

## TECHNOLOGY USE POLICY

### KRS 160.345(2)(i)9

#### **Overview**

New Highland Elementary School students and staff have access to the district's computer network. Once the appropriate privileges are granted for students by the parent and/or guardian, this account will also allow the student to access the Internet. This access is a privilege and not a right. Should a student violate any of the rules and/or policies outlined within this document, these privileges may be suspended or revoked.

Permission must be granted each school year by the parent and/or guardian. Permission may also be revoked by parental and/or guardian request at any time throughout the school year. Parent/guardian permission requests must be made in writing via the Certification Statement Card which is available in the school's office.

All computers, IPADS, IPODS, and Androids are the property of New Highland Elementary School, and all data stored on these is the property of the school.

#### **Access to Inappropriate Material**

Access of materials deemed as inappropriate, including but not limited to, sexually explicit and/or obscene is strictly prohibited. The District utilizes Internet filtering technology in order to limit access to such sites and materials. All Internet traffic is logged and archived.

#### **Internet Safety and Security**

The safety of our students is of utmost importance to the school. The access of social websites from the District network by students is expressly forbidden. Electronic chat rooms, Internet Relay Chat, Skype, etc. are not permitted by students without strict faculty supervision. These types of sites are filtered by our Internet filtering system. The only e-mail system that may be accessed via the District's network is the Kentucky Department of Education's approved system. Access to any other e-mail system via our network is strictly prohibited. These sites are also filtered by our Internet filtering system. This is in accordance with **701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer**. The District provided e-mail system is for educational purposes only. Students will also participate in an internet safety program at the beginning of each school year.

#### **Unauthorized Access**

Students may not access a computer using a staff login. Any student found in violation of this statute may lose their network/computer privileges. Further actions may be taken in accordance with Hardin County Schools district policies.

## Misuse of Computer Information

Any student who accesses any information, software, and/or records, or assists another in doing the same, is in violation of **KRS 434.845 Misuse of Computer Information**. Examples of this type of information include, but are not limited to, Infinite Campus for student records and data and MUNIS and CPA for financial records. Gaining access to these types of information and redistributing to other, changing information (such as student grades or attendance records) constitutes violation of this statute. **KRS 434.845** states that Misuse of Computer Information is a Class C felony. Any student in violation of this statute may lose their network/computer privileges. Further actions may be taken in accordance with Hardin County Schools district policies.

## Other Policies

Students are also not permitted to engage in the following:

- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources (playing unauthorized games, etc.)
- Employing the network for commercial purposes
- Intentionally loading viruses onto computers, CDS, flash drives or networks

## Summary

Outlined here are various activities that are prohibited by School/District policy. Access to the computer systems and network is a privilege for our students, not a right. Any student found in violation of these policies may result in immediate termination of computer/network privileges and/or other disciplinary actions as deemed by the School/District administrative staff. The primary manor in which these rules will be enforced will be through teacher/faculty supervision. Filters have been set up to guard against inappropriate Internet sites and materials. The District also has appliances in place that "watch" the network for inappropriate traffic. This traffic can be traced to a single workstation.

## POLICY EVALUATION

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

First Reading: 09-29-2014

Second Reading: 10-27-2014

Date Reviewed or Revised: \_\_\_\_\_

Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_

Council Chairperson's Initials \_\_\_\_\_