**Kenton County School District**
**Student Acceptable Use Policy**

The Kenton County School District is pleased to offer its students access to the district computer network for Internet and Email use. This access is provided through the Kentucky Educational Network. This access includes access to the Internet, to email, to the district internal network, and to any other technology resources including computers, accessed via that internal network (from this point on, all of these resources will be referred to simply as "The Network"). To gain access to the Network, all students must sign the attached form and must also gain parental permission. Parental permission is granted by having the parents/guardians sign and return the attached form to the office of the school.  By signing the attached form students and their parents/guardians agree to the terms of this Acceptable Use Policy for Students (the "Policy" or "AUP").

Access to the Network is to enable students to explore thousands of libraries, databases, and websites while exchanging messages with Internet users throughout the world. The Network is to be used by students for educational purposes only. **While our intent is to make Internet and Email access available to further educational goals and objectives, it is possible that students might find ways to access other materials as well. Although the district does implement filters to decrease the risk, families should be warned that some material accessible via the Internet may contain items and information that are illegal, defamatory, inaccurate, or sexually explicit, or otherwise potentially offensive to some people. Additionally, the content of the Network includes many statements and opinions. These expressed statements and opinions are not those of the district.**

Access to the Network is given to students who agree to act in a responsible manner. Access is a privilege and not a right. Access can be revoked for improper usage, and legal or disciplinary actions, if warranted, may be taken.

Network storage areas are treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on district computers or servers are not private. Students should not expect that anything they do on the Network will be private.

**GENERAL GUIDELINES**
**The General Guidelines listed below also apply to the "General Internet Guidelines, "Social Networking Guidelines," and "Electronic Communication Guidelines, Including Email"—included below this section.**
> • The use of your account must be in support of education/research and be consistent with the educational objectives of the Kenton County School District.
> • You shall not give your password to anyone.
> • You shall not log on with or use any other person's password or account.
> • You shall not post or exchange personally identifiable information (such as your full name, date of birth, address, phone number, financial information, Social Security Number, etc.) on the Network without permission from district personnel.
> • You shall not transmit obscene, abusive or sexually explicit language.
> • You shall not create or share computer viruses.
> • You shall not alter another person's data.
> • You shall not copy material from the Internet and represent it as your own. This is commonly known as plagiarism.
> • You shall not use the Network for commercial purposes.
> • You shall not monopolize the resources of the Kenton County School District Network by such things as running large programs and applications over the network during the day, sending massive amounts of email to other users, downloading high bandwidth files (such as videos or music files) that are not related to educational objectives, or using system resources for games.
> • You shall not break or attempt to break into secure areas of this Network or other computer networks.

• You shall not interfere with, sabotage, or vandalize the computer hardware or software of others, including the school district.
• You shall not alter the Network system files for any reason.
• You shall not get software from or put software onto the Network without first obtaining written pre-approval from school personnel.
• You are not permitted to get from or put onto the Network anything that may be considered threatening, lewd, vulgar, or otherwise sexually explicit.
• You shall not violate any copyright or software license.
• You shall not circumvent security measures of the computer or the Network. This includes using a "proxy redirect" website or program to access web pages that have been blocked by the Kenton County technology department.
• You shall not promote any illegal conduct or the use of drugs, alcohol, or tobacco.
• You shall not use the Network to harass any person sexually nor shall you harass or discriminate against any person on the basis of race, color, national origin, religion, gender, age, and disability.
• You shall only print to local printers.
• You shall report all Network problems.

**GENERAL INTERNET GUIDELINES**
• Internet access through the school is to be used for instruction, research, and school administration.
• School Internet-access is not to be used for private business, illegal activity, political activity, accessing sexually-oriented or other inappropriate material (e.g. material promoting drugs, alcohol, tobacco, illegal activity, etc.) or personal, non-school related communications.
• You shall not offer Internet access to any individual via your account.
• Harassing or bullying other Internet users is prohibited. This includes such things as posting harassing or bullying statements on social networking sites or via Instant Messaging, or creating other web content—such as web pages or blogs—that harass or bully another individual.
• A student who does not have a signed AUP on file may **not** share access to the network with another student (e.g. "looking over the shoulder" of another student who is accessing the Internet or working together on an Internet project with a student who has permission).

As a user of the Network, students should notify an administrator or teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

**SOCIAL NETWORKING GUIDELINES**
An online social network is a web site with the goal of building a social community of individuals who share a common interest and/or activity. Popular social networking sites and the social networking tools built into the district-supplied live@edu email system.
• Social networking sites such as live@edu, may only be accessed if the following three criteria are met: 1) Access to such sites is for educational use and supports the educational objectives of the Kenton County School District. 2) You are directly supervised by a teacher or other staff member who is aware of and approves of your attempt to access such a site. 3) Such sites are **not** blocked by the district technology department.
• Students shall not reveal their name or Personally Identifiable Information to, or establish relationships on the Internet unless a parent or teacher has coordinated the communication.
• Students who utilize social networking for educational purposes shall be aware of and familiar with privacy options on the social networking site, and shall set those options to limit access to personal information to "friends" only.
• Students and parents shall be aware, however, that privacy options alone can never fully protect personal information. If a student shares personal information with "friends," those friends may share that information with others. With this in mind, students shall carefully consider what information is posted online.
• Photos posted on social networking sites that you are using for educational purposes shall NOT contain other students. Permission, either spoken or in writing, should be granted from any adults before posting their pictures.

• Teachers and other adult staff have been advised NOT to "friend" students on social networking sites using the same account used for personal social networking. Students are given the same advice.  Remember that teachers are ethically and legally bound to report any activity in which a student may be breaking the law or may be in danger of hurting him/herself or others.
• As mentioned in the "General Internet Guidelines" section, you shall not utilize social networking sites to harass or bully others.

## ELECTRONIC COMMUNICATION GUIDELINES, INCLUDING EMAIL

Students and employees of the Kenton County School District are prohibited from using district resources to establish Internet E-mail accounts through third party providers (Gmail, Yahoo mail, etc.). Only Kentucky Education Technology Systems email (also known as live@edu) can be used.  Students using the Network for email shall abide by the terms of this policy, including the following:
• Be polite. Do not write or send abusive, degrading, or defamatory messages to others.
• You shall not use electronic mail for communications that are not directly related to instruction or sanctioned school activities.
• Do not use electronic mail for private business or personal, non-school related communications.
• You shall not swear, use vulgarities, obscenities, or any other inappropriate language.
• You shall not send or attach anything containing lewd, vulgar, pornographic, obscene, or sexually explicit material.
• You shall not access, copy or transmit another user's messages without permission.  You shall only send electronic messages using your own name and/or account.

**The electronic mail is not private. District personnel and others who operate the Network do have access to all email, and email usage is monitored. Messages relating to or in support of illegal activities may be reported to the authorities. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages which 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 other appropriate authorities.**


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 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.

*For questions about the AUP, please contact the building principal.*

**Kenton County School District**
**Student User Contract**

**Directions:** Please read the attached policies governing computer use and acceptable use of the Network. The signature of a parent/guardian is required for all students wishing to use the Kenton County School District Network System. Please check the appropriate box and sign below. After completing, please return **this page only** to your school.

**Student Agreement (Students should sign below to indicate their agreement to the following)**

**_____ Yes** I have read the Kenton County School District Network Acceptable Use Policy. I understand and will abide by the stated terms and conditions. I further understand that violation of the guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action WILL be taken. Furthermore, if needed, appropriate legal action may be taken. I understand that if I engage in unauthorized conduct, such conduct may result in liability. I will assume full responsibility for that liability and release and hold the district harmless for any consequences that result from my conduct.

Student Name (please print): _____

Student Signature: _____ Date: _____

**Parent/Guardian Agreement (Please check one of the following and sign below)**

**_____ Yes** As the parent or guardian of this student, I have read the Kenton County School District Student Acceptable Use Policy for Network access. I understand that this access is designed for educational purposes and the Kenton County School District has taken available precautions to eliminate access to controversial material. **However, I also recognize it is impossible for the Kenton County School District to restrict access to all controversial materials and I will not hold Kenton County School District 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 access to the Network, including Internet and email access. I understand that if the student named above engages in unauthorized conduct, such conduct may result in liability. I/we will assume full responsibility for that liability and release and hold the district harmless for any consequences that result from my student's conduct.

**_____ No** I have read and understand the Kenton County School District Student Acceptable Use Policy for Internet and Email access, but I **do not** want my student using the Internet or Email at school.

Parent/Guardian (please print): _____

Signature: _____Date:_____