



## Student Acceptable Use Policy Agreement

Lincoln County Schools

### **Personal Responsibility**

We are pleased to offer the Lincoln County Public Schools students access to the World Wide Web and other electronic networks. We believe that the advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, access is a privilege, not a right, and carries with it responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming another or his or her property.

### **Terms of the Agreement – In reference to our District Acceptable Use Policy (CURRICULUM AND INSTRUCTION - Access to Electronic Media (Acceptable Use Policy) - 08.2323)**

1. **Acceptable and Unacceptable Uses:** The District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide.

2. **Privacy:** Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

### **Failure to Follow the Agreement**

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated. The District may also take other disciplinary actions.

### **Unacceptable Uses of the Network may include:**

- Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a work, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your **password** with others; do not **impersonate** another user, etc.
- Uses that are commercial transactions. Students may not use the Lincoln County Schools network to sell or buy anything over the Internet. You shall not give others private information about yourself or others.

### **Student Photos on the Web**

Using student pictures on the Lincoln County Public Schools website promotes learning, collaboration and provides an opportunity to share the achievements of students. However, safety of students is a priority. The school website will follow all procedures for content, copyright and appropriateness per Web Publishing Procedures.

Images of K-12 students may be included in the website without identifying captions or names. Websites may include full names for student work/honors without accompanying images. Any exceptions to this guideline will be communicated and signed-off by individual parents through Lincoln County Schools personnel.

Parents may opt out of any use of image/student work by indicating their wishes on this Internet Safety and Acceptable Use Agreement.

### **Internet Safety**

- **Parents and Users:** Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.
- **Personal Safety:** In using the network and Internet, users shall not reveal personal information such as home address or telephone number. Users shall never arrange a face-to-face meeting with someone "met" on the computer network or the Internet without a parent's permission if under 18 years of age.
- **"Hacking" and Other Illegal Activities:** It is a violation of this agreement to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or public regulations is strictly prohibited.
- **Confidentiality of Student Information:** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or, if the student is 18 or over, the permission of the student himself/herself. Users shall never give out private or confidential information about themselves or others on the Internet. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects or activities.
- **Active Restriction Measures:** The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means.

### **Use of New Web Tools**

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

### **Blogging/Podcasting Terms and Conditions:**

- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students using such tools agree to not share their username or password with anyone besides their teachers and parents and treat blogspaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

### **Netiquette:** All users must abide by rules of network etiquette, which include the following:

- Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- Avoid language and/or graphic representations which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties to give his/her e-mail address to third parties.



# Lincoln County Schools

## Acceptable Use Policy Agreement for Students

Lincoln Schools offers network and Internet access to students and staff as part of the instructional process. This document contains the Acceptable Use Policy (AUP) Agreement for Users of the Lincoln County Schools data system. This document must be signed by all Users. Written parental consent is required before any student is given access to network resources. 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 Acceptable Use Policy and Procedures. Disciplinary action may be taken if the Acceptable Use Policy is violated. Users should notify the District Technology Coordinator/designee of any violations of this contract. *By signing this form, you hereby accept and agree that your child's rights to use electronic resources provided by the District and the Kentucky Department of Education are subject to the terms and conditions set forth in district policy/procedure. Please also be advised that the data stored in relation to such services are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child also can be used to access other electronic services that provide features such as online storage, online communications and collaboration, 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.*

**Please sign and check YES or NO for each statement below.**

I give permission for my student to use the Internet under <b>teacher supervision</b> for educational purposes.	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
I give permission for my student to have an electronic mail account and use collaborative tools (e.g. blogs, podcasting, cell phones, and wikis) for educational purposes.	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
I give permission for my student's picture, work, and name to appear on the district website and/or in the school or local newspaper.	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
I give permission that while in the school setting my student may be videotaped and/or broadcast live on television (e.g. News channels that broadcast sport or school events/activities, or school productions).	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
I give permission for my student to have a student portal account in Infinite Campus.	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
We have a home computer YES <input type="checkbox"/> NO <input type="checkbox"/>	We have internet access YES <input type="checkbox"/> NO <input type="checkbox"/>
Computer is less than 5 yrs old YES <input type="checkbox"/> NO <input type="checkbox"/>	
My student has a smart mobile device (cell phone, iPod touch, laptop, iPad, etc.) YES <input type="checkbox"/> NO <input type="checkbox"/>	My internet is Dial-up <input type="checkbox"/> DSL <input type="checkbox"/> Cable <input type="checkbox"/> Satellite <input type="checkbox"/> Other <input type="checkbox"/> N/A <input type="checkbox"/>

Student Name (PRINT): \_\_\_\_\_

Student User Contract

Directions:

After reading the Lincoln County Schools Acceptable Use Policy (AUP) and Procedures Agreement, please complete this form to indicate that you agree with the terms and conditions outlined. The signatures of both the student and parent/guardian are mandatory before access may be granted to electronic mail and/or Internet. The attached document reflects the entire agreement and understanding of all parties.

As a user of the Lincoln County Schools computer network, I have read and hereby agree to comply with the Acceptable Use Policy and Procedures.

_____	_____	_____
Home Room Teacher	Grade	Date of Birth
_____	_____	_____
Student Signature	Date	

### Parent or Guardian

As a parent/legal guardian of the student signing above, I have read and agree to the Acceptable Use Policy and Procedures. I understand that some materials on the Internet may be objectionable; therefore, I agree to accept responsibility for advising my child, and conveying to her/him appropriate standards for selecting, sharing, and/or exploring information and media. I understand and agree that it is necessary for school personnel to supervise student use of this form of technology and support their efforts to insure appropriate use.

_____
Parent/ Guardian (please print)
_____
Parent/ Guardian Signature
_____
Date

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Review/Revised 6/7/12