

ELECTRONIC RESOURCES

The Kent School District views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Kent School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. These procedures are written to implement Kent School District Policy 2022 Electronic Resources to promote appropriate and responsible technology use in support of the mission and goals of the Kent School District and its schools. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purposes and general rules for the use of electronic resources.

User Responsibilities

- Use of the electronic resources provided by the Kent School District is an expectation and privilege. Where they are available, these resources are offered to staff, students, and other patrons. In order to maintain the privilege, users agree to learn and comply with all of the provisions of these procedures.
- All use of the electronic resources must be in support of educational and research objectives consistent with the mission and objectives of the Kent School District.

Acceptable Use

- Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- With parent permission, posting of student-created original educational material, curriculum-related materials, and student work. Sources outside the classroom or school must be appropriately cited and all copyright laws must be followed.
- Staff use of electronic resources for incidental personal use in accordance with all District policies and guidelines.
- Connection of any personal electronic device is subject to all guidelines in this document.
- Proper codes of conduct in electronic communication must be used. Providing personal information is inappropriate; when using electronic communications,

- extreme caution must always be taken in revealing any information of a personal nature.
- All electronic resource accounts are to be used only by the authorized owner of the account for the authorized purpose
 - All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed.
 - As a representative of your school and community, exemplary behavior while using electronic resources should be practiced.

Unacceptable Use

- Providing unauthorized personal information such as an address or phone number.
- Contributing to cyberbullying, hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
- Using profanity, obscenity, racist terms, or other language that may be offensive to another user.
- Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use.
- Playing games, accessing social networking sites, and streaming or downloading audio and video files unless specifically authorized by a teacher for instructional purposes.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
- Using an electronic resources account authorized for another person.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
- Destroying, modifying, or abusing hardware and/or software.
- Unauthorized downloading or installation of any software, including shareware and freeware, for use on Kent School District electronic resources.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner. Exceptions are made when duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Using electronic resources to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the network.

- Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Any attempts to defeat or bypass the District's Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- Using any electronic resources for unlawful purposes.

Staff Responsibilities

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to electronic resources procedures as well as with the mission and goals of the Kent School District.
- Staff should make reasonable efforts to become familiar with the electronic resources and their use so that effective monitoring, instruction, and assistance may be provided. Staff should report any misuse to their supervisor.

Kent School District Rights and Responsibilities

The Kent School District recognizes its obligation to protect the well-being of students in its charge. To this end, the district retains the following rights:

- To log electronic resource use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
- To monitor the use of electronic resource activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate including the right to determine who will have access to Kent School District-owned equipment.
- To exclude those who do not abide by the Kent School District's electronic resources policy or other policies governing the use of school facilities, equipment, and materials.
- To restrict electronic resource destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing electronic resource communications.
- To monitor and maintain mailing list subscriptions and to delete files from the personal mail directories to avoid excessive use of fileserver hard-disk space.

- To use filtering software to block or filter access to visual depictions that are obscene and all child pornography in accordance with CIPA. Other objectionable material may be filtered. The determination of what constitutes “objectionable” material is a local decision determined by the District's educational goals.

Disclaimer

- The Kent School District cannot be held accountable for the information that is retrieved via electronic resources.
- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Network administrators have access to all email and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- The District reserves the right to monitor, inspect, copy, review, and store without prior notice any and all usage of: the network; user files and disk space utilization; user applications and bandwidth utilization; user document files, folders, and electronic communications; email; Internet access; and any and all information transmitted or received in connection with network and/or email use.
- All such information files shall be and remain the property of the District, and no student or staff user shall have any expectation of privacy regarding such materials. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.
- Tape backup is made of email for the purpose of public disclosure requests and disaster recovery. Barring power outage or intermittent technical issues tape backups are made of staff and student files on District servers for recovery of accidental loss of deleted files. Recovery is not guaranteed.
- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.
- From time to time, the Kent School District will make determinations on whether specific uses of electronic resources are consistent with the Electronic Resources policy.
- The Kent School District will not be responsible for any damages users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or user errors or omissions. Use of any information obtained is at the user's own risk.

- The Kent School District makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user or any costs or charges incurred as a result of seeking or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the electronic resources.
- The Kent School District reserves the right to change its policies and rules at any time without notification.

Personal Device Warning

By connecting a mobile device to the Kent School District email system, you acknowledge and agreed that the Kent School District Information Technology Department reserves the right to enforce any security measures deemed necessary to mitigate data leakage and protect students.

This includes but is not limited to:

1. Remotely delete the contents of your mobile device. This may include district and personal contacts, pictures, etc.
2. Enforce the use of a password / pin to access the mobile device.
3. To remotely delete the contents of your cell phone in the event a password is incorrectly entered more than 10 times.
4. Restrict the use of applications deemed a security risk.

In addition, you must understand that documents or records - including electronic communications of a public agency are public records under Washington state law. Using any personal device or computer for school district business can result in a requirement that you submit your personal device for examination or search if a public records request is received concerning information that may be stored on your personal device.

The mobile devices that are subject to this policy are those that directly connect to Microsoft Exchange via the ActiveSync Protocol.

Examples of ActiveSync compatible devices include but are not limited to: iPhone, iPad, iPod, Android based mobile phone, Tablet device, etc.

Sanctions for Violations

Any activity that violates this policy should be reported to the school administrator. Disciplinary action, if any, for the students, staff, and other users shall be consistent with the District's standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to Kent School District electronic resources, other employee or school disciplinary action, and/or other appropriate legal or criminal action including restitution, if appropriate. Students shall be subject to the sanctions of WAC 180-40, et seq., as appropriate.

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