

Warren County Public Schools

Electronic Resources Acceptable Use Procedures, Guidelines, and Signature Forms

Revised January 2012

Overview and Rational of the Warren County Public Schools Acceptable Use Policy

(Adapted from WCBE Policy 08.2323)

Who has access to WCPS electronic resources?

The Warren County Board of Education supports the rights of students, staff, and community members to have reasonable access to various information formats and believes it is incumbent upon students, staff, and community members to use this privilege in an appropriate and responsible manner.

What is the purpose of an acceptable use policy?

The policy provides appropriate standards to guide the behavior of students, staff, and community members involved in accessing electronic media. Specifically, the guidelines address the ethical use of various electronic media, the policies covering issues of privacy versus administrative review of electronic files and communications, and prohibits the use of electronic resources for noneducational and illegal activities.

What forms are required in order for a student to have access to the electronic resources of the WCPS?

The forms required may vary with the age of the student and the type of access requested. A permission form signed by a parent is required for any student to access the electronic resources, including Internet sites, provided by the school district. An additional student email account request form is required before a student can be given access to a district sponsored email account. The required permission/agreement form specifies acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations. 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 (or designee) with a written request for modification or termination.

How will appropriate content be determined?

As described in WCPS School Board Policy 08.2322, school officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning the appropriateness of web sites and electronic resources.

A complete copy of the Acceptable Use Procedures, Guidelines, and Signature Forms can be obtained from the Warren County Schools web site, <http://www.warrencountyschools.org>.

Warren County Public Schools

Acceptable Use Procedures and Guidelines

for

Electronic Resources

Part 1 -- Definition

Electronic resources include, but are not limited to, the following types of materials:

- a. computers and related equipment
- b. computer network resources including email and the Internet
- c. electronic media such as software, cd-roms, video files, and audio files

Part 2 -- Access Privileges and Privacy

The Warren County Public Schools maintains the right to limit access to all types of electronic resources in order to assure that district resources are used for the intended educational purpose. A network administrator or the Director of Technology has the right to access information stored on any device attached to the district network, in any user directory, on the current user screen, or in electronic mail. Users are advised that placing confidential documents in their user directory does not guarantee absolute security or privacy. Network management and monitoring software packages may be used for random access to any networked device to review progress and for security purposes.

Part 3 -- General Information for Users

All Students:

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. Internet safety measures shall be implemented that effectively address the following:

- a. Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- b. Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- d. Unauthorized disclosure, use and dissemination of personal information regarding minors;
- e. Restricting minor's access to materials harmful to them.

Primary (PK-Grade 3) Students:

Primary students are allowed to use network resources using a "student" login. This type of user login allows student read-only access to instructional software and data files.

Primary students access to the Internet is only available under the direct supervision of a teacher or instructional assistant. Primary students are not allowed to have unsupervised access to the Internet at school.

Primary students will be given access to electronic mail when requested by a sponsoring teacher and upon return of a signed parental permission form.

Intermediate (Grades 4-6) Students:

Intermediate students are allowed to use network resources using a “student” login. This type of user login allows student read-only access to instructional software and data files.

Intermediate students are allowed to have an independent school network user account if requested by a sponsoring teacher. This type of account is similar to the “student” type of account with the addition of a private storage directory for student work.

Intermediate students access to the Internet is only available under the direct supervision of a teacher or instructional assistant. Intermediate students are not allowed to have unsupervised access to the Internet at school.

Intermediate students will be given access to electronic mail when requested by a sponsoring teacher and upon return of a signed parental permission form.

Middle School (Grades 7-8) Students:

Middle school students are allowed to use network resources using a “student” login. This type of user login allows student read-only access to instructional software and data files.

Middle school students are allowed to have an independent school network user account if requested by a sponsoring teacher. This type of account is similar to the “student” type of account with the addition of a private storage directory for student work.

Middle school students access to the Internet is only available under the direct supervision of a teacher or instructional assistant. Middle school students are not allowed to have unsupervised access to the Internet at school.

Middle school students will be given access to electronic mail when requested by a sponsoring teacher and upon return of a signed parental permission form.

High School (Grades 9-12) Students:

High school students are allowed to use network resources using a “student” login. This type of user login allows student read-only access to instructional software and data files.

High school students are allowed to have an independent school network user account if required for a class or requested by a sponsoring teacher. This type of account is similar to the “student” type of account with the addition of a private storage directory for student work.

Student access to the Internet is available on an independent basis if requested by a sponsoring teacher and upon return of a signed parental permission form.

High school students will be given access to electronic mail when requested by a sponsoring teacher and upon return of a signed parental permission form.

Employees:

For every staff person whose position requires network access, an account with appropriate rights will be established. The account will include access to electronic mail and an individual directory for files. Job related access to the Internet is available upon request, but approval by the school principal or employee's supervisor is required.

Community Members:

If used for educational purposes, community members may have access to the electronic resources of the WCPS. Community members requesting Internet access must attend a 1 hour training/awareness session provided by the Director of Technology (or designee) prior to being given access to this resource.

Part 4 -- Rights, Responsibilities, and Privileges

A. Privileges:

Access to the electronic resources of the WCPS is a privilege, not a right. Violation of the acceptable use policy may result in the immediate loss of network services including, but not limited to, Internet access and could impact future access to the electronic resources of WCPS. Additional consequences may include student suspension, student expulsion, employee letter of reprimand, or termination of employment in accordance with school board policy. In addition, any attempted or executed criminal violations involving the electronic resources of WCPS will be prosecuted to the fullest extent of the law.

B. General Responsibilities:

The use of your account must be in support of educational and research activities consistent with the objectives of the Warren County School District, access to educationally inappropriate materials is prohibited. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Access to or transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, vulgarity, sexually explicit material, or information protected by trade secret. The use of your WCPS account to play games (including online multi-user games) or participate in peer-to-peer file sharing (LimeWire, Kazaa, BitTorrent, etc.) is not acceptable. Illegal activities, including the installation and use of unlicensed software, are strictly prohibited. Use for product advertisement or political/religious statements that are not consistent with the educational purposes of the WCPS is inappropriate. In addition, use of an electronic mail or WCPS account to buy, sell, or trade personal items is not an acceptable use of district resources.

C. Specific Network and Internet Responsibilities:

1. You may not give your password to anyone.
2. You may not use or alter any one else's account.
3. You may not offer Internet access to other individuals via your WCPS account.

4. You may not break in or attempt to break into other computer networks.
5. You may not intentionally spread embedded messages or other programs which have the potential of damaging or destroying programs or data.
6. You may not destroy another person's data.
7. Purposefully annoying other WCPS or Internet users is prohibited.
8. Harassment as defined in board policy shall not be allowed.
9. All communications and information accessible via the network is assumed to be for the individual consumption of the user, however, privacy is not guaranteed.
10. You may not access social networking web sites using district resources.
11. Notify the school principal or Director of Technology of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

D. Specific Electronic Mail Responsibilities:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal the personal address or phone number of other students or yourself.
4. Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities shall be reported to the authorities.
5. Only Kentucky Department of Education approved email systems may be accessed from the district's network. Access to the approved email system is for educational purposes only.
6. Notify the school principal or Director of Technology of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

E. Specific Employee Web Site Responsibilities:

Web sites created, maintained, and hosted on the electronic resources of WCPS should adhere to the following guidelines.

1. This is not a personal, private web site. The web site is to be used in support of educational and research activities consistent with the objectives of the Warren County School District.
2. If you have a "list of favorites" or an "about me" page where you are introducing yourself to your students, you have the right to determine your own favorites in such categories as books, authors, quotes, etc. as long as these items are representative of you and your profession.
3. You should refrain from posting religious or political statements about your personal beliefs.
4. Copyrighted materials should not be posted.
5. All material on district hosted web sites should be considered available for public access and is subject to district policy. Additionally, posted material must comply with all appropriate federal and state laws.

F. Data Access Responsibilities:

Warren County Public School information (hereafter data) must be managed, used, and protected in accordance with federal law, state law, and school district policies so as to ensure its integrity, availability, privacy, and confidentiality. Each employee, agent, or affiliate of WCPS, who handles data for the purpose of performing his/her job duties, or other functions directly related to his/her contractual affiliation with the district, is a steward of data and is responsible for the proper handling of data resources under his/her control. It is the obligation of all employees to protect the security and integrity of all data under their control. No data should be

copied or stored on portable computing devices. All data should remain on district network servers and resources. Violations of this policy include, but are not limited to: accessing data to which the individual has no legitimate right; enabling unauthorized individuals to access data; disclosing data in a way that violates applicable policy, procedure, or other relevant regulations or laws; inappropriately altering, damaging, or destroying data; inadequately protecting restricted data; or ignoring the explicit requirements for the proper management, use, and protection of data resources. Violations may result in network removal, access revocation, corrective action, and/or civil or criminal prosecution. Violators may be subject to disciplinary action up to and including dismissal, pursuant to district policies.

G. Student Assigned Device ("Take-Home Use):

Any device/resource and its use is the responsibility of the student to whom it is assigned. Any violation of the acceptable use policy, procedures, or guidelines is the responsibility of the student. Violations occurring off school grounds on a "take-home" device will be addressed in the same manner as if the violation occurred on school property and during school hours.

Any device (computer, laptop, MP3 player, camera, etc.) or resource (cd, dvd, MP3 files, movie files, web pages, etc.) is to be used for instructional purposes only.

It is the student's responsibility to ensure that the device is ready for instructional use each day. This includes, but is not limited to, enough battery life, hard drive space, RAM, and proper network configuration settings. Any modification (addition or deletion) of the district installed operating system, settings, and/or instructional resources is prohibited without the prior approval of the Director of Technology or designee.

Students shall not vandalize or deface the assigned device in any way. This includes, but is not limited to, the use of markers, stickers, or tape on the device. Obscene language or materials, including screen savers, backdrops, wallpapers, photos, and/or desktop images are prohibited.

Students may not remove any manufacturer or district labeling on any device or resource. Students may not take apart any device or attempt to repair any hardware component of the system.

Downloading music, games, videos, or applications during school hours is prohibited unless approved by a classroom teacher. File sharing must be approved and directed by a classroom teacher. Students may not use any district-owned device to transfer illegal or copyrighted materials to other devices. Copyrighted district resources may not be transferred to any other device not owned by the school district.

Students are prohibited from using another student's user name or password to access any device or resource.

Students are prohibited from sending non-instructional emails, chat messages, instant messages, and text messages with district-owned devices. Additionally, non-instructional web sites shall not be hosted on any district-owned device.

The district is only responsible for the original district loaded software. All personal software and files loaded or created by a user are subject to removal at any time during routine upgrades, maintenance, repairs, or as a result of an Acceptable Use Procedures violation. The user is responsible for backing up all files added or created on the device.

H. Student Owned Devices:

Students who demonstrate an understanding of good digital citizenship may be allowed to connect their personally owned devices to Warren County Schools Computer network provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating,
 - b. Violates confidentiality or privacy rights of another individual,
 - c. Is profane, indecent, or obscene,
 - d. Constitutes or promotes illegal activity or activity in violation of school rules, or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during times designated by the school.
3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device.
4. Students are responsible for keeping up with devices they bring to school. The school and/or district shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. Students shall comply with any additional rules developed by the school concerning appropriate use of personally owned electronic devices.

Any device connected to the district network is subject to monitoring by network administrators or the Director of Technology to review progress and for security purposes. The district does not guarantee and the user should not assume absolute privacy. Routine maintenance, updates, and support are the responsibility of the device owner, no technical support, troubleshooting, or repairs will be made by district employees on any student owned device.

The minimum requirements for any student owned device connected to the district network are as follows: the device must run an Apple, iDevice, or Android based operating system, have a wireless network card, and must sustain battery power for at least two hours.

I. Rights

In the event of a policy violation, the Superintendent or designee will evaluate the extent of the violation and take appropriate action. This action may include the suspension or closure of the student/employee account. The account holder must be notified in writing within two weeks of the reason for suspension or termination of an account. As specified in board policy, the account holder may request an appeal of the decision to close their account.

Part 5 -- Disclaimer:

A. Reliability:

WCPS shall not be responsible for any damages resulting from delays, non-deliveries, misdeliveries, or service interruptions resulting from the use of any electronic resource.

B. Security:

WCPS will take reasonable steps to assure individual privacy on the network but does not guarantee confidentiality and reserves the right to inspect all accounts, files, logs, and connections to the network. Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem, s/he must notify the Director of Technology or the school technology coordinator. Do not demonstrate the problem to any other users.

C. Archives/Backups

Individual users are responsible for the archive/backup of all data that is critical to the performance of assigned job duties and/or completion of student assignments. WCPS shall not be responsible for any damages or disruptions resulting from loss of data from any electronic resource.

D. KDE Electronic Mail System (Live@EDU)

The Kentucky Department of Education requires the following statement related to student electronic mail access be included in district acceptable use procedures documentation.

The Outlook Live email 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 email 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 email 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.

For additional information, see board policies found in the Student Code of Conduct, Personnel Policies for Certified Staff, and Personnel Policies for Classified Staff. A complete copy of the Acceptable Use Procedures, Guidelines, and Signature Forms can be obtained from the Warren County Schools web site, <http://www.warrencountyschools.org>.

High School Student Independent Internet Access Account Request Form

Directions: Read and fill out the appropriate portions of the following contract completely and legibly. When complete, please return the contract to the sponsoring or homeroom teacher. It is the responsibility of the sponsoring teacher to forward the completed form to the school technology coordinator. A copy of this form is to be kept on file at the school. **Note: The signature of a parent or guardian is required for all students.**

Student Information:

Last Name: _____ First Name: _____ M.I.: _____
Student ID Number: _____
School: _____ Grade: _____

I have read the Acceptable Use Policy for Electronic Resources and will abide by the conditions described in the policy. 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, school disciplinary action and/or appropriate legal action may be taken.

Student's Signature: _____ Date: ____/____/____

Sponsoring or Homeroom Teacher:

I have read the Acceptable Use Policy for Electronic Resources and agree to support this policy with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held solely responsible for all of the student's use of the network. However, as the sponsoring or homeroom teacher, I do agree to instruct the student in following the acceptable use policy and provide reasonable supervision of the student's actions.

Teacher's Name (please print): _____
Teacher's Signature: _____ Date: ____/____/____

Parent or Guardian:

As the parent or guardian of this student I have read the Acceptable Use Policy for Electronic Resources. I understand that this access is designed for educational purposes and the Warren County Public School District has taken reasonable precautions to eliminate access to controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network. I hereby certify that the information contained on this form is correct and give my permission for the student named above to be issued an account. I further agree that use by this student shall not include any transaction which may result in criminal or financial liability for the Warren County Schools. If such does occur, the undersigned accepts full responsibility.

Parent or Guardian (please print): _____
Signature: _____ Date: ____/____/____
Daytime Phone Number: _____ Evening Phone Number: _____

Student Email Account Request Form

Directions: Read and fill out the appropriate portions of the following contract completely and legibly. When complete, please return the contract to the sponsoring or homeroom teacher. It is the responsibility of the sponsoring teacher to forward the completed form to the school technology coordinator. A copy of this form is to be kept on file at the school. **Note: The signature of a parent or guardian is required for all students.**

Student Information:

Last Name: _____ First Name: _____ M.I.: _____
Student ID Number _____
School: _____ Grade: _____

I have read the Acceptable Use Policy for Electronic Resources and will abide by the conditions described in the policy. 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, school disciplinary action and/or appropriate legal action may be taken.

Student's Signature: _____ Date: ____/____/____

Sponsoring or Homeroom Teacher:

I have read the Acceptable Use Policy for Electronic Resources and agree to support this policy with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held solely responsible for all of the student's use of the network. However, as the sponsoring or homeroom teacher, I do agree to instruct the student in following the acceptable use policy and provide reasonable supervision of the student's actions.

Teacher's Name (please print): _____

Teacher's Signature: _____ Date: ____/____/____

Parent or Guardian:

As the parent or guardian of this student I have read the Acceptable Use Policy for Electronic Resources. I understand that this access is designed for educational purposes and the Warren County Public School District has taken reasonable precautions to eliminate access to controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network. I hereby certify that the information contained on this form is correct and give my permission for the student named above to be issued an account. I further agree that use by this student shall not include any transaction which may result in criminal or financial liability for the Warren County Schools. If such does occur, the undersigned accepts full responsibility.

The Kentucky Department of Education requires that parents/guardians agree to the following statement:

The Outlook Live email 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 email 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 email 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.

Parent or Guardian (please print): _____

Signature: _____ Date: ____/____/____

Daytime Phone Number: _____ Evening Phone Number: _____

Student Assigned Device (Take-Home Use) Request Form

Directions: Read and fill out the appropriate portions of the following contract completely and legibly. When complete, please return the contract to the teacher responsible for device assignment. It is the responsibility of the sponsoring teacher to forward a copy of the completed form to the school technology coordinator. A copy of this form is to be kept on file at the school by the sponsoring teacher. **Note: The signature of a parent or guardian is required for all students.**

Student Information:

Last Name: _____ First Name: _____ M.I.: _____

Student ID Number: _____

School: _____ Grade: _____

I have read the Acceptable Use Procedures for Electronic Resources Addendum and will abide by the conditions described. 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, school disciplinary action and/or appropriate legal action may be taken.

Student's Signature: _____ Date: ____/____/____

Parent or Guardian:

As the parent or guardian of this student I have read the Acceptable Use Procedures for Electronic Resources. I understand that this access is designed for educational purposes and the Warren County Public School District has taken reasonable precautions to eliminate access to controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network. I hereby certify that the information contained on this form is correct and give my permission for the student named above to be issued "take-home" access to devices and resources owned by Warren County Public Schools. I further agree that use by this student shall not include any transaction which may result in criminal or financial liability for the Warren County Schools. If such does occur, the undersigned accepts full responsibility.

Parent or Guardian (please print): _____

Signature: _____ Date: ____/____/____

Daytime Phone Number: _____ Evening Phone Number: _____

Sponsoring Teacher:

Description of Electronic Resource (including serial number):

Teacher Name (please print): _____

Signature: _____ Date: ____/____/____

Community Member AUP Signature Form

I have read the Acceptable Use Policy for Electronic Resources and agree to follow the conditions outlined in this policy. I understand that I am responsible for my own personal behavior when using the WCPS electronic resources, including but not limited to the wide area network and the Internet. I realize that non compliance with terms of agreement or engaging in criminal activity via the network may result in loss of access privileges or criminal action.

Name (please print): _____

Signature: _____

Date: ____/____/____

A completed form for each community member should be kept on file by the District Technology Coordinator.

Employee AUP Signature Form

I have read the Acceptable Use Policy for Electronic Resources and agree to follow the conditions outlined in this policy. I understand that I am responsible for my own personal behavior when using the WCPS electronic resources, including but not limited to the wide area network and the Internet. I further realize that I am responsible for reasonable supervision of student electronic resource use, including training in safe, acceptable online behavior. I acknowledge that non compliance with the terms of this agreement or engaging in criminal activity via the network may result in disciplinary or criminal action.

Employee Name (please print): _____

Signature: _____

School: _____

Date: ____/____/____

A completed form for each staff member should be kept on file by the School Technology Coordinator.

Acceptable Use Guidelines Summary

(A copy of the complete Acceptable Use Procedures can be found on the district's web site.)

A. Privileges: Access to the electronic resources of the Warren County Public Schools (WCPS) is a privilege not a right. Violation of the acceptable use policy may result in the immediate loss of any or all network services. In addition, any attempted or executed criminal violations on the network will be prosecuted to the fullest extent of the law.

B. General Responsibilities: The use of your account must be in support of educational and research activities consistent with the objectives of the Warren County School District, access to educationally inappropriate materials is prohibited. Access to or transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, vulgarity, or material protected by trade secret. Use of your WCPS Internet account to play games (including online multi-user games) or participate in peer-to-peer file sharing (LimeWire, Kazaa, BitTorrent, etc.) is not acceptable. Use for product advertisement or political/religious statements that are not consistent with the educational purposes of the WCPS is inappropriate. In addition, use of electronic mail or WCPS account to buy, sell, or trade personal items is not acceptable.

C. Specific Network and Internet Responsibilities:

1. You may not give your password to anyone.
2. You may not use or alter any one else's account.
3. You may not offer Internet access to other individuals via your WCPS account.
4. You may not break in or attempt to break into other computer networks.
5. You may not intentionally spread embedded messages or other programs which have the potential of damaging or destroying programs or data.
6. You may not destroy another person's data.
7. Purposefully annoying other WCPS or Internet users is prohibited.
8. Harassment as defined in board policy shall not be allowed.
9. All communications and information accessible via the network is assumed to be for the individual consumption of the user, however, privacy is not guaranteed.
10. You may not access social networking web sites using district resources.

D. Specific Electronic Mail Responsibilities:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal the personal address or phone number of other students or yourself.
4. Electronic mail is not guaranteed to be private. Network administrators have access to all mail messages. Any message relating to or in support of illegal activities shall be reported to the proper authorities.

E. Specific Employee Web Site Responsibilities: Web sites created, maintained, and hosted on the electronic resources of the Warren County Public Schools must be used in support of educational and research activities consistent with the objectives of the Warren County School District. All material on district hosted web sites should be considered available for public access and is subject to district policy, additionally, material must comply with all appropriate federal and state laws.

F. **Data Access Responsibilities:** Warren County Public School information (hereafter data) must be managed, used, and protected in accordance with federal law, state law, and school district policies so as to ensure its integrity, availability, privacy, and confidentiality. Each employee, agent, or affiliate of Warren County schools, who handles data for the purpose of performing his/her job duties, or other functions directly related to his/her contractual affiliation with the district, is a steward of data and is responsible for the proper handling of data resources under his/her control.

G. **Student Assigned Devices:** Any device/resource and its use is the responsibility of the student to whom it is assigned. Any violation of the acceptable use policy, procedures, or guidelines is the responsibility of the student. Violations occurring off school grounds on a “take-home” device will be addressed in the same manner as if the violation occurred on school property and during school hours.

H. **Student Owned Devices:** Students who demonstrate an understanding of good digital citizenship may be allowed to connect their personally owned devices to Warren County Schools Computer network provided they observe all specified conditions. In addition, any device connected to the district network is subject to monitoring by network administrators or the Director of Technology to review progress and for security purposes. The district does not guarantee and the user should not assume absolute privacy. Routine maintenance, updates, and support are the responsibility of the device owner. No technical support, troubleshooting, or repairs will be made by district employees on any student owned device. The minimum requirements for any student owned device connected to the district network are as follows: the device must run an Apple, iDevice, or Android based operating system, have a wireless network card, and must sustain battery power for at least two hours. These requirements are subject to change without notice.

I. **Rights:** In the event of a policy violation, the Director of Technology or school principal may suspend or close an account. Within two weeks, the account holder must be notified in writing of the reason for suspension or termination of an account. The account holder may request an appeal of the decision to close their account. For additional information see board policies found in the Student Code of Conduct, Personnel Policies for Certified Staff, and Personnel Policies for Classified Staff.