

**Education and Workforce Development Cabinet
POLICY PROCEDURE**

Policy Number: EDU-19

Effective Date: June 16, 2008
Revision Date: December 20, 2012

Subject: Student Information Network Acceptable Use Policy

Policy Statement: The purpose of this enterprise policy is to define and outline acceptable use of the Student Information Network and Internet in state government. These rules and guidelines are in place to protect both the user and the Commonwealth. This policy requires all agencies and employees and other users to comply with the acceptable use provisions.

Policy Maintenance: The Education and Workforce Development Cabinet (EDU) has responsibility for maintenance and interpretation of this policy. Agencies may choose to add to this policy, in order to enforce more restrictive policies as appropriate and necessary. Therefore, employees and students are to refer to their agency's internal acceptable use policy, which may have additional information or clarification of this enterprise policy.

Applicability: This policy is to be adhered to by all users of the Student Information Network, including students, employees, contractors, consultants, temporaries, volunteers and other workers within state government. This policy applies to all resources and information technology equipment owned or leased by the Commonwealth and/or personal equipment unless specifically addressed in this policy regardless of the time of day, location or method of access.

Responsibility for Compliance: Each agency is responsible for assuring that students, employees and users under their authority have been made aware of the provisions of this policy, that compliance by the employee is expected, and that intentional, inappropriate use of Internet and Electronic resources may result in disciplinary action. To demonstrate awareness and knowledge of this policy, signed acknowledgement forms are required. It is also each agency's responsibility to enforce and manage this policy. Failure to comply may result in the loss of the Student Information Network usage privilege.

Policy: As provisioned, Internet, services and accounts are the property of the Commonwealth of Kentucky. These resources are to be used for student purposes in serving the interests of the learning environment normal operations. This Acceptable Use Policy represents a set of rules and guidelines to be followed when using the Student Information Network including Internet access.

The Education Cabinet recognizes the value of computer and other electronic resources to improve student learning, to enhance the administration and operation of its training programs. To this end, we encourage the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Education Cabinet.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to users is impossible to control. Therefore, the Education Cabinet and its agencies adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to users obtaining access to Student Information Network using equipment that is State owned or through the use of personally owned equipment.

In compliance with the laws of the Commonwealth and this policy, users of the Student Information Network are encouraged to use the Internet access to:

- Further the Student's studies
- Provide service of the highest quality to its citizens
- Discover new ways to use resources to enhance service, and
- Promote student development

Users of the Student Information Network should use the Internet, when appropriate, to accomplish further enhancement of educational studies to enrich their performance skills.

The acceptable use of the Student Information Network and Internet represents the proper management of a state resource. The ability to connect with a specific Internet site does not in itself imply that a user is permitted to visit that site. Monitoring tools are in place to monitor user's use of the Internet. All users of the Student Information Network shall have no expectation of privacy associated with the information they publish, store or access on the Internet using the Commonwealth's resources.

It is the policy of the Education Cabinet and its agencies to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for all users to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Education Cabinet and its agencies recognize the legal and ethical obligations to protect the well-being of users. To this end, the Education Cabinet and its agencies retain the following rights and recognize the following obligations:

- To monitor network use by users.

- To deny access to a user on the Student Information Network.
- To monitor the use of online 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 and feasible. Such controls shall include the right to determine who will have access to Student Information Network and, specifically, to exclude those who do not abide by the Student Information Network's acceptable use policy or other policies governing the use of facilities, equipment, and materials. The Education Cabinet and its agencies reserve the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train users in acceptable use and policies governing online communications.

Staff Responsibilities:

- Read, acknowledge and sign an agency acceptable use policy statement before using these resources.
- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Commonwealth of Kentucky, Education Cabinet.
- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
- Staff should make reasonable efforts to keep their computer skills and knowledge current so that they may recognize unauthorized behavior.
- Staff personnel who request access to the Student Information Network for State owned equipment or personal equipment shall provide a written work related justification for request to their immediate supervisor. It is the duty of the staff member to recognize that such requests may be denied.
- Staff personnel are subject to all related Education Cabinet and state policies in place for their regular employment.
- Staff personnel are required to identify Internet training needs and resources, to encourage use of the Internet to improve student performance, to support the student in maintaining or improving skills, as appropriate.
- Professionalism in all communications is of the utmost importance.

User Responsibilities:

- Read, acknowledge and sign an agency acceptable use policy statement before using these resources.

- Use access to the Internet in a responsible and informed way, conforming to network etiquette, customs, courtesies, and any or all applicable laws or regulation.
- As with other forms of publications, copyright restrictions/regulations must be observed.
- Use of the Student Information Network provided by the Commonwealth of Kentucky is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to users at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
- Students who request network access for their personal computer or laptop may be required to:
 - Install a network card
 - Install appropriate antivirus and spyware software
- Students who request network access for their personal computer or laptop will be required to:
 - Submit a request for network access to their case manager and/or onsite building/information manager.
 - Present their computer for inspection on the initial day of an orientation/evaluation period or a one-week internet/network safety class. (Student will utilize said computer during the orientation or class.)
- Users who are granted access to the Student Information Network are subject to periodic re-inspection of their personal computer or laptop for basic computer protection software.
- Professionalism in all communications is of the utmost importance.

Acceptable Use:

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Education Cabinet or its agencies.
- Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- There is no expectation of privacy in all communications and information accessible via the network.
- Exhibit exemplary behavior on the network as a representative of the community. Be polite!
- Social networking (such as MySpace, Facebook, etc) is permitted on the student's personal computer during personal time.
- Establishing network or Internet connections to live communications,

including voice and/or video (relay chat), is permitted on the student's personal computer during personal time.

- From time to time, the Education Cabinet or agency leadership will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use:

- Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network 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 is prohibited. Any attempt to gain unauthorized access to any other computer or network is strictly prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other similar behaviors are prohibited on the network.
- The unauthorized installation of any software, including shareware and freeware, for use on State-owned property is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that 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).
- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Playing games is prohibited on State-owned property unless specifically

authorized by a teacher for instructional purposes.

- Gaming, gambling, or other bandwidth-consuming applications are prohibited on State-owned property.
- Social networking (such as MySpace, Facebook, etc) is not permitted on State-owned computers.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited on State-owned property unless specifically authorized by the system administrator.

Disclaimer

- Education Cabinet or its agencies cannot be held accountable for the information that is retrieved via the network.
- 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. System administrators have access to all mail and will monitor messages. Information relating to or in support of illegal activities will be reported to the appropriate authorities.
- Education Cabinet or its agencies will not be responsible for any damages you may suffer, including hardware or software failure, loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- Education Cabinet or its agencies are not responsible for the ongoing maintenance or repair of private property.
- Education Cabinet or its agencies make 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; and
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.

The Education Cabinet reserves the right to change its policies and rules at any time.

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Review Cycle:
Annually

Timeline:
Review Date: November 27, 2012
Reviewed by: EDU Agency Security Contacts

Enterprise Security and Policies

Cross Reference:

<http://technology.ky.gov/governance/Pages/policies.aspx>

CIO-060 -- Internet and Electronic Mail Acceptable Use Policy

OTS Standards:

Cross Reference:

EDU-01 -- Internet and Electronic Mail Acceptable Use Policy

