

Eminence Independent School Student Acceptable Use Policy For Use of Electronic Resources and Related Devices

The Eminence Independent School District has access to the Internet, e-mail and other technologies as part of the instructional process.

Students must sign a Student Acceptable Use Policy agreement before they will be allowed to use the Internet or e-mail. Written parental or guardian consent is required before electronic resource access is given to a student. However, educators may use the Internet during class directed instruction with or without parental or guardian consent. Students will be held accountable for breaking any of the rules listed in the Student Acceptable Use Policy agreement and understand that disciplinary actions may be taken if the rules are broken including possible suspension. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

School Technologies (Computers, Phones and Other Electronic Devices)

- When you log on to a computer it must be for a school project, research for a school project, or for learning or practicing specific core content as directed by a teacher.
- You may not share your personal or classroom password.
- If you walk away from your keyboard, you must lock your keyboard.
- You may not log on using another person's username and password.
- When sharing information it must be school appropriate. Your guide should be if you would not say it to or share it with your teacher or an adult in the building don't share it using a computer, handheld device or cell phone.
- You may not reveal personal information such as your last name, address and telephone number. This includes the personal information of others.
- You will never make appointments to meet people in person through the computer.
- You may not create or share computer viruses.
- You may not edit, erase, or delete anyone else's saved work.
- You may not break into the network or use the network for anything other than school projects.
- You may not save anything to the network server or school computer unless told to do so by your teacher. You may not save pictures or music unless they are used in a project. They must be deleted immediately after the project is graded.
- You may not go into the network or school computers and change software or application passwords.
- You may not play multi-player games via the network.
- You may not take copyrighted material from or add copyrighted materials to the network.
- You will tell your teacher if you are bullied, see information or messages that are dangerous, threatening, inappropriate or make you feel uncomfortable.

Internet Rules

- When you log on to the Internet it must be for a school project, research for a school project, or for learning or practicing a specific core content as directed by a teacher.
- You may not post anything to a website that is school related without the consent of a teacher. This includes pictures taken at school or after school activities, video taken at school or after school activities, or student work. You may not use your last name, address, e-mail address or any other identifying information with your post.
- You may only access Internet sites that are school work related.
- You may not allow anyone to use your user name or password to access the Internet.
- You may not share your name, personal information, or make friends with "strangers" while on the Internet.
- You will always be polite when communicating on the Internet.

E-mail Rules

- You may not use a school computer to set up e-mail accounts.
- When sending an e-mail your guide should be if you would not say it to or share it with your teacher or an adult in the building don't put it in e-mail.
- You may not swear, use vulgarities or any other inappropriate language.
- You may not send or attach documents containing pornographic, obscene, threatening or sexually explicit material.
- You may not send or attach pictures of students using e-mail or other computer devices.
- You may not enter another person's account, copy their work, or send their messages.
- You may not share your personal information.
- You may not use another person's account to send an e-mail or sign their name when sending an e-mail, or send an anonymous e-mail.
- You may not create, send, or participate in chain or spam e-mail.
- E-mail is NOT guaranteed to be private. The District Coordinator and others who operate the school district computer system have access to all e-mail. Any e-mails that relate to or support illegal activities may be reported to the authorities.

Students will not:

- Violate any US or Kentucky statute or regulation
- Violate any copyright laws or plagiarize
- Use any other e-mail account other than KETS approved accounts
- Install any software on school computers
- Transmit or receive materials in violation of federal or state regulations pertaining to copyright, or threatening or obscene materials, including sexually explicit materials
- Use school technology to sell items, buy items, or for political lobbying
- Damage, attempt to damage, or move software or files
- Play non-educational computer games
- Sending harassing or abusive email messages to others
- Bully others
- Use unauthorized software
- Download or rip any music to store on computers or the network
- Attempt to bypass the proxy server by any means (tunnels)
- Stream music, radio or video for non-educational purposes
- Access gambling sites
- Access shopping sites (including eBay) unless it is a part of the instructional process

Student Promise:

I have read all of the rules in the Student Acceptable Use Policy agreement that include how I am allowed to use electronic resources at school. I agree to follow these rules. I know that if I break the rules I will have to visit the principal and be disciplined as a result of not following the rules. This could possibly include suspension or reporting to law enforcement. I understand that my files and e-mail will be read by my teachers and the District Technology Coordinator.

Student First Name _____ Student Middle Name _____ Student Last Name _____

Homeroom _____ Grade _____ Student Lunch Number _____ Date ____/____/____

Student Signature _____

Parent or Guardian:

As the parent of Guardian of (*name of student*)_____ I have read the Student Acceptable Use Policy for the Eminence Independent School District. I understand that all technology use is to be for educational purposes only and Eminence Independent School District has taken precautions to eliminate access to inappropriate materials. However, I also recognize it is impossible for the Eminence Independent School District to restrict access to all inappropriate materials and I will not hold them responsible for materials this child may acquire on the network. Further, I accept full responsibility for supervision if and when my child is accessing school electronic resources outside of the school property. I understand that my child's e-mail and data files are not private. I hereby give the child listed above permission to be given an account for access to the Internet and e-mail.

Please read and check all items listed below that apply:

_____ This child may **NOT** be shown in school related videos or photos, including school related websites.

_____ This child's school work may **NOT** be published on the Internet or any other media format.

_____ This child's picture may **NOT** be included in the school yearbook.

PRIOR TO STUDENTS BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR USE OF LIVE@EDU

The Outlook Live e-mail solution is provided to your child by the Eminence Independent Schools 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, is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child can also 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 is 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.

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian

Date

Daytime Phone Number: _____ *Evening Phone Number:* _____

