

Acceptable Use Policy (AUP)



WILLIAMSBURG INDEPENDENT SCHOOL DISTRICT

State and Nationally Recognized For Excellence in Education

1000 Main Street, Williamsburg, KY 40769

606-549-6044 • Fax 606-549-6076

District URL: www.wburg.k12.ky.us

Document Prepared By:
Steve Mosley – WISD Technology Coordinator

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Purpose:

Kentucky Senate Bill 230 requires that each school district adopt and implement an Acceptable Use Policy (AUP). This policy defines the appropriate use of electronic communication resources, computing, and network security within the Williamsburg Independent School District (WISD).

These rules are in place: to educate; to ensure user privacy; to protect against user violations; to protect against inappropriate and destructive behaviors that often lead to misuse of district resources; and most importantly, to ensure that the major portion of district technology resources are made available to improve student achievement.

On an annual basis, all WISD administration, faculty and staff shall read, and sign the enclosed user agreement to comply with the WISD Acceptable Use Policy (AUP). The signed agreement shall be placed in the permanent record file of each district employee. Please refer to **Attachment A – Administration, Faculty & Staff User Agreement**.

Also on an annual basis, usually at the start of a new school year or when a new student enrolls, the student or the parent of an each student receives a WISD Student Handbook. The WISD Student Handbook includes a section addressing the WISD Acceptable Use Policy. The student or the parent of an each student also receives the enclosed **Attachment B – Student User Agreement**.

The student or the parent of an each student shall read, and sign the Attachment B – Student User Agreement. The signed agreement shall be placed in the permanent record file of each student.

Scope:

Internet / Intranet / Extranet-based systems, including but not limited to computer hardware, application software, operating systems, storage media, network accounts providing electronic mail, internet browsing, and File Transport Protocol (FTP), are the property of the Williamsburg Independent School District and the Kentucky Department of Education (KDE).

These systems are to be used for business purposes in serving the interests of the Williamsburg Independent School District, our administration, faculty and support staff, and partners, and in the direct support of all students attending our school district. This policy applies to all WISD administration, faculty, support staff, temporary staff members, contractors, students, and those logged on with a Guest account, and those involved with information assets and information systems.

District Policy:

Network Security

WISD and KDE devices are entrusted to employees and students who are fully accountable for their use and security. These devices must be properly secured and not left unattended or vulnerable to theft. Loss of the device or unauthorized access exposes WISD and KDE to loss of confidential information as well as loss of the physical asset. WISD employees and students must promptly report any device theft or loss of confidential data to district level management.

WISD employees and students are responsible for the security of his/her user account. Account passwords must not be revealed to or used by others. This includes family, friends or other personnel when working remotely. Passwords must be protected and should not be generic, reused, or a repeated sequence. Passwords should not be names of persons, places, or things easily identified with the user. A strong password should contain a combination of special characters, spaces, numbers, and upper and lower case letters.

All WISD employees and students are prohibited from engaging in or attempting to engage in:

- **Breaching, testing, or monitoring computer or network security measures.**
- **Circumventing user authentication or security or any network device, or user account.**
- **Circumventing district internet filtering restrictions by installing any software application or by using any anonymous (anonymizer) proxy tools**

All WISD employees and students violating the policies shall be reported to the WISD Principal and shall have their network access privilege revoked.

Internet Access

The Internet is provided to all WISD administration, faculty, support staff, and students in order to enhance student achievement and to support district goals and objectives. Access to the Internet from within the WISD computer network should be used primarily for business and educational use. The Williamsburg Independent School District makes every effort to keep administration, faculty, support staff, and especially students safe while accessing the Internet.

Internet Access (continued)

The Williamsburg Independent School District makes every effort to block inappropriate material. All district users should be warned that some web sites may contain material that is illegal, defamatory, inaccurate, and/or potentially offensive to some people. All WISD administration, faculty, support staff, and especially students that unexpectedly come across such web sites should promptly report them to the District Technology Coordinator (DTC). The DTC will investigate the reported web site(s) and permanently blocked them.

All WISD Internet users are monitored (24/7) through a district proxy server along with a leading industry standard web filtering device called, "St. Bernard (I-Prism)". The St. Bernard (I-Prism) web filtering device is a combination of a unique hardware appliance utilizing the latest filtering software that is updated hourly in order to block (filter) unacceptable and offensive web sites.

The St. Bernard (I-Prism) web filtering system provides user access logs and readily available reports of Internet activity within the district on a 24/7 basis. These user logs and/or reports are examined periodically or when deemed necessary to detect users trying to circumvent the district's internet filtering system to gain access to blocked (filtered) web sites containing unacceptable, offensive, or questionable material.

All WISD users attempting to search the Internet for unacceptable, offensive, or questionable material or trying to circumvent the district's Internet filtering restrictions shall be reported to the WISD Principal and have their Internet privilege revoked.

Electronic Communication / Messaging System(s)

All WISD administration, faculty, support staff, and students should have access to an e-mail account, if deemed necessary by district administration. An e-mail account is created in their name unless they have been denied access for a user violation or the parent or legal guardian has requested in writing that their child be denied an e-mail account.

WISD encourages the use of electronic messaging which is intended primarily for business and educational use only. The District discourages the use of the WISD messaging system for personal use. The District may rely upon this medium to communicate information daily; therefore, all district administration, faculty, and support staff, shall be responsible for checking, reading, and responding to messages as necessary.

Electronic Communication / Messaging Systems (continued)

Electronic mail shall not to be utilized by WISD administration, faculty, and support staff to share confidential information about students or other employees. All WISD employees and students shall be aware that electronic communications **are not** private and are subject to open records laws. E-mail and attachments may be intercepted, read, stored, copied, modified, and/or redistributed without detection by unauthorized individuals. All e-mail messages stored on KDE and WISD network resources are the property of the district and KDE.

Network and school administrators may review files and communications to maintain system integrity and to ensure that staff members and students are using the system responsibly.

Each user is responsible for the content of all text, audio, or images that he or she places on or sends over the WISD network.

WISD employees and students must not send unsolicited email, text, or instant messages, "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

WISD employees and students must not create or forward "chain letters" or other "pyramid" schemes, and shall not forge, obscure, suppress or replace a user identity to represent the sender as someone else. Employees and students shall use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses.

WISD devices **must not** be used to knowingly transmit, subscribe to, or store any data that is:

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene, sexually explicit or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software
- Engaged in for any purpose that is illegal
- Used for personal gain, examples below include, but are not limited to:
 - A private business
 - A non-work related club or organization
 - To obtain money, property or services for personal or private sector use
 - Political or religious purposes
 - Gambling or gaming

Electronic Communication / Messaging Systems (continued)

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 services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Electronic Files:

KDE and WISD reserves the right, in its discretion, to review any employee's or students' electronic files, messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this policy and other KDE policies.

WISD Network data storage is intended for WISD business data; it is not intended to archive large amounts of non-business or personal data. WISD accepts no responsibility or liability for the loss or non-delivery of any personal email or personal data stored on the district or KDE network devices.

WISD employees and students are prohibited from unauthorized copying or downloading of copyrighted material including, but not limited to, digitized photographs from magazines, books or other copyrighted sources, copyrighted music, video, or games and the installation of any copyrighted or licensed software.

Attachment A – Administration, Faculty & Staff User Agreement

Williamsburg Board Of Education

Internet & Electronic Communication / Messaging System

As an employee of the Williamsburg Independent School District, I hereby agree to comply with the Internet and Electronic Communication / Messaging rules and guidelines as outlined in the WISD Acceptable Use Policies and Procedures. I have read and understand the district's AUPs.

Employees shall refrain from:

- "Spamming", sending chain letters or wasting limited resources
- Trespassing/unlawfully attempting to access (or probe) knowingly or willingly beyond what is required by assignments of job duties or responsibilities to other areas of stored data (Class C Felony KRS 434.840-434.860)
- Using or disclosing others' passwords
- Using profane or abusive language
- Utilizing the network environment for personal gain or commercial use
- Using the network resources for political lobbying (Board Policy #03.1324, 03.2324, KRS 161.164, 161.990, OAG 63-572, 72-700, 92-145)
- Participating in the use of inappropriate language or accessing pornographic material
- Any other illegal activities as defined by our AUPs, KETS, local, state and federal laws
- Installing unauthorized software
- Maliciously defacing or destroying data, equipment or other resources (Class D Felony KRS 512.020)
- Using or installing unauthorized media (diskettes, software programs, etc.) on the school district's computer equipment.

Microsoft Outlook Live e-mail Services

The Outlook Live e-mail solution is provided to you by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your 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

Microsoft Outlook Live e-mail Services (continued)

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 you 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.

Other legal references:

Board Policy #08.2323, KETS-Ky Education Technology System, KRS 156.675, 47.U.S.C§ 254, 701 KAR 5:120

Personal files and emails may be subject to the state’s public records laws. KRS 61.870, 61.884, 171.410-170.720

As an employee of the Williamsburg Board of Education, I understand that I will be held accountable for my actions. Furthermore, a violation of any rule, regulation stated or implied in the Acceptable Use Policy or defined policies may result in loss of computer access and/or other legal action or disciplinary measures as deemed necessary by the Williamsburg Board of Education.

Employee’s Signature

Date

Attachment B - Student User Agreement

Williamsburg Board Of Education

Internet & Electronic Communication / Messaging System

As a student in the Williamsburg Independent School District (WISD), I hereby agree to comply with the Internet and Electronic Communication / Messaging System rules and guidelines as outlined in the WISD Acceptable Use Policy (AUP). I understand that the use of WISD technology resources is a privilege, not a right, and shall be revoked if abused.

Students Shall Not:

- Post personal contact information about themselves or others
- Meet with anyone they met online without their parent's knowledge, approval and/or participation.
- Access Hotmail or any other external email system from the WISD computer network.
- Send or display offensive messages or pictures
- Use obscene language.
- Harass, insult or attack others.
- Damage computer equipment, network systems, or networked software applications of other school owned property.
- Engaging in or attempting to engage in breaching network security measures.
- Circumvent user authentication, or any network device, or any user account.
- Attempt to circumvent district internet filtering restrictions by installing any software applications or by using any anonymous (anonymizer) proxy tools.
- Violate copyright laws.
- Use others' passwords or give your password to other network users.
- Trespass in others' stored folders, work or files.
- Intentionally waste limited technical resources.
- Employ the WISD computer network for commercial purposes.
- Engage in any illegal or prohibited act while using the WISD computer network.
- ALWAYS immediately report any threatening messages, inappropriate or suspicious behavior to your teacher or administrator.

Students are responsible for good behavior on school computer networks just as they are in a classroom. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Parent permission is required for minors.

Individual student email accounts will be activated for instructional purposes at the discretion of the WISD administration. Only email accounts created and maintained by the Williamsburg School System are acceptable for use on the network.

Microsoft Outlook Live e-mail Services

The Outlook Live e-mail solution is provided to students 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 services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Student User Agreement and Parental Permission Form

As a student in the Williamsburg Independent School District (WISD), I hereby agree to comply with the district's Internet and Electronic Messaging rules and guidelines as outlined in the Acceptable Use Policy (AUP). I understand that the use of technology resources is a privilege, not a right, and shall be revoked if abused. I have read and understand the Acceptable Use Policy.

Student's Signature

Date

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to use networked computer services such as electronic messaging and the Internet. I understand that individuals may lose access privileges for violations of the Williamsburg Acceptable Use Policy.

Parent's Signature

Date

Name of Student

Grade

Teacher

I understand that the use of technology resources is a privilege, not a right, and will be revoked if abused.