

**Subject: Acceptable Use Policy for Staff Access  
to Electronic Information Resources and Technology**

**Policy #2651**

Date of Adoption: 11/30/1999

**Revised Date:** 10/2017

**Tovah Robey**  
Principal, KSD

Kentucky School for the Deaf (KSD) recognizes that telecommunications, electronic information sources and networked services have significantly altered the way in which students gather information by giving them a much broader assortment of informational sources. KSD supports access by students to rich informational resources along with the development by staff of appropriate skills to analyze and evaluate such resources. Electronic information research skills are now a basic skill needed for preparation of citizens and future employees. KSD expects the staff to provide developmentally appropriate activities and monitor access of information and activities throughout the curriculum and requires them to provide guidance and instruction to students in the appropriate use of such resources.

This policy outlines both the privileges and the responsibilities associated with the use of the KSD network and its resources. It addresses ethical and educational uses of electronic media, including but not limited to, the Internet. It also addresses issues of privacy versus administrative review of files and communications. This policy prohibits use of networks for inappropriate (examples are non-educational chat rooms, playing games, personal gain, religious activities) and/or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying data.

### **Rules & Responsibilities**

All adults accessing the KSD network shall sign an agreement form that specifies acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations. The required form will be kept on file at the appropriate site and be viewed as a legal, binding document.

All students utilizing the KSD network are required to have an Acceptable Use Policy form signed by both the student and their parent(s). This form shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations. The required form will be kept on file at the appropriate site and viewed as a legal and binding document.

Staff and students are responsible for good behavior on computer networks just as they are in an office and classroom setting. Communications on the network are often public in nature. General rules for behavior and communications apply.

Access to network services is provided to conduct research and communicate with others in relation to school work. Access is given to those who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Students who lose network privileges may not use the school network to complete assignments, and may be given an alternative assignment.

Individual users are responsible for their use of the network. The use of the account must be in support of education and research and must be consistent with academic expectations of KSD. Use of other organizations' networks or computing resources must comply with the rules appropriate for KSD's network. Transmission of any material in violation of U.S. or Kentucky regulations, including copyrighted, threatening, or obscene materials is prohibited. Use of commercial activities by for-profit organizations, product promotions, political lobbying, or illegal activities is strictly prohibited. Use of public property for personal gain is a felony and is subject to prosecution.

# KSD – Acceptable Use Policy

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**The user is expected to abide by the following network rules of etiquette:**

- Students must be under teacher/staff supervision when using online communications.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal your personal address or phone number or the personal address or phone number of other individuals.
- Do not communicate any credit card number, bank account number, or any other financial information.
- Electronic mail is a privilege not a right for the express purpose of educational activities and school business.
- Electronic mail is not guaranteed to be private. Inappropriate messages will result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Vandalism shall result in the cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, the operating system or applications of another user.
- Be nice. Do not electronically harass, insult or attack others.
- Obey copyright laws.
- Use only your password; do not allow others to use your password.
- Use only your personal files; do not trespass in another's folders, work, or files.
- Use resources responsibly. Intentionally wasting limited resources is prohibited.
- Use the network for educational activities only; do not employ the network for commercial or any other questionable purposes.
- No cell phones, pagers or beepers can be used during the regular school day or during class time.
- ALL outside email accounts are forbidden.
- Hacking software and use of hacking sites is forbidden.
- Network relay services are forbidden.
- A pattern of repeated attempts to access forbidden sites will be punishable.
- Use of any chat rooms is forbidden.
- Use of any spy software or sites is forbidden.
- No anonymous forwarding is permitted.

## **Right to Privacy**

KSD reserves the right to ask a network administrator to access any user folder and/or Email account of any user at any time. Users are advised not to place personal documents in their user folder and never to use Email for confidential information. All Internet sites visited will be logged and reviewed for suitability of Internet use to assure compliance with the AUP and with state law.

## **Consequences**

User accounts may be denied, revoked, or suspended at any time for violation of the rules and procedures outlined in this Acceptable Use Policy. Violation of any of these rules may also result in other disciplinary or legal actions.

# KSD – Acceptable Use Policy

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## USER AGREEMENT FORM

After reading the KSD Acceptable Use Policy for Staff Access to Electronic Information Resources and Technology, please complete this form to indicate that you agree with the terms and conditions outlined. Your signature is mandatory before access may be granted to electronic mail and/or Internet. The attached document reflects the entire agreement and understanding.

As a user of the KSD computer network, I have read and hereby agree to comply with the Acceptable Use Policy for Staff Access to Electronic Information Resources and Technology.

Staff Name (Please Print): \_\_\_\_\_

Staff Signature:	Date:
If new employee, please select a password. <ul style="list-style-type: none"><li>• Password Criteria –<ul style="list-style-type: none"><li>○ Must be a minimum of 8 characters</li><li>○ Combination of letters and numbers</li><li>○ Example – !luvksd15</li></ul></li></ul>	

**\*\*Please sign this form and return to Deby Trueblood, School Year 2015 -16. \*\***