

CLARK COUNTY TECHNOLOGY

STAFF AND STUDENT ACCEPTABLE USE POLICY

Clark County Schools Student Acceptable Use Policy

The Clark County School District offers Internet access for student and staff use. This document contains the Acceptable Use Policy for users of the Clark County data system. This document must be signed by all users.

SPECIAL POINTS OF INTEREST:

- **New Signature Sheets to gain access to CCPS Information super highway**
- **New Media Release section of signature sheet**
- **Student Rights and Responsibilities**
- **Check out the Unacceptable Uses**
- **www.clarkschools.net**



A. Educational Purpose

1. The Clark County data system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Clark County data system has not been established as a public access service or a public forum. The Clark County School District has the right to place reasonable restrictions on the material Users access or post through the system. Users are also expected to follow the rules set forth in the District's disciplinary code and the law in their use of The Clark County data system.
3. Users may not use The Clark County data system for commercial purposes. This

means they may not offer, provide, or purchase products or services through The Clark County data system.

4. Users may not use The Clark County data system for political lobbying. But they may use the system to communicate with elected representatives and to express their opinion on political issues.

B. Internet Access

1. All users will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab with a student account. Users, who do not have an account setup, must have an Account Agreement signed by a Parent or Guardian and themselves in order to be granted an account and access to the Clark County Schools Data System. Although Elementary users will not be granted

an individual internet account, with a specific username, they must sign the Student Account Agreement Form in order to have access on teacher supervised computer workstations. Users at the Elementary have supervised access only and are logged onto the network with generic usernames for tracking purposes.

2. Users may, at time certain times, have access to email for the purposes of instruction/education. Users should not use system email accounts for purposes other than instruction/education.
3. The student and parent must sign an Account Agreement in order to be granted an individual Internet and e-mail account on The Clark County data system. The Parent or Guardian of any child can withdraw their approval at any time.

USER RIGHTS ON THE CCPS SUPER HIGHWAY

D. Your Rights

1. Free Speech

Your right to free speech, as set forth in the school Code of Conduct, applies also to their communication on the Internet. The Clark County data system is considered a limited forum, similar to a school newspaper, and therefore the District may restrict their speech for valid educational reasons. The District will not restrict their speech on the basis of a disagreement with the opin-

ions they are expressing.

2. Search and Seizure.

- a. Users should expect only limited privacy in the contents of their personal files on the District system. The situation is similar to the rights Users have in the privacy of their locker.
- b. Routine maintenance and monitoring of The Clark County data system may lead to discovery that the Users have violated this Policy, the School Code of Conduct, or the law.
- c. An individual search will be

conducted if there is reasonable suspicion that Users have violated this Policy, the School Code of Conduct, or the law. The investigation will be reasonable and related to the suspected violation.

- d. A student's parent has the right at any time to request to see the contents of their e-mail files.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation

b. In the event there is a claim that Users have violated this Policy or School Code of Conduct in their use of the Clark County data system, Users will be provided with notice and opportunity to be heard in the manner set forth in the School Code of Conduct.

c. If the violation also involves a violation of other provisions of the School Code of Conduct, it will be handled in a manner described in the School Code of Conduct. Additional restrictions may be placed on their use of their Internet account.

C. Unacceptable Uses

The following uses of The Clark County data system are considered unacceptable:

1. Personal Safety

- a. Users will not post personal contact information about yourself or other people. Personal contact information includes their address, telephone, school address, work address, etc.
- b. Users will not agree to meet with someone they have met online without their parent's approval. A parent should accompany the student to this meeting.
- c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to The Clark County data system or to any other computer system through The Clark County data system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use The Clark County data system to engage in any other illegal act under state and federal law.

3. System Security

- a. Users are responsible for their individual account and

should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should Users provide their password to another person.

- b. Users will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

- c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software. (Unauthorized downloads are against policy)

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

- c. Users will not post information that could cause damage or a danger of disruption.

- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If they are told by a person to stop sending them messages, Users must stop.

- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.

- b. Users will not post private information about another person.

6. Respecting Resource Limits.

- a. Users will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is no more than * (number) hours per week.

- b. Users will not download large files unless absolutely necessary. If necessary, Users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.

- c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

- d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.

- e. Users will subscribe only to high quality discussion group mailing lists that are relevant to their education or career development.

7. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking

the ideas or writings of others and presenting them as if they were yours.

- b. Users will respect the rights of copyright owners. Copyright infringement occurs when Users inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, Users should follow the expressed requirements. If Users are unsure whether or not they can use a work, they should request permission from the copyright owner. Copyright law can be very confusing. If Users have questions ask a district authority.

8. Inappropriate Access to Material

- a. Users will not use The Clark County data system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of their access is to conduct research and both their teacher and parent have approved.

- b. If Users mistakenly access inappropriate information, they should immediately tell their teacher or another District employee or disclose this access in the manner specified by their school. This will protect them against a claim that they have intentionally violated this Policy.

- c. A student's parent should instruct them if there were additional material that they think would be inappropriate for them to access. The district fully expects that users will follow their parent's instructions in this matter.

IMPORTANT - SCHOOL TECHNOLOGY

Don't forget to return the signed Agreement sheet in order for your student to gain access. For a complete copy of the student and staff Acceptable Use Policy visit us on the web at <http://www.clarkschools.net/support> or contact Marty Park - District Technology Coordinator (marty.park@clark.kyschools.us).