

Kings County Board of Education and County Superintendent of Schools Board/Superintendent Administrative Regulation

AR 6163.4
Instruction

STUDENT USE OF TECHNOLOGY

At the beginning of each school year, parents/guardians shall receive a copy of the Kings County Office of Education's policy and administrative regulation regarding access by students to the internet and technological resources.

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines, procedures and limits on their use. He/she shall ensure that all students using these resources receive annual training in their proper use.

Definitions

1. Access to the Internet - A device shall be considered to have access to the Internet if such device is capable of connecting to a wired or wireless network which has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 18.
3. Obscene shall have the meaning given such term in Section 1460 of Title 18, United States Code.
4. Child pornography shall have the meaning given such term in Section 2256 of Title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
 - i. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - ii. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - iii. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer and network systems connected to the Internet.

7. Technology protection measure shall refer to an appliance or software managed by the Kings County Office of Education that blocks and/or filters Internet access.
8. Authorized staff member as used herein shall refer to an adult staff member appointed by the Kings County Office of Education Technology Committee.
9. Technology Committee as used herein shall refer to a group of Kings County Office of Education staff appointed by the County Superintendent of Schools.
10. Computer System refers to any onsite or offsite device, network or storage resource owned or provided by the Kings County Office of Education.

Access to Internet and Internet Safety

Students are authorized to use Kings County Office of Education equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board Policy and the Kings County Office of Education's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and all telephone numbers private. They shall only use the account to which they have been assigned.
2. Students shall use the Kings County Office of Education's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment, bullying or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
4. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)
5. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy Kings County Office of Education equipment or materials or manipulate the data of any other user, including so-called "hacking."
6. Students shall not engage in any illegal activities on the Internet. Students shall not use the system to threaten, intimidate, harass, bully or ridicule other students or staff.

7. Students shall only use electronic mail, chat rooms, online sites, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity or for purposes related to work as an intern or student volunteer . Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
8. Students shall not disclose, use, or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, online sites, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. Personal information includes the student's full name, address, telephone number, social security number, or other . individually identifiable information.
9. The Kings County Office of Education reserves the right to monitor the system for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be-reviewed by Kings County Office of Education staff to ensure proper use of the system.
10. The use of the Kings County Office of Education's system is a privilege, not a right, and inappropriate use may result in a cancellation or restriction of those privileges.
11. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Superintendent/Board Policy.
12. Copyrighted material may not be placed on the system without the author's permission. Students shall not violate copyright laws or plagiarize documents. Any materials utilized for research projects should be given proper credit as with any other hard copy source of information.
13. Students shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
14. Students shall report any security problem or misuse of the services to the teacher or principal.
15. Students shall not use Kings County Office of Education property to engage in commercial or other for-profit activities.

Privacy

The Kings County Office of Education reserves the right to monitor the system for improper use. Students have no right to privacy as to any information or file transmitted or stored through the Kings County Office of Education computer systems, voicemail, electronic mail or other technical resources. The Kings County Office of Education reserves the right to retrieve and read any message or file. All users should be aware that when a message is deleted, it is still possible to recreate the message; therefore, ultimate privacy of messages cannot be guaranteed to anyone.

Policy Violations

Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Superintendent/Board Policy.

Policy Challenge Procedure

A student who has been granted access to the Internet by the Kings County Office of Education and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

1. Internet site review requests should be directed to the student's teacher who may forward the request to the site administrator if deemed appropriate. The site administrator will review the request and forward it to the Technology Committee for consideration.
2. The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational purposes, may vote to unblock the site.
3. Kings County Office of Education staff will regulate enforcement of the policy, including disciplinary actions, and shall forward to an administrator of the Kings County Office of Education any challenges to the severity of the applied discipline.

Adopted by Board:	<u>August 1, 2001</u>
Reviewed by Board:	<u>July 18, 2001</u>
Reviewed by Board:	<u>December 6, 2006</u>
Reviewed by Board:	<u>June 3, 2009</u>
Reviewed by Board:	<u>June 13, 2012</u>

Kings County Office of Education Internet Use Agreement

Student Section

I have read the Kings County Office of Education Internet Use Agreement. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

User's Signature _____ **Date** _____

Parent or Guardian Section

As the parent or legal guardian of the student signing above, I have read Kings County Office of Education Internet Use Agreement and grant permission for my son or daughter to access the Internet. I understand the Kings County Office of Education's computing resources are designed for educational purposes. I also understand that it is impossible for the Kings County Office of Education to restrict access of all controversial materials and I will not hold them responsible for materials acquired on the network. I understand that the individuals and families may be held liable for violations.

Furthermore, I accept full responsibility for the supervision if and when my child's use is not in a school setting.

Parent's signature _____ **Date** _____