. All guidelines of the Monroe County School District Bullying Policy will be enforced.
- Transmission of any materials in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or sexually explicit material, or material protected by trade secret.
- Use of product advertisement or political lobbying that is not consistent with the purpose of the Monroe County School District is inappropriate. Illegal activities are strictly prohibited.
- Copyrights must be respected. Copyrighted software and other instructional materials must not be copied or transferred to another except as provided under the license agreement or copyright notice.
- Authorship and/or publishers of information in electronic form must be appropriately acknowledged in writing and research (footnotes, bibliographies, etc.)
- Unauthorized publication of writings, photos, music or student created works is not permitted unless written consent is obtained. (this includes cell phones)
- Users should notify a staff member of any violations of this acceptable use policy-taking place by other users or outside parties. This may be done anonymously.
- Any authorized staff member maintains the right at any time to randomly check the history of users to show where they have been on the Internet. You should expect only limited privacy in the contents of your personal files on the district system.
- You are not to participate in unauthorized chat sessions, instant messaging, blogging or social networking.
- Do not post information that could cause damage or a danger of disruption.
- If you discover you are on an inappropriate web site, you are to notify a teacher or staff member immediately. Reminder: your activity is monitored.
- Students should understand that information on the Internet is uncensored. This simply means that some of the information on the Internet may or may not be true. Information may also be one sided. You should use other sources of information to check the validity of sources when doing research.
- No unauthorized E-mail may be accessed on Monroe County School District network.
- E-mail is only to be used for educational / school related purposes.
- **You are not to tamper with security cameras. Security camera access/footage can only be viewed by administrators, authorized personal, or the technology department.**

When communicating with a teacher outside of the normal classroom, the following guidelines are to be followed:

- Use the school-provided email system to communicate electronically with a teacher on his/her school assigned email account.
- Use of telephone is only acceptable when contact is made by parents/guardians first and all communication is relayed through them, unless a signed permission form stating the purpose of the communications has been signed by a guardian/parent and returned to the school.
EMAIL VIOLATIONS

- Email accounts are a privilege; therefore any infraction of the policy will result in the immediate loss of the email account for the remainder of the school year.

USE OF PERSONAL DEVICES

1. Student electronic devices can only be used during designated times.
2. Student electronic devices are to be used at the discretion of the teacher. They are a tool like calculators, computer labs, science equipment or the like.
3. Student electronic devices are required to connect through the district’s proxy server that is monitored. All previously stated rules in this document apply to all personal electronic devices.
4. The district’s acceptable use policy outlines very clearly that students are not allowed to go to inappropriate internet sites, e-mail each other utilizing non-school district provided email, log on to chat rooms, blogs or any other prohibited action.
5. Discipline for these technology use violations will be the same as outlined in the student handbook for other electronic use violations.
6. **Inappropriate use** of student-owned electronic devices that may not be a technology violation will be at the discretion of the classroom teacher and will be treated as being off task or a classroom disruption.
7. Personal electronic devices are the property of the students, but their appropriateness of use will be determined by staff.
8. There are two wireless networks available. Personal electronic devices are only allowed to access the “Internet Only” wireless network. Accessing the district’s private wired / wireless network is prohibited.
9. **The teacher / staff, school or school district will not be responsible for tech support, repair, damage or theft of personal electronic devices while used at school.**
10. **Virus protection is strongly suggested to limit the exposure to infections. The school district is not responsible for providing Antivirus Software.**
11. **The school is not obligated to provide electrical power for personal electronic devices** when used at school. Electronic devices need to be charged and operating under their own power when brought to school for use in classrooms.
12. Any files, data, images, songs or any other digital media stored, or brought in to school on a personal electronic devices must be appropriate in nature and content. Personal digital media cannot be used for any purpose that would be in violation of the code of acceptable behavior.
13. Technology violations for the use of personal electronic devices may result in suspended privileges and the computer being taken by a principal and returned to a parent following a conference. Other disciplinary actions may be taken as per the nature of the offense and according to the code of acceptable behavior.
14. Persistent violators will forfeit their right to bring personal electronic devices to school. The extent of the violation determines punishment.

Responsibility for Damages:

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Role of Parents/Guardians:

- A signed Acceptable Use Parent Permission/Agreement Form shall be required prior to the student being granted access to electronic media involving district technological resources.
- The required Acceptable Use Parent Permission/Agreement Form, shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age). This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student’s parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.
Kentucky Department of Education / Monroe County Student Agreement for the Microsoft Live@Edu Service(s)

The Outlook Live e-mail solution is provided to your child by the district as part of the Live@Edu 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 Live@Edu 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 Live@Edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can 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 Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft service, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Telecommunication Devices:

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices provided they observe the following conditions:

• Devices shall not be on from the time you arrive on school property until the dismissal bell that afternoon.
• Devices shall be stored out of sight and turned off. (In a purse, pocket, etc.)
• Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise.
• Students may use cellular phones during extracurricular activities held before or after regular school hours when the student needs to have contact with his/her parents/guardian.
• When students violate this prohibition, they shall be subject to disciplinary action.
• Students shall be responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.
• Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District’s Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.
• Students shall not use text messaging to communicate with teachers due to the lack of parental supervision, unless a parental consent form explaining the reason has been sent home to be signed and then returned to the school. The school will maintain a copy of this paperwork.
• Please refer to the student handbook for consequences.
Parent Permission/Agreement Form

As a parent or guardian of a student at any Monroe County School, I have read the above information about the appropriate use of all technology related equipment and programs at the school, and I understand this agreement will be kept on file at the school in the student’s cumulative folder. This policy will be in effect until revisions or updates are approved by the Site Based Council. (Questions should be directed to the principal or the School Technology Coordinator for clarification.)

Please select all that apply by placing a check mark in the blank:

_____ My child may use e-mail and the Internet while at school according to the rules outlined

_____ I would prefer that my child not use e-mail and Internet while at school.

Telecommunication Devices Options:

_____ My child will follow the rules outlined for cell phone usage when they bring a cell phone to school. Further, I consent to the consequences of violations as set forth on page 4.

_____ My child will not bring a cell phone to school.

Parent Name (print)___________________________________

Parent Signature_______________________________________

Date: ________________________________________________

Parents’ Permission for the Publication of Student Work/Pictures

I understand that from time-to-time the school may wish to publish student’s names along with examples of student projects, photographs of students, and other work on an Internet accessible world-wide web server, in the local newspapers or on video through the local access television. (Channel 16 and Channel 94).

Please select one the following by placing a check mark in the blank:

______ My child’s name and work along with photographs and videos can be published on any of the above listed media forms.

______ I would prefer that my child’s name and work/pictures not be published on the Internet, in the newspaper, or on television.

Parent Name (print)___________________________________

Parent Signature_______________________________________

Date: ________________________________________________
Acceptable Use Policy

Student Agreement

I have read the above information, or the information has been read and explained to me about the appropriate use of all technology related equipment and programs at the school, including the use of cell phones, e-mail and the Internet, and I will abide by the rules set forth in this document. Further, I consent to the consequences of violations as set forth in this document. I understand this agreement will be kept on file at the school.

Student Name (print)______________________________

Student Signature______________________________

Grade__________________________________________

Date:__________________________________________