

Please sign and return to your homeroom teacher - **This document supercedes any other printed Acceptable Use Policy (located in the Student Code of Acceptable Behavior and Discipline)**

# Owen County Acceptable Use Policy

**Parent or Guardian**



**Student Name:** \_\_\_\_\_ **Grade this school yr:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

## Student User Contract

*ALL students must return a signed copy of the AUP with a password in order to access the network. Parental permission is needed for online access.*

After reading the Student Acceptable Use Policy, please read and sign the following contract completely and legibly. The signature of a parent or guardian is required for direct access for *all* students. I have read the Owen County Schools Network Student Acceptable Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

**Student Name (please print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

The Owen County Schools has access to and use of the Internet and E-mail as part of the instructional process. Students must sign a student Acceptable Use Policy agreement before direct access to Internet or teacher directed electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to electronic mail. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand that disciplinary action may be taken.

As the parent or guardian of this student I have read the Student Acceptable Use Policy for Owen County Schools Internet and E-Mail access. I understand that this access is designed for educational purposes and Owen County Schools have taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for Owen County Schools to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network.

Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for the student named above to have network access and certify that the information contained on the form is correct. If there is any access that I disagree with my child having, I have noted it below my signature. I understand that this form gives my child permission for access for the current school year. By signing the user agreement and parent permission form, the student and parent has agreed to abide by Board policy governing access to technology resources.

**Parent or Guardian (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Daytime phone number:** \_\_\_\_\_

**Evening phone number:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

If there is any specific form of technology that you **do not** choose for your child to use or be involved in, please list here.

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### **Technology Resources**

The setup of the network entails every student having a password to log in to access anything on the computer. Every student (3<sup>rd</sup> grade and above) has a folder on the server where work can be saved. The advantage of this is students will not lose what they are working on because of misplacement or a faulty disk. Please make sure **your child supplies a strong password** on the form. Any violations of the following will result in a student's account being turned off (length of time determined by the principal of the school)

The use of a student account must be in support of education and research and consistent with the educational objectives of the Owen County Schools. **YOU MAY NOT GIVE YOUR PASSWORD TO ANYONE. FAILURE TO FOLLOW THIS RULE MAY RESULT IN LOSS OF ACCESS PRIVILEGES.**

- Student may not use or access another person's account.
- Student may not transmit obscene, abusive or sexually explicit language
- Student may not create or share computer viruses.
- Student may not destroy another person's data.
- Student may not use the network for commercial purposes.
- Student may not monopolize the resources of the Owen County Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games.
- Student may not break or attempt to break into other computer networks.
- Student may not use MUD (multi-user games) via the network.
- You are not permitted to get or put onto the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- Student may not download inappropriate data onto the network. This includes, but is not limited to, MP3's, video, games, etc unless it is for educational purposes and adheres to all other requirements.
- A student is responsible for any intentional damage he/she causes to technology equipment. Along with reimbursement for the equipment, authorities may be contacted.

### **Internet Regulations**

Internet access through the school is to be used for instruction, research, and school related activities. School access is not to be used for private business or personal, non-school related communications. Students are permitted to use the Internet for research and as a resource. All sites a student accesses are recorded through a proxy. If a student tries to access an inappropriate site, the student name is flagged and the principal of his/her school receives a referral of the site and time of use.

- Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.
  - You may not offer Internet access to any individual via your Owen County account.
  - Purposefully annoying other Internet users, on or off the Owen County Schools system, is prohibited. This includes such things as continuous talk requests and chat rooms.
  - A student may not participate in ANY chat rooms unless directly related to class instruction and involving the teacher.
  - Students should not reveal their name or personal information to or establish relationships with "strangers" on the Internet.
  - The school should never reveal a student's personal identity or post a picture of the student or the student's work on the Internet with personally identifiable information unless the parent has given written consent.
  - A student who does not have a signed AUP on file may not share access with another student.

As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously. Students may also use the Internet as a medium for taking online assessment as approved by school administration in which parental permission is not necessary. Online assessment occurs on a secured, locked site preventing the student from accessing outside information.

### **Electronic Mail Regulations**

Students and employees of Owen County Schools are prohibited from using district resources to establish or access Internet E-mail accounts through third party providers (eg. AOL, Yahoo, Hotmail, etc.). Only Kentucky Education Technology Systems e-mail can be used. All remote access applies to the following regulations. The electronic mail is not guaranteed to be private and will be monitored at the district level. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Email addresses are assigned to all students 3<sup>rd</sup> grade and up. Lower grades can have a classroom account. Email is a great way for students to correspond with teachers and send work. Your child's email will not show his/her name. The addresses are not made public. The only way for someone to email your child is for him/her to give it to the person. The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live 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 and that

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the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also 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 your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

- Be polite. Do not write or send abusive messages to others.
- Students may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.
- Students may not use electronic mail for communications that are not through school account. Do not use electronic mail, for instance, from a source other than Owen County Schools.
- Students may not swear, use vulgarities or any other inappropriate languages.
- Students may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- Students may not access, copy or transmit another user's messages without permission.
- Do not reveal personal addresses, phone numbers or the identity of other students unless a parent or a teacher has coordinated the communication.
- Students may not send electronic messages using another person's name or account.
- Students may not send electronic messages anonymously.
- Do not create, send, or participate in chain e-mail.

The electronic mail is not guaranteed to be private. The electronic mail is not private. District personnel and others who operate the Network do have access to all email, and usage is monitored. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages relating to or in support of illegal activities OR indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and/or other appropriate authorities.

### **Communication Devices**

A person shall not use communication devices for purposes of transmitting or receiving messages (INCLUDING TEXT MESSAGING) in Owen County Schools.

- Devices must be turned off upon entering the school building and remain turned off until 20 minutes after dismissal or exiting the building. Any regulations listed in the school handbook supersede this time element if it is different.
- All devices must be stored in a secure place (purses, pockets, etc.)
- Use of communication devices is banned in any instructional setting including but not limited to assigned detention, etc.
- All personal devices (ie laptops, PDA's, wireless, etc.) are not permitted to access any part of the school/district network unless properly configured by Owen County's Technology Department.
- Any violations of these usage policies will result in confiscation. If the device has been confiscated, a parent/guardian will need to come to school to pick the device up from the office. Continued non-compliance shall result in PERMANENT loss of privileges.
- The school district accepts no responsibility for use, breakage, theft or loss of these personal items.

### **Publishing Regulations**

Teachers often take pictures of their students and post it on their web pages. Students who participate in a club, sport or other activity may also have group pictures that are posted on the web. Any student work appearing on the Internet will only contain the first name of the individual. No last names shall be included on any type of Internet Media in order to protect the student's identity. Any pictures published on the Internet will not contain any mention of the student's name. Teachers will also post samples of student work on the web or an accomplishment of your child. When this is posted, only the first name of the student (without a picture) is permitted. The term "**electronic resource**" includes, but is not limited to, the following list.

- Computers (desktops, laptops, word processors, personal digital assistants, etc.)
- Computer Networks (all equipment connected together for the sharing of information)
- Internet Access
- Email Access
- Software
- Video hardware and software
- Voice hardware and software