



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Assistant Superintendent

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October 26, 2009

TO: Board of Education
FROM: Dave Jones, Assistant Superintendent
SUBJECT: Proposed Administrative Regulation Revisions

The following administrative regulations were reviewed by the Board Policy Committee on October 19, 2009. They are also scheduled to be reviewed at the Board Worksession on November 2, 2009.

The Board may give approval of administrative regulations with only one read per *Board Bylaw 9313 Administrative Regulations and Exhibits*. The following recommended changes to administrative regulations/exhibits are presented for action by the Board.

AR 6162.71 Acceptable Use Policy/Internet Safety Policy – Total rewrite of Internet Use Agreement which has been updated to include wireless, other electronic devices, email, blogs, monitoring, software, MP3 players, user expectations, unacceptable uses, and internet filters.

Per *Board Bylaw 9313 Administrative Regulations and Exhibits*: “Exhibit pages are intended to be easily updated. They are provided as information items to Board members but are not subject to approval.” The following may be referred to in the worksession in addition to being provided here as an information item:

E 1321(a) Guidelines for Gaming/Raffles – New form to clarify with guidelines what is needed to assure compliance.

E 1321(b) Gaming/Raffle Pre-Approval – New form for pre-approval for gaming/raffle.

E 3541.1(c) Booster Seat Safety Check – Additional information to be provided during the worksession on this previously adopted form regarding weight/height requirements for booster seats which are more rigid than required by AS 28.05.095.

E 6162.7(c) KPBSD Wireless Information – New form advising users what can be accessed from the KPBSD network.

Instruction

AR 6162.71(a)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY

Terms and Conditions for Use

Purpose

The Kenai Peninsula Borough School District provides all students access to computers, networks, and the Internet as a means to enhance their education. It is the intent to promote the use of computers in a manner that is responsible, legal, ethical, and appropriate. The purpose of this policy is to assure that all users recognize the limitations that are imposed on their use of these resources. Our many varied stakeholders work within a shared environment where all must follow the rules of use so as not to let their actions infringe on the opportunity of others to accomplish their work.

Electronic Related Technologies

Kenai Peninsula Borough School District Electronic Network Related Technologies is an interconnected system of computers, terminals, servers, databases, routers, hubs, switches, video-conferencing equipment, and wireless devices. The District's network is an inherent part of how we do business. The Acceptable Use Policy covers students, staff, and any other users accessing any part of the network. Files, data, emails and any other information stored on District-owned equipment or produced while working for the District, or while attending as a student, is the property of the District. Internet and email use is a privilege, not a right. A violation of the Acceptable Use Policy may result in termination of usage and/or appropriate discipline for both students and teachers.

Authorized Users

The District's computer network is intended for the use of authorized users only. This also applies to the District's Wi-Fi network. Authorized users include students, staff, and others with a legitimate educational purpose for access as determined by a Memorandum of Agreement with the District. Individual schools may grant guest access on a temporary basis, but only for bona-fide school-related business. Any person using the network, or using any devices attached to the network, agrees to abide by the terms and conditions set forth in *AR 6162.71 District Acceptable Use Policy*. A copy of this policy is included in the KPBSD Parent/Student Handbook.

Instruction

AR 6162.71(b)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

Assumption of Risk

The District will make a good faith effort to keep the District network system in working order and its available information accurate. However, users acknowledge that there is no warranty or guarantee of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information residing on the District network or available from the Internet. The District has no ability to maintain such information and has no authority over these materials. For example, and without limitation, the District does not warrant that the District network will be error-free or free of computer viruses. In making use of these resources, users agree to release the District from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the District network. Use of District computers and/or the District network is at the risk of the user.

Indemnification

The user indemnifies and holds the District harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the District network that cause direct or indirect damage to the user or third parties.

Other Electronic Devices

Other electronic devices include, but are not limited to, cellular telecommunication devices such as cellular phones, smart phones, pagers, text communication pagers, two-way text pagers, I-Pod Touches, and personal digital assistants. Any electronic device falls under the authority of the Acceptable Use Policy if used on school grounds regardless of whether they may or may not be wirelessly connected to the District network infrastructure. For example, texting or emailing inappropriate pictures to other students while at school would be a violation of the Acceptable Use Agreement even if only done using the user's personal cellular plan and using no District provided network services.

Instruction

AR 6162.71(c)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

Internet Non-Participation by Students

Parents of minor students (under 18 years of age) may request that their student(s) not be allowed use of the Internet, by submitting [E 6162.71\(a\) Internet Access Non-Permission Form](#) to the office at the student's school. This action will also deny access to the District wireless network.

Security

It shall be the responsibility of all members of the school staff to appropriately supervise and monitor usage to ensure compliance with this Acceptable Use Policy and the Children's Internet Protection Act. If a student inadvertently accesses inappropriate information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. All users are to promptly report any security violations of the Acceptable Use Policy to their teacher or the school principal. The principal should then report violations to Information Services. In order to maintain the security of the District network, users are prohibited from engaging in the following actions:

1. Using a modem to dial into any online service provider, or Internet Service Provider (ISP).
2. Attaching a wireless access point or any other network gateway to the District's network, thereby providing unsecured anonymous access to the District network.
3. Intentionally disrupting the use of any computer for other users, including, but not limited to, disruptive use of any processes or programs, intentionally spreading computer viruses, utilizing tools for ascertaining passwords, unauthorized use of a guest password, or engaging in "hacking" of any kind, which is an illegal or unlawful entry into an electronic system to gain secret unauthorized information.
4. Disclosing the contents or existence of District computer files, confidential documents, email correspondence, or other information to anyone other than authorized recipients.
5. Users must not use, or attempt to discover, the login or password belonging to someone else. Neither staff nor students should be using a guest account, but should always use the account provided to them by the District.
6. Unauthorized file sharing, downloading unauthorized games, programs, files, electronic media, and/or stand-alone applications from the Internet that may cause a threat to the District network is not permitted.

Instruction

AR 6162.71(d)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

Access to Wi-Fi

Access to the wireless network by personally-owned computers, smart phones, or other devices is allowed by authorized users. The District must balance the needs to keep our network operational and protected from viruses or loss of service attacks with the educational advantages of a more open, inclusive network. With the wireless capability KPBSD has the ability to have an acceptable level of protection for our network and still allow computers into the wireless network. Exhibit *6162.71(c) KPBSD Wireless Information* shows what service level can be expected from various computer operating systems. Most personally-owned computers or devices will connect to the wireless network; however, most will probably only connect at the Low-Speed Internet level. It is important to understand that access to network resources commonly taken for granted, like printer access, network file storage, and file backup are not likely available to the personally-owned computer user. Of particular note, the district does not provide data backups for data stored on a personally-owned device. Users are responsible for their own data and are cautioned to backup their own files in the event of a hard-drive or other failure on a personally-owned computer

Personally-owned equipment may NOT be attached to the network via an Ethernet cable or other wire. Wireless access by a personally-owned laptop is allowed but connecting to the physical network by plugging into a wall jack is never allowed.

Personally-owned Equipment

Schools not allowing students to bring personally-owned equipment to school are

- Kenai Youth Facility, and
- Spring Creek School.

Unless otherwise listed, students may bring laptops, netbooks, smart phones, personal digital assistants, etc. to school for their personal educational use. The user is responsible for assuring that personally-owned computers are ready for use with the District network. This includes assuring that user-loaded files and programs do not consume hard drive space needed for instructional or education requirements and needed software is loaded. The District will not troubleshoot or provide technical support on personally-owned equipment. Bringing personally-owned equipment to school is absolutely done

Instruction

AR 6162.71(e)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

at the users own risk. The District is not responsible for theft or damage of personal property, or any damage a user may suffer, including loss of data.

Caution: Because user-installed peer-to-peer networking takes place at home, perhaps to share music, staff should be aware that some of these services share ALL files on their computer. The user is responsible to safeguard the confidentiality of student-related data on a personally-owned computer.

Electronic Mail (Email)

Electronic Mail (email) consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.

The District provides two email addresses for staff (Microsoft Exchange/Outlook @ kpbsd.k12.ak.us and Google-Gmail @ g.kpbsd.org). The District provides one email address for grade 4-12 students (or lower grade at the request of the principal)--Google-Gmail @ g.kpbsd.org. The District does not filter email beyond the SPAM filtering done by Google for the District-provided Gmail email accounts. Google may also have rules for use beyond what is covered in this agreement. A parent has the option of not allowing their student access to the District-provided Gmail account. To opt out of the District-provided email, parents need to complete the [E 6162.71a Internet Access Non-Permission Form](#) and return to the school office. Such restriction, once signed, remains in force until rescinded by the parent or the legal age student.

Gmail is part of the Google Apps' online collaborative office productivity suite. Denying access to Gmail also denies access to Google Apps. Opting-out of Google Apps doesn't mean a student will not access email at school, it just means the District will not provide the email address for the student to use. There are many free email sites on the Internet that anyone can sign up for. Other free email sites are also not content filtered and may not filter SPAM.

SPAMMING, or the mass sending of email, from any District email accounts, for any purpose whatsoever, is strictly prohibited. Spammers often search out individuals and attempt to get people to divulge username or password information to allow the spammers to use an email account and our network to send out SPAM email. Users are prohibited from revealing network or email logon information to anyone. If an email account is compromised and used for these purposes, the account will be disabled.

Instruction

AR 6162.71(f)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

Users should not expect that their data, use of email, District computers, or the District network is private.

Blogs

The District also creates a personal web log or blog for each student and staff for educational use. The user must initially activate the blog. KPBSD blogs are only indexed within the District. However, if the address is shared, anyone on the Internet can view or contribute to the blog. Users are expected to maintain the same level of civility as required on all communication covered by this policy. Post with respect, stick to the facts, and avoid unnecessary or unproductive arguments.

Websites

The school's website is limited to school-related materials and events. Students may create web pages as a part of a class activity. The District has the right to exercise final editorial authority over the content and/or style of user web pages.

Monitoring

Network activity is logged by our Internet filter software including tracking of websites visited by users. Email processed, delivered, or stored on District-owned equipment is owned by the district and may be inspected by the District. Information Services uses software called VNC, to remotely access and control any District computer on the network, with or without the user's permission, but only for a legitimate purpose. Remote access, where the remote computer user grants permission for entry, has been given to some District-level support staff. Remote-access capability is commonly used to diagnose and quickly correct problems, or to train the remote staff member on some computer or software function.

Monitoring Staff Computer Usage

No member of KPBSD management has access to an employee's email accounts, web-browsing history, or data files. Information Services staff will provide such information to the Director, Human Resources, upon request.

Instruction

AR 6162.71(g)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

Monitoring Student Computer Usage

School principals have access to student Gmail email accounts and to the Internet browsing history of the students at their school. Some principals may assign a designee for that access responsibility, such as assistant principals, counselors, or secretaries. Information Services has access to the above items, and also has access to a student's data files and will provide any of this information to a school principal or their designee upon request. Information Services staff will on occasion search logs for security violations and will report violators to the appropriate school principal or in some cases may take independent action.

Software

The Kenai Peninsula Borough School District will not install software that we are not licensed to use. There are no exceptions. All software license agreements and proof of ownership are documented in the Information Services department. Software is installed by Information Services staff or thorough tools provided by them to key school personnel. No commercial software will be installed on District-owned computers by other staff or students. If teachers buy software and want the software loaded on District computers, they will have to donate the software and license to the District and provide proof of purchase.

Home Use of District Owned Software – Staff Only

Some software publishers allow home use according to the "80/20 Rule." This rule states that if a school purchases a software license for a specific computer where the teacher/staff is the primary user (80%+ of the time), the teacher/staff may install the software on a home computer at no extra charge. The use of the software at home is governed by the same license agreement as at school, (i.e., it may not be used for commercial/for-profit use.) The 80/20 Rule only applies to staff as long as they are using the specific District computer (the staff's actual office/classroom computer) that has the software installed. If the software is removed from the specific District staff computer then the 80/20 rule is no longer in effect and the software must be removed from the home computer as well. Personally-owned laptops brought into the school setting are not covered under the intent of the 80/20 Rule. The 80/20 rule allows home use, but once the personally-owned laptop leaves home the 80/20 rule no longer applies. If a staff member leaves the employ of the School District 80/20 software must be removed from any home computer. Lab

Instruction

AR 6162.71(h)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

computers do not qualify for the 80/20 rule. Information Services will provide the software media to schools upon request. Schools can check out the media to staff to load the 80/20 software at home. It is the responsibility of the staff member to insure compliance with the 80/20 rule.

Home use under the 80/20 Rule, or similarly-intended software licenses, are the only exception where District-owned software is allowed on personally-owned computers. The District does not buy Mac or Unix versions of software so it cannot provide those versions of software for home use under the 80/20 Rule.

Software on personally-owned laptops

Any staff or student bringing in their personally-owned computer to school must supply their own software. The District will not provide software for personally-owned computers used in schools.

I-pods or MP3 players. Only legally purchased music may be installed on a District-owned MP3 player or any district computer. It is the responsibility of the assigned I-Pod user to provide proof of ownership of all copyrighted music. The user must also backup their music as Information Services does not backup MP3 files nor check for MP3 files when imaging computers.

Lawsuits

The District will not defend users against lawsuit for Acceptable Use Policy violations including music, software, or print copyright violations.

User responsibilities

Users should be polite, kind, courteous, and respectful at all times. Users are expected to respect the property of others, including District property, and be responsible for using equipment appropriately, including using personally-owned equipment appropriately. The District's network is intended for educational use. Teachers and other staff should guide students in their computer use so that students will learn how Internet resources can provide valuable educational information from other classrooms, schools, national and international sources.

Instruction

AR 6162.71(i)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

The user should:

1. Adhere to these guidelines each time the District network is used.
2. Use the resources available through the Internet and other electronic media to supplement material available through the classroom, media center or through any other resource provided by the school.
3. Make available for inspection by a principal or teacher upon request any messages or files sent or received at any District Internet location. Staff should have a legitimate safety concern to invoke inspection.
4. Show respect for the audience by using appropriate language. The use of ethnic slurs, personal insults, profanity, obscenities, or engagement in any conduct that would not be acceptable inside the school are prohibited.
5. Show proper consideration for topics that may be considered objectionable or inflammatory – for example - politics or religion.
6. Protect their own privacy. Be mindful that what is published on the Internet can be public for a long time.
7. Keep ALL personal information, including addresses, telephone numbers, and pictures of students or staff (or anyone else) confidential.
8. Re-post (to make appear online again) or forward emails only after obtaining the original author's prior consent. This is common courtesy.
9. Abide by all copyright and fair use laws, including print, music, and software copyright laws.
10. Report improper email messages to the teacher.
11. Use technology for school-related purposes during the instructional day.
12. Use these resources so as not to disrupt service to other users.

Unacceptable Uses. The user should:

1. Not use computers or the network inconsistent with or in violation of District or school rules.
2. Not use equipment for any illegal or unethical activity. This includes, but is not limited to, tampering with computer hardware or software, network equipment, unauthorized entry into computers, and vandalism or destruction of equipment, software, or computer data.
3. Avoid derogatory or inflammatory language that is generally considered offensive or threatening. The user should not use these resources to participate in "Cyber Bullying" such as personal attacks and/or threats to or against anyone.

Instruction

AR 6162.71(j)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

4. Not view or attempt to locate material (electronic, printed, audio, or video, that is unacceptable in a school setting) in any format. This includes, but is not limited to, sexist or racist material, sexually explicit, pornographic, obscene, or vulgar images or language; graphically-violent music, music videos, screen savers, backdrops, and pictures. The criteria for acceptability is demonstrated in the types of material made available to students by principals, teachers, and the school media center.
5. Not download, upload, import or view files or websites that purport the use of illegal drugs, alcohol or illegal and/or violent behavior except school-approved, teacher-supervised digital media.
6. Not plagiarize the work of others gained through use of the District network, or any other means.
7. Not use for soliciting or distributing information with the intent to incite violence; cause personal harm or bodily injury; or to harass, bully, or “stalk” another individual.
8. Not upload, post, email, transmit, or otherwise make available any content that is unlawful, dangerous, or may cause a security risk.
9. Not use for, but not limited to, wagering, gambling, junk mail, chain letters, jokes, raffles, or fundraisers.
10. Not use a District email account to express religious or political views.
11. Not play games, including Internet-based games, during the instructional day, unless school-approved and teacher-supervised.
12. Not use online social networks or any form of online publishing or online personal communication during the instructional day unless under the direction of a teacher.
13. Not use for financial gain or for the transaction of any personal business or commercial activities:
 - a. Including any activity that requires an exchange of money or use of a credit card number,
 - b. any purchase or sale of any kind,
 - c. or any use for product or service advertisement.
14. Not stream non-educational music or video during the instructional day.
15. Not bypass or attempt to bypass the District’s Internet filtering software. Use of proxy servers to bypass Internet filters or to conceal the identity of one’s computer or user information on the network is prohibited.
16. Not deface or vandalize District-owned equipment in any way, or the equipment of another person, including but not limited to, marking, painting, drawing, marring, removing computer parts, or placing stickers on any surface.

Instruction

AR 6162.71(k)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

17. Not intentionally seek information of, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of others.
18. Not create or use unauthorized networks including, but not limited to voice, data, IP, peer to peer, or proxy networks.
19. Not download any programs, files, or games from the Internet or other sources that can be run or launched on the computer as a stand-alone program. These programs or files are sometimes called “executable files.”
20. Not create direct links to inappropriate or illegal sites.
21. Not violate of any provision of the Family Educational Rights and Privacy Act which makes confidential a student's educational records, including, but not limited to, a student's grades and test scores.

The Children’s Internet Protection Act (CIPA)

The Children’s Internet Protection Act, enacted December 21, 2000 requires recipients of federal technology funds to comply with certain technology protection measures (Internet filtering) and policy requirements. Schools and libraries receiving funds for Internet access and/or internal connections services must also meet the Internet safety policies of the Neighborhood Children’s Internet Protection Act (NCIPA) that addresses the broader issues of electronic messaging, disclosure of personal information of minors, and unlawful online activities. The Protecting Children in the 21st Century Act, enacted October 10, 2008, adds an additional Internet Safety Policy requirement covering the education of minors about appropriate online behavior.

Technology Protection Measure (Internet Filter)

Pursuant to the Children's Internet Protection Act (CIPA), the District uses filtering software, at this time M86 Security, to screen Internet sites for offensive material. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: adult content, nudity, sex, gambling, violence, weapons, hacking, personals/dating, lingerie/swimsuit, racism/hate, tasteless, and illegal/questionable. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an unfiltered email address on the Internet, as do both staff and students, may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do

Instruction

AR 6162.71(1)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

so at their own risk. No filtering software is one hundred percent effective, and it is possible that the software could fail. In the event that filtering is unsuccessful and users gain access to inappropriate and/or harmful material, the District will not be liable.

The District will never override the Internet filter for students and will only in the very rarest of circumstances override the filter, even for bona-fide research by adults. Requests for a filter override can be made by contacting Information Services.

Children's Internet Protection Act Definition of Terms:

Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are

- a. obscene, as that term is defined in section 1460 of title 18, United States Code;
- b. child pornography, as that term is defined in section 2256 of title 18, United States Code; or
- c. harmful to minors.

Harmful To Minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that--

- a, taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
- b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Instruction

AR 6162.71(m)

ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY (continued)

Directory Information Parent Opt-out Form.

Parents of minor students (under 18 years of age) may request that the District not post their children's work, photographs or names on the Internet by completing and returning *E5125.1(b) Directory Information Parent Opt Out Form* to the school office.

Sanctions

The Terms and Conditions shall be used in conjunction with the District's discipline policies (AR5144). Individual schools may choose to have additional rules and regulations pertaining to the use of networked resources in their respective buildings. Failure to abide by this policy may subject the user to corrective action ranging from suspension of some or all access privileges up to and including expulsion, termination and prosecutions according to District Policies. Users may be denied access to the District network while an investigation is underway. If a user's access to the District network is suspended or revoked by network administrators as a result of violations of this policy, the user may appeal the suspension in writing, to the Superintendent within ten (10) days. If a violator is removed from the District network, there shall be no obligation to provide a subsequent opportunity to access the network.

Portions of this policy used with permission of Henrico County Public Schools.

Legal Reference

CODE OF FEDERAL REGULATIONS
47CFR54.520-- Sec. 54.520 Children's Internet Protection Act

34CFR99—Part 99 Family Educational Rights & Privacy Act

UNITED STATES CODE
Title 18, Section 1460, Possession with intent to sell, and sale, of obscene matter on federal property.

Title 18, Section 2256, Sexual Exploitation and Other Abuse of Children.

Title 17, Copyrights

Pub. L. 95-557: Neighborhood Children's Internet Protection Act

Protecting Children in the 21st Century Act, October 10, 2008

~~INTERNET USE AGREEMENT~~

~~General Provisions~~

~~Authorized Members~~

~~It is a general policy of the District to promote the use of computers in a manner that is responsible, legal and appropriate. KPBSD-Net is intended for the use of authorized members only. Any person using KPBSD-Net agrees to abide by the terms and conditions set forth in the District Internet Use Policy. A copy of this policy is included in the KPBSD Parent/Student Handbook.~~

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~~This policy is applicable to any person connecting to KPBSD-Net, at any time. All users shall adhere to the provisions of this policy as a condition for continued use of KPBSD-Net.~~

~~Disclaimer~~

~~Pursuant to the Children's Internet Protection Act, the District uses filtering software to screen Internet sites for offensive material. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals/Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable.~~

~~INTERNET USE AGREEMENT~~

~~In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Members accessing the Internet do so at their own risk. No filtering software is one hundred percent effective, and it is possible that the software could fail. In the event that the filtering software is unsuccessful and Members gain access to inappropriate and/or harmful material, the District will not be liable. To promote student safety and minimize these risks, student use of KPBSD Net is governed by this policy.~~

Definitions

~~**Authorized Users/Members** are individuals that have permission to use KPBSD-Net including: District employees, student authorized users, consultants, board members, parent volunteers or community volunteers working under the supervision of a school principal.~~

Children's Internet Protection Act definition of terms:

~~**Technology Protection Measure:** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are~~

~~(A) obscene, as that term is defined in section 1460 of title 18, United States Code;~~

~~(B) child pornography, as that term is defined in section 2256 of title 18, United States Code; or~~

~~(C) harmful to minors.~~

~~**Harmful To Minors:** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—~~

~~(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.~~

~~INTERNET USE AGREEMENT~~

~~(B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and~~

~~(C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.~~

~~**Sexual Act; Sexual Contact:** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.~~

~~**Distance Learning Equipment** is a means for providing meetings, educational or professional course materials and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.~~

~~**Electronic Mail** (e mail) consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments. All e mail processed or stored on KPBSD Net is the property of the District. E mail messages may be monitored or inspected by the Superintendent. The District reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e mail transmitted on KPBSD Net.~~

~~**Kenai Peninsula Borough School District Electronic Network Related Technologies** (KPBSD Net) is the system of computers, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to KPBSD Net. Only District-owned equipment may be attached to KPBSD Net. Access to KPBSD Net by personally owned computers, printers, or other devices is strictly prohibited. Files, data, emails and other information stored on district owned equipment or produced while working for the District is the property of the District.~~

~~**Internet** is a worldwide telecommunications system that provides connectivity for thousands of other smaller networks.~~

~~INTERNET USE AGREEMENT~~

~~**Other Electronic Devices** include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.~~

~~**Password** is a secret word or series of letters and numbers that must be used to gain access to an online service or the Internet or to modify certain software (such as parental controls).~~

~~**Student Authorized Users** are any students enrolled in any classes offered by the District in a traditional classroom or virtual classroom setting.~~

~~**Website** is a collection of "pages" or files on the Internet that are linked together and managed by a company, institution or individual.~~

~~Terms and Conditions for Use of KPBSD-Net~~

~~Acceptable Uses~~

~~KPBSD-Net is intended for educational use. Internet and e-mail use is a privilege, not a right, for staff members and students, and a violation of the Internet Use Policy may result in termination of usage and/or appropriate discipline. Teachers and other staff should guide students in their use of KPBSD-Net so that students will learn how Internet resources can provide valuable educational information from other classrooms, schools, and national and international sources. Members will be expected to follow generally accepted rules of network etiquette. These include, but are not limited to, the following:~~

- ~~1. Be polite. Do not become abusive in your messages to others.~~
- ~~2. Use appropriate language. Do not use profanity or any other inappropriate language.~~
- ~~3. Keep personal information, including the logins, passwords, addresses, and telephone numbers of students or employees confidential.~~
- ~~4. Use these resources so as not to disrupt service to other users.~~

~~Unacceptable Uses~~

~~Improper use of KPBSD-Net is prohibited. Actions that constitute unacceptable uses of KPBSD-Net and are not specifically addressed elsewhere in this policy include, but are not limited to:~~

~~INTERNET USE AGREEMENT~~

- ~~1. Use of KPBSD Net for, or in support of, any illegal purposes or creating direct links to inappropriate or illegal sites. Transmission of material, information, or software in violation of any local, state, or federal law is prohibited and is a breach of the Terms and Conditions.~~
- ~~2. Use of KPBSD Net for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material.~~
- ~~3. Use of KPBSD Net for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" another individual.~~
- ~~4. Uploading, posting, e mailing, transmitting, or otherwise making available any content that is unlawful, dangerous or may cause a security risk.~~
- ~~5. Non-educational uses of KPBSD Net including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political purposes.~~
- ~~6. Using Internet tools such as discussion boards, chat rooms, and instant messaging for personal rather than educational purposes.~~
- ~~7. Using profanity, defamation, obscenity or language that is generally considered offensive or threatening.~~
- ~~8. Plagiarizing any information gained on or through use of KPBSD Net or any other network access provider.~~
- ~~9. Using copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws. (If students are unsure whether or not they are using materials in violation of copyright provisions, they should ask their teachers for assistance. School based personnel are encouraged to contact the Information Services Department if they have questions regarding use of copyright materials found through KPBSD Net.)~~
- ~~10. Violation of any provision of the Family Educational Rights and Privacy Act which makes confidential a student's educational records, including, but not limited to, a student's grades and test scores.~~

~~INTERNET USE AGREEMENT~~

- ~~11. Using KPBSD Net for financial gain or for the transaction of any personal business or commercial activities.~~

~~Security~~

~~It shall be the responsibility of all members of the school staff to appropriately supervise and monitor usage of KPBSD Net to ensure compliance with this Internet Use Policy and the Children's Internet Protection Act. If a user inadvertently accesses inappropriate information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. All users are to promptly report any breaches of security violations of the Internet Use Policy to their teacher or the school principal. Such breaches will be reported to the District Information Services Department. Failure to report any incident promptly may subject the user to corrective action consistent with the District's rules and policies. In order to maintain the security of KPBSD Net, users are prohibited from engaging in the following actions:~~

- ~~1. Using a modem to dial into any online service provider, or Internet Service Provider (ISP).~~
- ~~2. Intentionally disrupting the use of any computer for other users, including, but not limited to, disruptive use of any processes or programs, intentionally spreading computer viruses, sharing logins and passwords or utilizing tools for ascertaining passwords, or engaging in "hacking" of any kind, which is an illegal or unlawful entry into an electronic system to gain secret unauthorized information.~~
- ~~3. Disclosing the contents or existence of District computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Users must not use the login or password belonging to someone else.~~
- ~~4. Unauthorized file sharing, downloading unauthorized games, programs, files, electronic media, and/or stand alone applications from the Internet that may cause a threat to KPBSD Net is not permitted.~~

~~Websites~~

~~The school's website is limited to school-related materials and events. Members may create web pages as a part of a class activity. Material presented on a user's class activity website must meet the educational objectives of the class activity. The District has the right to exercise final editorial authority over the content and/or style of member web pages.~~

~~INTERNET USE AGREEMENT~~

~~Parents of minor students (under 18 years of age) may request that their student(s) not be allowed independent use of specific networked resources, such as the Internet, by making such request in writing to the school principal.~~

~~Parents of minor students (under 18 years of age) may request that the District not post their children's work, photographs or names on the Internet by completing and returning Videotape/Photograph Non Permission form E5145.1 to the school principal.~~

~~Monitoring~~

~~KPBSD Net is routinely monitored to maintain the efficiency of the system. Users should be aware that any use of KPBSD Net is subject to monitoring or investigation by the Information Services Department or school or District administrators. Any activities in violation of this policy may be reported and will subject the user to sanctions specified in District policy, procedures, and state and federal law. Users should not expect that their use of KPBSD Net is private.~~

~~Assumption of Risk~~

~~The District will make a good faith effort to keep KPBSD Net system and its available information accurate. However, users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, the District does not warrant that KPBSD Net will be error free or free of computer viruses. In making use of these resources, users agree to release the District from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of KPBSD Net. Users further acknowledge that the information available through interconnecting networks may be inaccurate. The District has no ability to maintain such information and has no authority over these materials. The District makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through KPBSD Net from outside networks. Use of KPBSD Net is at the risk of the user.~~

~~Indemnification~~

~~The user indemnifies and holds the District harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing KPBSD Net that cause direct or indirect damage to the user or third parties.~~

~~INTERNET USE AGREEMENT~~

~~Sanctions~~

~~The Terms and Conditions shall be used in conjunction with the District's Discipline Guide (AR5144). Individual schools may choose to have additional rules and regulations pertaining to the use of networked resources in their respective buildings.~~

~~Failure to abide by this policy may subject the user to corrective action ranging from suspension of some or all access privileges up to and including expulsion, termination and prosecutions according to District Policies. Users may be denied access to KPBSD Net while an investigation is under way.~~

~~If a user's access to KPBSD Net is suspended or revoked by KPBSD Net administrators as a result of violations of this policy, the user may appeal the suspension in writing, to the Superintendent within ten (10) days.~~

~~If a violator is removed from KPBSD Net, there shall be no obligation to provide a subsequent opportunity to access KPBSD Net.~~

~~Legal Reference~~

~~CODE OF FEDERAL REGULATIONS
47CFR54.520—Sec. 54.520 Children's Internet Protection Act~~

~~UNITED STATES CODE
Title 18, Section 1460, Possession with intent to sell, and sale, of obscene matter on federal property.~~

~~Pub. L. 106-554: Children's Internet Protection Act~~

**Kenai Peninsula Borough School District
GUIDELINES FOR GAMING / RAFFLES**

E 1321(a)

- 1) All raffles must be pre-approved by the Assistant Superintendent.
- 2) Do not raise funds using another organization's gaming permit.
- 3) Do not allow other organizations to raise funds with your raffle permit.
- 4) Only raffles and bingo are allowed; no pull-tabs. Prizes must be donated.
- 5) It is strongly advised that individual prizes be kept to a value of under \$600; from that point forward, W-9 forms must be issued, and in some cases you may even be responsible for withholding taxes from the winnings.
- 6) Cash prizes are strongly discouraged.
- 7) It is encouraged that donations be accepted as prizes.
- 8) Records must be kept for a period of three years of:
 - a) Number of tickets printed.
 - b) Number of tickets sold.
 - c) Number of unsold tickets.
 - d) Price of a raffle ticket.
 - e) Raffle prizes.
 - f) Date and location of raffle drawing.
 - g) Raffle prizes claimed.
 - h) Name, address, phone number and prize won for each prize winner.
 - i) Disposition of any unclaimed prizes.
- 9) Split the Pot is not allowed to be run outside of gaming regulations.
- 10) If there is a charge associated with a function, any door prizes given out require a gaming permit.
- 11) Once you've sent the annual financial statement, due March 15, to the State of Alaska, Department of Revenue, send a copy to District Office, attn: Lassie

Kenai Peninsula Borough School District Gaming / Raffle Pre-Approval

E 1321(b)

| | | |
|---|---|---|
| Name of School: | | |
| Name of Class / Club / Activity Sponsoring Raffle: | | |
| Name of Adult in Charge: | | |
| Title (Teacher, Parent, etc.): | | |
| Address: | | |
| Phone: | | |
| How Will Raffle Funds be Used? | | |
| Dates Tickets will be Sold: | Beginning Date: | |
| | Ending Date: | |
| Date of Drawing: | | |
| Names of Prizes: (if more prizes awarded, please note below) | 1 st : | Value: \$ |
| | 2 nd : | Value: \$ |
| | 3 rd : | Value: \$ |
| | 4 th : | Value: \$ |
| | 5 th : | Value: \$ |
| | 6 th : | Value: \$ |
| Will Any Prizes be Donated? If So, Give Name of Item, Person / Company Donating, and Value of Item: | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Signature of Administrator _____
Date

Dave Jones, Assistant Superintendent _____
Date
Kenai Peninsula Borough School District

Booster Seat Safety Check

The following is to be completed by any person driving a private vehicle transporting KPBSD students to a District sanctioned event. The Principal or designee is responsible for reviewing this form with the driver prior to each trip. Once this checklist has been completed, a copy is to be kept on file at the school.

1. AS 28.05.095 requires the following passengers to be properly secured in a booster seat that is secured by a seat belt system or by another child passenger restraint system that meets or exceeds the standards of the US Department of Transportation and is used in accordance with the manufacturer's instructions. Total number of appropriate booster seat/restraint devices needed in a vehicle must meet or exceed the total number of students falling in the following category.

_____ Number of students over four years of age but less than eight years of age, who are less than 57 inches in height, and weigh 20 or more pounds but less than 65 pounds.

2. AS 28.05.095 requires a child over four years of age who exceeds the height or weight requirements above to be properly secured in a seat belt.
3. AS 28.05.095 requires a child eight years of age but less than 16 years of age who does not exceed the height and weight requirements in (1) above to be properly secured in a child safety device approved for a child of that age.
4. The Board expects all passengers of a vehicle transporting KPBSD students to a District sanctioned event to wear a seat belt.

I certify that I, _____, as the driver have sufficient booster seats secured by seat belts to cover all eligible passengers as expressed in Item 1, and I certify that there are sufficient seat belts to secure all passengers in the vehicle.

Driver

Date

Approved by:

Principal

Date

Original – Principal, 1st Copy – Driver



| | District Computer | Personally owned devices | | | | | |
|---|-------------------|--------------------------|-------|---------|----------------------------|-------|------------------------|
| | | Windows 7 | Vista | XP SP3+ | Other Windows (pre XP SP3) | MacOS | Handheld (phones etc.) |
| Low-Speed Internet (currently 512k u/d) | | X | X | X | X | X | X |
| Hi-Speed Internet | X | X* | X* | X* | | | |
| Network Printers | X | X* | X* | X* | | | |
| Network Storage (My Documents) | X | X* | X* | X* | | | |
| District daily backup (My Documents) | X | X* | X* | X* | | | |
| Access to Profile (Desktop items etc.) | X | | | | | | |
| Tech Support from Data Processing | X | | | | | | |
| Installation of District owned software | X | | | | | | |
| Installation of Personally owned software | | X | X | X | X | X | X |

* Must have NAP client installed and have passed a valid health check (*Current windows updates, Virus scan etc.*) and be connected to the Staff/Student network.

The KPBSD Wi-Fi network is intended to be used by staff and students of the Kenai Peninsula Borough School District. It is important to remember that the KPBSD wireless network is not free public Wi-Fi. Guests will need a temporary account in order to access the network.

KPBSD Wi-Fi is split among three separate Wireless Networks:

| |
|--|
| <p> KPBSD Private</p> <ul style="list-style-type: none"> This network is used by District owned computers. The imaging process pre-configures the machine to connect to KPBSD Private without any interaction by the user. KPBSD Private is designed to allow access to District file and print servers. Eventually this network will be hidden and will no longer display in the wireless network list. |
| <p> KPBSD Staff/Students</p> <ul style="list-style-type: none"> This network is intended to be used by Staff and Students on personally owned equipment such as laptops and handheld devices. Access to District file and print servers is possible if the computer is configured correctly. (windows xp sp3+ with a valid healthy NAP check completed) A valid KPBSD username / password is required to access this network. |
| <p> KPBSD Guest</p> <ul style="list-style-type: none"> Each school will have the ability to create temporary guest accounts that school guests can use to access this network. Guest accounts will expire after a maximum of 7 days. Schools should only hand out guest accounts for educational/business reasons. Example valid guests would include (but are not limited to) Parent volunteers, guest speakers, campground hosts etc. Need a Wireless Guest account created? Currently you need to contact your school tech and (s)he will create one for you. We are working on a website that will allow school secretaries to generate the accounts and will be posting the URL as soon as it's ready. |