

Electronic Access/User Agreement Form

STUDENT USER CONTRACT 2018-2019

Student Name: _____ Grade: _____ Homeroom: _____ School: _____

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 Pendleton 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 Signature: _____ My **NEW PASSWORD** is _____

****Passwords MUST be at least 8 characters with at least one special character/number (ie 1,2,@,\$,#) and one capital letter. Example: \$tudyH@rd. DO NOT use anything that would be easy to guess. NOTE: No part of a person's name can be used in the PW (ie Name: Bill Smith PW: Smit123 would not be permitted) A different password from the previous year or a variation of it is required.**

PARENT OR GUARDIAN

The Pendleton 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 Pendleton County Schools Internet and E-Mail access. I understand that this access is designed for educational purposes and Pendleton County Schools have taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for Pendleton 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 CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Parent or Guardian (print): _____ Signature: _____

Daytime phone no.: _____ Evening phone no.: _____ 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. _____

Please return this form to Homeroom Teacher.

TECHNOLOGY RESOURCES

The setup of the network entails every student having a password to log in to access anything on the computer. Every student (3rd 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. That work will always be there until they leave the district or graduate. 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 Pendleton 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 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 Pendleton 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, county authorities may be contacted depending on the amount of the damage.

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 Pendleton County account.
- Purposefully annoying other Internet users, on or off the Pendleton County Schools system, is prohibited. This includes such things as continuous talk requests and chat rooms.
- Students should not reveal their name or personal information to or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication.
- 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.

- A student may not participate in ANY chat rooms unless directly related to class instruction and involving the teacher.
- Teachers and sponsors may ask students to sign up for an account on blogs or social networking sites in order to participate in online instructional activities and discussions. Social networking sites may not be accessed unless:
 - such sites are not blocked by the district technology department,
 - access to such sites is for educational use and supports the educational objectives of the Pendleton School District,
 - sites are directly supervised by a teacher or other staff member who is aware of your attempt to access such a site.

***Twitter and Facebook* are currently blocked and not permitted on any school computer.

Students may participate in social networking accounts if set up by a district employee on monitored sites following District guidelines to promote communications with students, parents, and the community concerning **school-related activities and for the purpose of supplementing classroom instruction.**

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for to utilize a social networking site for instructional or other school-related communication purposes, the following shall be completed:

- 1) If permission is granted, staff members will set up the site following any District guidelines.
- 2) Staff shall notify parents of the site and obtain written permission for students to become “friends” prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
- 3) Once the site has been created, the sponsoring staff member is responsible for the following:
 - a) Monitoring and managing the site to promote safe and acceptable use; and
 - b) Observing confidentiality restrictions concerning release of student information under state and federal law.

Students are discouraged from “friending” teachers on their personal social networking sites.

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 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 of Pendleton County Schools are prohibited from using district resources to establish or access Internet E-mail accounts through third party providers (i.e. AOL, 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 3rd 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.

- 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 Pendleton 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 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) not instructionally related in Pendleton 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 at all times on school buses and any assigned detention, including but not limited to Friday, Saturday School, etc. unless used as part of instruction in the classroom.
- All personal devices (i.e. laptops, PDA's, wireless, etc.) are not permitted to access any part of the school/district network.
- 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. Chronic 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.
- Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures prior permission from the Principal/teacher or other person in charge.
- An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.