

## Electronic Access/User Agreement Form

STUDENT USER CONTRACT rev.2019-2020

### TECHNOLOGY PURPOSE OF RESOURCES

The setup of the Pendleton County School District Network entails every student having a password to log in to Electronic Instructional Devices. Upon access, the Pendleton County School District Network provides every student access to educational software applications, Electronic Messaging service (Email), Internet Access, and various other technological opportunities. Every student has a folder on the server and designated web-based storage where work can be saved. The advantage of this is students will not lose what they are working on because of misplacement or technological failures. Saved Files will always be there until they leave the district or graduate. Any student issued any electronic device or technological equipment to be utilized at home must adhere to all Terms and Agreements as outlined below AND all additional Agreements/Contracts as made by the School or District.

### TERMS AND AGREEMENTS

In order to gain access, Electronic Access/User Agreement Form (the last page of the Agreement) must be signed by the Student (Grades 3-12) and the Parent/Guardian. The following are the Terms and Agreements to this contract allowing student access to the Pendleton County School District Network and Electronic Instructional Devices.

#### 1. NETWORK AND ELECTRONIC DEVICE ACCESS

Please make sure your child supplies a strong password (3<sup>rd</sup> through 12<sup>th</sup> grade) on the form. Students in grades K through 2<sup>nd</sup> will be supplied a simple generic password. Any violations of the following will result in a student's account and/or access being restricted or 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 School District.

- **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, suggestive violence or bullying, or sexually explicit language
- Student may not create or share computer viruses or related vulnerabilities.
- 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.
- Streaming video and/or audio content un-related to the educational purpose of the Network are prohibited during a regular school day (ie. News Channels, YouTube videos, Music, etc.)
- Student are not to use varying code or executables to manipulate any Network configurations. (ie. Executing batch files or commands to renew ip configurations, etc.)
- Student may not break or attempt to break into the Pendleton County School District Network or any 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 nor upload from any personal device inappropriate data onto the network. This includes any audio/video of any format, games, etc unless it is for educational purposes, approved by an educator, and adheres to all other District requirements.
- Student may not utilize any "hotspot" functionality on any issued District owned device during regular school hours.
- A student is responsible for any intentional damage he/she causes to any technology equipment up to an including full replacement value. Along with reimbursement for the equipment, county authorities may be contacted depending on the amount of the damage.
- Any Electronic or Technological Devices taken home by students are subject to inspection and verification that said device is being properly taken care of. Devices will be thoroughly checked for damages beyond normal usage.

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**2. 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 web filter. 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 School District Network, 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 attempt to bypass the web filter.
- A student may not participate in ANY chat rooms unless directly related to class instruction and involving the teacher.
- Internet usage and access from any District owned Electronic or Technological device from outside of the District Network must be monitored by the Parent or Guardian. The device may be inspected at any time for site access verifications and appropriate measures taken as necessary to ensure the district owned device and resources remain protected.
- Teachers and sponsors may ask students to sign up for an account on blogs or Social Media sites in order to participate in online instructional activities and discussions. Social Media sites may not be accessed within the school Network 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 County School District.
  - Sites are directly supervised by a teacher or other staff member who is aware of your attempt to access such a site.
  - School/District Administration has approved for access
  - Parent/Legal Guardian has directly expressed written permission for access

**\*\*Social Media Sites 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 accepted into the site. 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.
  - c. Once use of the site is no longer needed, the sponsoring staff member must remove all content and disbar the site from availability.

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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 assessments in which parental permission is not necessary. Online assessment occurs on a secured, locked site preventing the student from accessing outside information.

### 3. ELECTRONIC MAIL (Email) REGULATIONS

Students of Pendleton County School District are prohibited from using district resources to establish or access Internet Email accounts through third party providers (i.e. AOL, Hotmail, Google, etc.). Only Kentucky Education Technology Systems Email can be used. All remote access applies to the following regulations. The Email 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, including content. Messages relating to or in support of illegal activities may be reported to the authorities. Email containing inappropriate language, content, suggesting violence or bullying will be reported to appropriate School Administration. Email addresses are assigned to all students. Lower grades may 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 meaning the addresses are not made public and are only viewable within the Pendleton County School Email Tenant. The only way for someone to obtain your child’s email is for him/her to give it to the person, outside entity, or the email has been utilized outside of the Pendleton County School District Network.

- Be polite. Do not write or send abusive, suggesting violence or bullying messages to others.
- Students may not use email for communications that are not directly related to instruction or sanctioned school activities. Do not use email for private business or personal, non-related communications.
- Students may not use email for educational related communications that are not through school account. Do not use email, for instance, from a source other than Pendleton County Schools to communicate with a teacher.
- Students may not swear, use vulgarities, suggesting violence, bullying, 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 other personal identification of other students unless a parent or a teacher has coordinated the communication.
- Students may not send email messages using another person’s name or account.
- Students may not send email messages anonymously.
- Students may not set up an “automatic forwarding” rule on their Pendleton County School District Email account.
- Do not create, send, or participate in chain e-mail.
- Students are prohibited from attaching District owned device Mail applications to any personally owned Email account (Gmail, Yahoo, etc.)

The email is not private. District personnel and others who operate the Network do have access to all email, usage and content 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.

### 4. 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 School District.

- 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.

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- All personal devices (i.e. laptops, notebooks, tablets, PDA's, wireless, etc.) are not permitted to access any part of the school/district network.
- Using a device's "hotspot" abilities within the school environment is prohibited at all times. Hotspots can interfere with the District's Wireless and Network performance.
- 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 Pendleton County 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 while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.
- 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

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 ALSO required at the bottom of this page for direct access for all students. I have read the Pendleton County School District 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 \_\_\_\_\_

\*Grades 3-12: **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.

\*Grades K-2: Password will be generically assigned until time in which the student can effectively remember and type a new password.

### **PARENT OR GUARDIAN**

The Pendleton County School District has access to and use of the Internet and Electronic Mail as part of the instructional process. Students must sign a student Acceptable Use Policy agreement before direct access to the Internet or Electronic Mail (email) 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 School District Internet and E-Mail access. I understand that this access is designed for educational purposes and Pendleton County School District have taken available precautions to eliminate access to controversial and/or inappropriate material. However, I also recognize it is impossible for Pendleton County School District to restrict access to all known controversial and/or inappropriate 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 only. 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**

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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 email 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/or 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.**