

## **Student Acceptable Use Agreement**

**Directions:** Read the attached *Meade County Schools Electronic Resources Acceptable Use Procedures and Guidelines Summary* and fill out this portion of the contract completely and legibly. When complete, please return this page to the school.

### **Student Information (please print)**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **MI:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

### **Student Agreement:**

I have read the Acceptable Use Policy for Electronic Resources and will abide by the conditions described in the policy. 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 and/or appropriate legal action may be taken.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Parent or Guardian Agreement:**

As the parent or guardian of this student, I have read the Acceptable Use Policy for Electronic Resources. I understand that this access is designed for educational purposes and the Meade County School District has taken reasonable precautions to eliminate access to controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network. I hereby certify that the information contained on this form is correct and give my permission for the student named above to be issued an account. I further agree that use by this student shall not include any transaction which may result in criminal or financial liability for the Meade County Schools. If such does occur, the undersigned accepts full responsibility.

Starting this fall, all Kentucky School Districts will be using a new email system, Live@Edu. The Outlook Live e-mail 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 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.

### **Indicate here the type of access you want for your child:**

**Internet Access**    Yes \_\_\_\_ No \_\_\_\_

**Student Email Account**    Yes \_\_\_\_ No \_\_\_\_

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

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

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: The signature of a parent or guardian is required for all students**

# Meade County Schools

## Electronic Resources Acceptable Use Procedures, Guidelines, and Signature Forms

### **Who has access to Meade County Board of Education electronic resources?**

The Meade County Board of Education supports the rights of students and staff to have reasonable access to various information formats and believes it is incumbent upon students and staff to use this privilege in an appropriate and responsible manner.

### **What is the purpose of an acceptable use policy?**

The policy provides appropriate standards to guide the behavior of students and staff involved in accessing electronic media. Specifically, the guidelines address the ethical use of various electronic media, the policies covering issues of privacy versus administrative review of electronic files and communications, and prohibit the use of electronic resources for non-educational and illegal activities.

### **What forms are required in order for a student to have access to the electronic resources of the Meade County Board of Education?**

The required permission/agreement form specifies acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent (or designee) with a written request for modification or termination.

### **How will appropriate content be determined?**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning the appropriateness of electronic resources.

### **Part 1 -- Definition**

Electronic resources include, but are not limited to, the following types of materials:

- a. computers and related equipment
- b. computer network resources including email and the Internet
- c. electronic media such as software, cd-roms, video files, and audio files

### **Part 2 -- Access Privileges and Privacy**

The Meade County Board of Education maintains the right to limit access to all types of electronic resources in order to assure that district resources are used for the intended educational purpose. A network administrator or the District Technology Coordinator has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised that placing confidential documents in their user directory may not guarantee absolute security. Network management and monitoring software packages may be used for random access to student and staff monitors to review progress and for security purposes.

### **Part 3 -- General Standards for Users**

The following standards are to be used as general guidelines of behavior while accessing the electronic resources of Meade County Board of Education.

**Students:** Students are allowed to use network resources using a "student" login. This type of user login allows student read-only access to instructional software and data files. Students will have an individual directory for files. Student access to the Internet and student email is available upon return of a signed parental permission form.

**Staff:** For every staff person whose position requires network access, an account with appropriate rights will be established. The account will include access to electronic mail, access to the Internet and an individual directory for files.

### **Part 4 -- Rights, Responsibilities, and Privileges**

**A. Privileges:** Access to the electronic resources of the Meade County Schools (Meade County Board Of Education) is a privilege not a right. Violation of the acceptable use policy may result in the immediate loss of any or all network services. In addition, any attempted or executed criminal violations on the network will be prosecuted to the fullest extent of the law.

**B. General Responsibilities:** Use of this or other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, vulgarity, or material protected by trade secret. Use for product advertisement or political lobbying that is not consistent with the educational purposes of the Meade County Board of Education is inappropriate. Illegal activities, including the installation and use of unlicensed software, are strictly prohibited. In addition, use of an electronic mail or Internet account to buy, sell, or trade personal items is not an acceptable use.

**C. Specific Network and Internet Responsibilities:**

- The use of your account must be in support of educational and research activities consistent with the objectives of the Meade County School District.
- You may not use or alter any one else's account. You may not offer Internet access to any other individual via your Meade County Board of Education account.
- You may not break in or attempt to break into this or other computer networks.
- You may not intentionally spread embedded messages or other programs which have the potential of damaging or destroying programs or data.
- You may not alter or destroy another person's data.
- You are not permitted to get from or put onto the network any copyrighted material (including unlicensed software), threatening messages, or obscene material.
- No illegal activities may be conducted via the network.
- All communications and information accessible via the network should be assumed to be for the individual consumption of the user; however, privacy is not guaranteed.
- Harassment as defined in board policy shall not be allowed. Notify a network administrator or teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

**D. Specific Electronic Mail Responsibilities:**

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal the personal address or phone number of other students or yourself.
- Electronic mail is not guaranteed to be private. Network administrators have access to all mail messages. Any message relating to or in support of illegal activities shall be reported to the proper authorities.
- Notify a network administrator or teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

**E. Rights:**

In the event of a policy violation, the District Technology Coordinator or school principal may suspend or close an account.

**Part 5 -- Disclaimer:**

**A. Reliability** -- Meade County Board of Education shall not be responsible for any damages resulting from delays, non-deliveries, or service interruptions resulting from the use of any electronic resource.

**B. Security** -- Meade County Board of Education will take reasonable steps to assure individual privacy on the network but does not guarantee confidentiality and reserves the right to inspect all accounts, files, logs, and connections to the network. Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem, s/he must notify the district technology coordinator or your school technology coordinator. Do not demonstrate the problem to any other users.

For additional information see board policies found in the Student Code of Conduct, Personnel Policies for Certified Staff, and Personnel Policies for Classified Staff.