

In compliance with 1998 Senate Bill 230, KRS 156.675, 701 KAR 5:120, and the Children's Internet Protection Act (CIPA), the Adair County School District has developed procedures and guidelines for acceptable use of the Internet, electronic mail, and local technology resources (including hardware, software, phone systems, and the electronic communications network) which is outlined in this Acceptable Use Policy. These procedures coincide with Local School Board Policy 08.2323.

The Adair County School District is pleased to provide its staff and students with access to state-of-the-art technology resources and an electronic communications network that permits the receipt and transfer of information in the form of data, voice, and video for educational purposes. Technology resources include, but are not limited to, the Internet, e-mail, instructional software and online programs, the district's internal wireless and wired network, computers, and a wide variety of technology tools that are available for educational use. Access to these resources will enhance instruction and provide enriched learning opportunities for our students.

The Adair County School District utilizes a proxy server, which provides for monitoring for Internet websites visited and for controlling the websites that are accessible within our network. The proxy server allows the Director of Technology or designee to block inappropriate Internet websites and to view logs of Internet websites visited. Logs of Internet activity will be reviewed on a regular basis to detect any access to inappropriate websites. It is the responsibility of the Director of Technology or designee to review logs.

Inappropriate Internet use will be reported to the staff member's immediate supervisor for appropriate disciplinary action, which will include the minimum consequences outlined in this document with the possibility of additional consequences, which may include permanent loss of Internet access, legal action, or termination of employment.

Failure to adhere to the procedures and guidelines that are set forth in this policy will result in the loss of access to the technology resources and network and/or other disciplinary or legal action, which may include termination of employment.

Staff Requirements and Procedures for Student Access to Technology Resources at School

All staff members that are responsible for working with students are expected to closely monitor and supervise them while the students are utilizing technology resources, including the Internet and e-mail. Each classroom teacher is expected to thoroughly explain the *Student Acceptable Use Policy* to his/her students in a means that is appropriate for the grade level of those students and will complete documentation that verifies this has occurred. All students will be taught how to use and care for any technology resource that they are provided access to at school.

According to procedures set by the Director of Technology, all students will be provided instruction in Internet Safety, including appropriate online behavior, interacting with other individuals on social networking websites and chat rooms, and cyber-bullying awareness and response. Documentation of this instruction must be kept on file for verification and will be entered into the student data system (Infinite Campus). All students must be provided with this instruction before they are allowed to access technology resources and the network, including Internet and e-mail.

Parental consent is required for student access to the technology resources and network, including Internet and e-mail that is provided by the Adair County School District, unless the student has proof that he/she is 18 years old or older. All students and their parent representatives are required to sign an agreement form prior to student access to the Adair County School District's technology resources and network.

Upon receipt of a signed *Student Acceptable Use Policy Agreement Form*, the Principal's designee will enter the appropriate permissions for the student into Infinite Campus. The Principal's designee will run reports from Infinite Campus that list all students at the school who have permission to access technology resources and share them with teachers. Staff may also refer to individual student records within Infinite Campus if there is a question regarding student permissions. Students who do not have permission to access technology resources at school must be provided with an alternate means for completing any technology-based assignments, such as using paper, pencil, and books for a book report.

Rules of Etiquette

All staff members are expected to abide by the following rules of etiquette while utilizing the technology resources and/or network that is provided by the Adair County School District for school-related purposes, including instruction, administration, and communication.

The following rules of etiquette apply to all district-owned technology resources and to all personal devices that are permitted to access the district's network.

Technology and Network Resources

Do **NOT** use the Adair County School District's technology and network resources:

- For personal communication that is not school-related.
- To install any software onto computers or file servers without permission from the Director of Technology.
- To access, alter, or copy another person's files or folders without their permission to do so.
- To harm or destroy another person's files or folders.
- To disrupt the use of technology resources or the network by others.
- To create or share computer viruses.
- To attempt to access any computer or network for which you are unauthorized.

Vandalism or damage to the Adair County School District's technology and network resources will result in disciplinary action. Staff members may be required to reimburse the Adair County Board of Education for the repair or replacement of any district-owned technology resource that is lost, stolen, damaged, or vandalized while in their possession.

Network Login, Password, and Online Storage

Internet Safety instruction as described on Page 1 must be provided to each student before he/she is allowed access to the district's technology resources and the network. All students and staff must sign an *Acceptable Use Policy Agreement Form* prior to being granted a network account that is necessary for access to the Adair County School District's technology resources and network.

Staff members are provided with their own network account with access to Microsoft's OneDrive for online storage of school-related files.

Each staff member is responsible for the security of his/her own password and will be held accountable for activity that occurs as a result of the use of his/her password. If the staff member suspects or knows another person is using his/her password, he/she must report this to the Director of Technology who will reset the password. Those who are found to be using a username and password that is not their own will be disciplined accordingly.

The staff member shall:

- Only use the account username and password that is assigned to him/her.
- NOT share his/her password with another person.
- Change his/her password immediately when it is suspected that another person becomes aware of the password.
- Log off or lock his/her computer anytime he/she is away from his/her desk to prevent unauthorized access to his/her computer or files.

Internet

Wired and/or wireless Internet access is provided throughout the Adair County School District to be used only for instruction, research, and school-related activities.

The use of third party proxy websites to bypass the Adair County School District's proxy server is prohibited. All Internet access must go directly through the district's proxy server.

Do **NOT** use the Adair County School District's Internet:

- To download any software, shareware, or freeware onto network drives or computers.
- To view websites or download documents that contains offensive, obscene, pornographic or sexually explicit material.
- To download music, videos, games or other files from any peer-to-peer network.
- To shop for personal items that are not appropriate for school use.
- For personal business or communications that are not school-related.
- To access instant messaging services or chat rooms, such as MSN, AOL, or Yahoo Messenger for personal communications. The Live@edu/Office 365 e-mail system includes an instant messaging service for employees that may only be used for communication and collaboration that are school-related.

Social Networking

The Adair County School District's staff and students are allowed to use social networking websites only for school-related purposes according to the guidelines below. The administration recognizes the potential benefits associated with the use of social networking, but also recognizes the liability that can occur if such resources are used inappropriately.

Social networking website use at school must support the mission and goals of the Adair County School District. The *Social Networking Website Request Form* must be completed and sent to the Director of Technology for approval prior to the creation of any social networking website that is associated with the Adair County School District. Failure to obtain permission prior to the creation of a social networking website is in violation of the Adair County School District's Acceptable Use Policy and may result in the deletion of the unapproved social networking website and/or disciplinary action.

Social networking websites may be created and utilized (a) for instructional use between staff and students via *Edmodo* or in special circumstances other social networking websites; (b) for school organizations via *Facebook*, *Twitter*, or other approved social networking websites; and/or (c) for the district and schools via *Facebook*, *Twitter* or other approved social networking websites. Social networking websites provide school organizations, the district, and its schools with a means to share pertinent information and to communicate with its students, staff, parents, and the community.

Teachers that plan to use *Edmodo* or other social networking websites in the classroom with students must verify that each student has a signed *Student Acceptable Use Policy Agreement Form* on file with permissions checked for accessing *Edmodo* and/or other social networking websites. Verification for individual student permissions for accessing social networking websites is available in the student data system (Infinite Campus).

The staff sponsor is responsible for creating, monitoring, and managing the social networking website to promote safe and acceptable use. The staff sponsor of the social networking website must delete all inappropriate posts and must report inappropriate behavior to the Principal (for students) or the immediate supervisor (for staff members).

Staff members must create a professional account for all school-sponsored social networking websites that is kept separately from their personal accounts.

The *Social Networking Website Administration Form* must be completed and sent to the Director of Technology for all social networking websites that are created in association with the Adair County School District. Usernames and passwords to social networking websites must also be provided to the Principal, Superintendent and/or their designee, upon request.

Staff with Students (Instructional Use) – *Edmodo* (<http://www.edmodo.com>) is approved to be used by students at school. *Edmodo* provides teachers and students with a safe and secure place to

connect and collaborate, share content and educational applications, and access homework, grades, class discussions and notifications. Teachers may choose whether or not to utilize *Edmodo* in their classrooms. The teacher will create, maintain, and monitor all *Edmodo* websites. In special circumstances and with permission from the Director of Technology, the teacher may utilize other social networking websites to meet the instructional goals of their classroom.

School Organizations – *Facebook*, *Twitter* or other approved social networking websites are allowed for use by school clubs, school organizations, booster organizations, and sports teams as a means for communicating information to staff, students, parents, and community members. The Principal designee is responsible for seeking approval for the social networking website prior to its creation and is responsible for creating, maintaining, and monitoring the social networking website.

School and District – Each school and the district is allowed to use *Facebook*, *Twitter* or other approved social networking websites as a means for communicating information to staff, students, parents and community members. The Principal’s designee (for schools) or the Superintendent’s designee (for district) is responsible for seeking approval for the social networking website prior to its creation and is responsible for creating, maintaining, and monitoring the social networking website.

The following **expectations** are set for the use of social networking websites that are associated with the Adair County School District.

- Staff members must not post student photos, information or comments about a student on their personal social networking websites. School-related and personal social networking websites must be kept separate.
- Posts to social networking websites may include items such as news, school events, calendar entries, homework assignments, videos, audio, student accomplishments, and items relevant to instruction in our schools and district.
- Posts must be positive or neutral.
- Staff members must maintain professional and age-appropriate communications in all interactions within the social networking website regardless of the forum, time, or method of communication.
- Student work shall not be assessed publicly within the social networking website.
- Student photos, names, videos, and works posted must comply with the guidelines set forth in the “web content” section of the Student Acceptable Use Policy.
- Teachers are responsible for monitoring the social interactions that occur within the social networking websites for their students. Any misuse or inappropriate post must be reported to the Principal for disciplinary action.
- Staff members must NOT share their username and password to social networking websites with others.
- The Director or Technology has the right to delete any inappropriate posts from classroom, school, and district social networking websites and will refer disciplinary issues to the staff member’s immediate supervisor.
- Social networking websites that are not kept current or that do not positively represent our school district will be deleted. Prior notification will be given to the sponsor of the social networking website with an opportunity to correct the problem prior to the deletion of the social networking website.
- The Adair County School District does not accept responsibility or association with comments made by friends, fans, followers, or the equivalent on its social networking websites. We reserve the right to terminate any associations on social networking websites that are deemed inappropriate.

The following **recommendations** are provided for the personal use of social networking websites by our staff:

- Staff members are highly encouraged to not friend or communicate with their students on personal social networking websites. School-related and personal social networking websites must be kept separate.
- As a professional staff member within the Adair County School District, it is recommended that staff do not post comments, photos, videos, or other files that would be unbecoming of a school district employee. Posts should not compromise professionalism, integrity, and/or ethics.
- Information posted on social networking websites is public knowledge. Would you be comfortable if your supervisor, colleagues, students, parents or community members viewed your posts?

Web 2.0 Tools (Blogs, Wikis, Podcasts, and Other Interactive Online Instructional Technology Tools)

New online interactive instructional tools, such as blogs, wikis, and podcasts (also referred to as Web 2.0 tools) provide an authentic and real-world means for instruction. When utilizing these tools, these guidelines must be followed.

- All Web 2.0 tools that are created and downloaded from other websites and/or utilized within our schools and district must relate to instruction or school-oriented activities. Web 2.0 tools that do not meet these criteria are not permissible and will be deleted from the school and/or district technology devices.
- The classroom teacher must review all Web 2.0 tools for appropriateness prior to utilizing them for instruction.
- Any language that is not permitted for school use must NOT be utilized in blogs, wikis, podcasts, and other interactive instructional technology tools.
- Personal information of students, such as address, phone number, social security number, or other identifiable information that would jeopardize the safety of students must not be included in blogs, wikis, podcasts, and other Web 2.0 tools.
- The creator of Web 2.0 tools (blogs, wikis, podcasts, etc.) is the owner and maintains all rights to those tools.

Web Content

All content that is posted on school or district websites must support, enhance, or promote teaching and learning. Written permission is required prior to posting any student or staff information, photographs, and schoolwork on school and district websites and other online media outlets.

- Any work posted online must be associated with the name of the owner/creator of that work.
- A copyright notice that acknowledges ownership must be included on all work that is posted on school and district websites.
- Personal identifying information, such as address, social security number, and phone number must NOT be posted on school and district websites.
- Do NOT post commercial advertisements or personal business on school and district websites.

E-mail

An Outlook Live e-mail account is provided to all staff by the Adair County School District as a part of the Live@edu service from Microsoft. By signing the *Staff Acceptable Use Policy Agreement Form*, you hereby accept and agree that your rights to use the Outlook Live/Office 365 e-mail service (and other Live@edu services as the Kentucky Department of Education may provide over time) are subject to the terms and conditions set forth in district policy/procedure as provided in this document. The data stored in the Live@edu/Outlook Live/Office 365 e-mail service are managed by the district pursuant to policy 08.2323 and accompanying procedures.

The Windows Live ID can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before access the Windows Live services, the staff member must accept the Windows Live Service Agreement.

- Do realize that e-mail is not guaranteed to be private. The Director of Technology or designee can and may be required to scan electronic mail.
- Do read your e-mail frequently.
- Do NOT use any e-mail account at school except the Live@edu account that is provided for you by the school district. Hotmail, Yahoo, Gmail, e-Pals, and other e-mail accounts are not permitted. E-mail

use is limited on school property to the e-mail system that is approved by the Kentucky Department of Education.

- Do NOT allow others to use your e-mail account.
- Do NOT use your school account for communication that is not school-related.
- Do NOT send or forward chain e-mails, jokes, spam, animations, or links to other non-instructional websites via e-mail. (These sometimes contain viruses and require bandwidth that is needed for instructional applications and administration.)
- Do NOT use profane, obscene, abusive, or other inappropriate language that may be offensive when communicating with others.
- Do NOT use all capital letters in e-mail messages because this is the equivalent of shouting.
- Do NOT transmit any material that is in violation of local, state, or federal law. This includes, but is not limited to copyrighted materials and threatening or obscene messages.
- Do NOT read or transmit another person's files or messages without permission to do so.
- Do NOT include personal information about yourself to others, such as address, phone number, or social security number in e-mail messages. Use the school's information, if necessary.

Copyright & Plagiarism

- A license agreement must be purchased and on file for all copyrighted software that is installed on a district computer or network fileserver. A copy of each license agreement must be kept on file on location and submitted to the Director of Technology.
- Do NOT show purchased or rented movies in your classroom unless you have a license to show the movie for public viewing in the classroom. You may use the Educational Exemption for "face-to-face teaching" that requires **all** of the following criteria to be met: (a) the teacher is present; (b) the movie is shown only in a classroom setting with only the enrolled students in attendance; (c) the movie is used as an essential part of the core curriculum with the teacher being able to show how the movie contributes to the course study; and (d) the movie being used is legitimate, not taped from a legitimate copy or from TV. Refer to the Federal Copyright Act for additional information.
- Do NOT copy or download software or music files that you do not have a license for.
- Do realize that the Director of Technology or designee has the right to delete any and/or all software, music, video or other copyrighted work that is stored or installed on a district computer or network for which there is no proof of license.
- Respect copyright laws of software and other instructional materials, including music and videos.
- Appropriately acknowledge authorship and/or publishers of electronic documents in writing and research (citations, footnotes, bibliographies, etc.).
- Do not copy another person's work and use as your own (plagiarism). Tools are available that detect plagiarism.
- Those who are found to be in violation of copyright law will face disciplinary action and may be prosecuted.

Phone Systems

Phone systems are provided to improve communications and to support the instructional process for the Adair County School District. Phones may be used for school safety issues, collaboration, parent/teacher communications, classroom projects, student and staff emergencies, and for other purposes as necessary for the daily operations of our schools and district. Staff members must follow the guidelines below:

- Personal phone calls should be kept to a minimum because of the limited number of phone lines available and the number of users at each site.
- Place and receive phone calls during your planning time to prevent disruption to the educational process. School safety issues, emergency situations and classroom projects that require phone use are acceptable reasons for placing and receiving phone calls throughout the school day.

Student Information System

All school districts in Kentucky utilize Infinite Campus, an online student information and demographics system that provides a data warehouse that allows student data to be entered once and leveraged across the entire school district for data-driven decision-making.

- User rights have been established that allow administration, teachers, and staff to access only the information that they are responsible for.
- Student attendance, grades, discipline, and other demographic information must be kept up-to-date according to school and district procedures to ensure that parents and students have timely access to student information via the Infinite Campus Parent-Student Portal.
- No user shall attempt to access or change data for which he/she has no rights to.
- Do NOT share the Infinite Campus username and/or password that have been assigned to you.
- Do NOT attempt to alter, harm or destroy the school or district's data that is stored in Infinite Campus.
- Users must notify the building administrator immediately when a problem is discovered with the security and/or the accuracy of data found in Infinite Campus.
- Violation of this policy will result in denied access to the Infinite Campus student information system.

Telecommunication Devices

Staff members are expected to use professionalism and good judgment when utilizing telecommunication devices (cell phones, Smartphones, etc.) in the workplace and at school-related events. Phone calls placed and received that are not work-related should be minimal and brief during the times in which students are in your presence. No staff member shall utilize telecommunication devices (cell phones, Smartphones, etc.) in such a manner that disrupts the completion of his/her assigned job tasks.

- Place and receive personal phone calls on telecommunication devices (cell phones, Smartphones, etc.) during planning or free time, except for emergency situations or security issues, to prevent disruption of the educational process.
- Do NOT send text messages, photos, or other documents via telecommunication devices (cell phones, Smartphones, etc.) to students or other staff at school or school-related activities that are not related to instruction or school activities.
- Contact the Director of Technology prior to setting up work e-mail accounts on communication devices (cell phones, Smartphones, etc.) for permission to do so. Some devices are not compatible with the Adair County School District's e-mail system.
- Any use that poses a threat to academic integrity or violates the confidentiality or privacy rights of another individual is not permissible.
- All Internet access at school on school-owned devices must go through the district's proxy server, as required by law. Contact the Director of Technology to obtain configuration settings to connect to the district's wireless network for your telecommunication device.
- Telecommunication devices (cell phones, smartphones, etc.) shall not be used to send profane, indecent, obscene, or sexually explicit messages via voice, text, or e-mail.

Students may utilize personal telecommunications devices (cell phones, smartphones, etc.) in the classroom for instructional purposes or emergencies at the discretion of the teacher and school Principal. Teachers must require students to follow the policy written in the *Student Acceptable Use Policy* for telecommunications devices, including that the student-owned telecommunications device remains on the desk and in sight of the teacher at all times during its use and that disciplinary action will be taken when the policy is not followed. Teachers that knowingly allow their students to use telecommunications devices in violation of the district's policy will be reported to their immediate supervisor for disciplinary action.

Refer to the Adair County School District's procedure for Telecommunication Devices (09.4261) for additional information.

Use of Personal Technology Equipment at School (Bring Your Own Device Policy)

The Adair County School District supports the use of personally owned technology devices by staff and students at school for educational and school-related purposes according to the guidelines written below.

- Failure to abide by the guidelines that are set forth in the *Use of Personal Technology Devices at School (Bring Your Own Device Policy)* will result in the loss of your privilege to use personal devices at school and may result in the loss of your right to bring personal devices into the school.
- Personal technology devices may include: laptop and netbook computers, tablet computers (iPads, Microsoft Surface, etc.), e-Readers (Kindle, Nook, etc.), MP3 players (iPod, etc.), and cell phones/smartphones (Refer to *Telecommunications Devices* section of this policy.)
- The Adair County School District does not endorse specific devices for use at school. We cannot guarantee or provide technical support for any personally owned technology device.
- Modifications cannot be made to the Adair County School District's wireless or wired network to accommodate the personally owned devices.
- The Adair County School District's Technology Department will not repair or troubleshoot technical issues with personally owned technology devices.
- The Adair County School District's Technology Department will provide configuration settings for wireless connectivity with instructions for connecting to the wireless network.
- The wireless network is the only approved wireless network for use within the Adair County School District. The wireless network provides a more secure, safe, and stable network connection than cellular data plans (3G, 4G, and E) and will prevent data charges that are incurred by the owner of the personal technology device when 3G, 4G, and E cellular Internet services are used.
- Staff members are responsible for all charges incurred as a result of the use of personally owned technology devices at school.
- Teachers are not permitted to require students to purchase software or other applications for installation on personally owned devices, but may request that free software and applications are installed on personally owned devices, if needed to complete school assignments.
- The Adair County School District is not financially responsible or liable in any way for any charges related to the personally owned technology devices including the cost for any software or applications the staff member may choose to purchase for the device, repair or replacement of the device if damaged or stolen, data plans, usage, overage charges, charges for texting and multimedia packages, downloads or other purchases related to the device.
- Staff should exercise responsible behavior in the use and protection of personally owned technology devices at school. A protective case for the device is highly recommended.
- Personally owned technology devices are allowed in the classroom/school for educational and school-related purposes. Social networking, gaming, shopping, and other personal uses of technology are not permitted.
- When not in use for school-related purposes, the staff member will store his/her personally owned technology device in a secure location.
- Personally owned technology devices should be taken home from school each day.
- Staff members must follow the guidelines set forth in the Adair County School District's Acceptable Use Policy (08.2323), the Telecommunications Device Policy (09.4261), and accompanying procedures that are outlined in this document when utilizing personally owned technology devices on school and district property.
- Use of devices or software to bypass the Adair County School District's Internet filtering device (proxy server) to access inappropriate content is in violation of the *Staff Acceptable Use Policy*.
- The Kentucky Department of Education's standard e-mail system (live@edu) is the only e-mail that is permissible for use at school.
- All laptop and netbook computers must have anti-virus and malware software installed on them prior to connecting to the wireless network. Free anti-virus and malware software include: Avast, AVG, and Malwarebytes. Software may be purchased from Norton, McAfee and other companies.
- Screensavers and desktop backgrounds on personally owned devices must not display inappropriate media, including the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang-related symbols. The display of inappropriate content on personally owned devices at school will result in disciplinary action.

Refer to the *Student Acceptable Use Policy* for further guidance regarding the procedures that students must follow when bringing personally owned devices to school. Student use of personally owned devices in the classroom are at the discretion of the classroom teacher and Principal, who may choose to allow or disallow them and to add additional requirements for their use in the classroom.

Use of District-Owned Equipment at Home by Staff

Staff members who use district-owned technology equipment at home, such as laptop computers or iPads, must abide by all of the policies set forth in the Adair County School District's Student Acceptable Use Policy while using the equipment. District-owned equipment that is utilized at home by staff should only be used for school-related purposes. Staff members are liable for the care of equipment that is assigned to them for use at home and may be responsible for the cost of repair or replacement of any equipment that is damaged as a result of misuse.

Release of Staff Information to the Media

There will be occasions during the school year when staff members will be recognized, identified, photographed, videotaped or audiotaped for various school-related activities and accomplishments. Various media outlets include (a) the school yearbook, (b) print media (including school and community newspapers), (c) broadcast media (including radio [audio] and television [video]), and (d) the Internet (including school, district, community, and online media websites). Information appearing in print is often archived online and may also be accessible via the Internet on the newspaper or local media website. A *Permission to Release Employee Information to the Media Agreement Form* must be signed and kept on file for any staff member prior to the release of his/her information to the media.

Privacy

Any information that is accessed, created, sent, received, or stored on the network should not be considered private. Routine network maintenance and monitoring of the use of the district network, including the Internet and e-mail may require the review and inspection of directories, files, or messages. E-mail messages may be sent and network files may be saved accidentally to the wrong destination. The Adair County School District reserves the right for the Director of Technology or designee to access stored records when there is a reasonable cause to suspect wrong-doing or misuse of district network resources, including the Internet and e-mail. The Director of Technology is responsible for investigating all suspicious network activity and/or complaints regarding the inappropriate or illegal use of the district's electronic resources, including but not limited to the network, electronic media, Internet, e-mail, and phone systems. Inappropriate use of these district network resources will be reported to the staff member's immediate supervisor for appropriate disciplinary action. Law enforcement officials will be contacted as deemed necessary.

Disciplinary Action

Staff members are expected to adhere to the guidelines that are set forth in this policy. Any violation of this policy will result in disciplinary action according to the consequences stated in this policy and will include the loss of access to technology resources and the network, including the Internet and e-mail and may result in other disciplinary or legal action. The same laws, school rules, and codes of conduct that apply to the staff member's conduct at school will apply to his/her conduct when utilizing the district's technology and network resources, including the Internet, e-mail and phone systems.

Staff members should notify the Director of Technology of any policy violation or security breach that he/she becomes aware of. All policy violations and security breaches must be documented and reported.

Specific violations with consequences are listed below. These consequences are the minimum disciplinary action that will occur as a result of these violations. At the discretion of the immediate supervisor, additional disciplinary and/or legal action may be taken. The immediate supervisor may choose the maximum consequence for the first offense depending on the severity of the violation.

Loss of access to technology resources will result in the staff member being required to complete all technology-based tasks through alternative means.

Violation	Consequence		
	First Offense	Second Offense	Third Offense
Non-compliance with (a) Technology & Network Resources Policy; (b) Network Login, Password & Folder Policy; and/or (c) Copyright & Plagiarism Policy	Staff network account access is placed in a highly restrictive Internet group that only allows technology use that is required for work-related duties for 2 weeks.	Staff network account access is placed in a highly restrictive Internet group that only allows technology use that is required for work-related duties for 4 weeks.	Staff network account disabled for remainder of school year. All work-related duties must be completed by alternate means, such as using paper and pencil.
Non-compliance with Phone Systems Policy	The employee's supervisor will determine appropriate disciplinary action.	The employee's supervisor will determine appropriate disciplinary action.	The employee's supervisor will determine appropriate disciplinary action.
Non-compliance with (a) Internet; (b) Social Networking; and/or (c) Web Content Policy	Staff network account access is placed in a highly restrictive Internet group that only allows technology use that is required for work-related duties for 2 weeks.	Staff network account access is placed in a highly restrictive Internet group that only allows technology use that is required for work-related duties for 4 weeks.	Staff network account disabled for remainder of school year. All work-related duties must be completed by alternate means, such as using paper and pencil.
Non-compliance with E-mail Policy	Loss of access to e-mail. User's e-mail account revoked for 2 weeks.	Loss of access to e-mail. User's e-mail account revoked for 4 weeks.	Loss of access to e-mail. User's e-mail account revoked for the remainder of the school year.
Non-compliance with Telecommunications Devices (Cell Phones, Smartphones, etc.) Policy	The employee's supervisor will determine appropriate disciplinary action.	The employee's supervisor will determine appropriate disciplinary action.	The employee's supervisor will determine appropriate disciplinary action.
Non-compliance with Student Information System Policy	Loss of access to the Student Information System (Infinite Campus) for 2 weeks.	Loss of access to the Student Information System (Infinite Campus) for 4 weeks.	Loss of access to the Student Information System (Infinite Campus) for the remainder of the school year.
Non-compliance with the Web 2.0 Tools (Blogs, Wikis, Podcasts, and Other Interactive Online Instructional Technology Tools) Policy	Loss of access to the specific interactive learning tool that was misused for 2 weeks. The user may be placed in a highly restrictive Internet group for 2 weeks.	Loss of access to the specific interactive learning tool that was misused for 4 weeks. The user may be placed in a highly restrictive Internet group for 4 weeks.	Loss of access to the specific interactive learning tool that was misused for the remainder of the school year. The user may lose access to all network resources for the remainder of the school year.
Non-compliance with the Use of Personal Technology Equipment at School (Bring Your Own Device Policy)	Loss of the privilege to utilize personal devices at school for 2 weeks.	Loss of privilege to utilize personal devices at school for 4 weeks.	Loss of privilege to utilize personal devices at school for the remainder of the school year.

The Staff Acceptable Use Policy Agreement Form must be signed and forwarded to the Director of Technology prior to network access being granted to any Adair County School District owned technology resource.