

Metcalfe County School District Student Acceptable Use Policy (AUP)

The Metcalfe County School District has made a significant investment in technology so that our students will have the opportunity to develop the skills necessary to excel in our modern world. With this investment in technology comes a great responsibility to provide our students with a positive structured learning environment that will foster creative learning and the skills necessary for our students to prepare for a post high school education or a successful career in the job market of their choice.

Adherence to the following policy is necessary for the continued access to the school district's technological resources:

General Usage of Technology:

- I am aware that the computers are the property of the Metcalfe County School District and any information stored on them is the property of the Metcalfe County School District.
- I will use only their assigned logon accounts to access computers, network resources, email and internet.
- I will not view, use, or copy passwords or data, or access network resources to which they are not authorized.
- I am aware that the School Principal, Network Administrator, Chief Information Officer or Superintendent has the right to access information stored in any user directory, on any current screen, in electronic mail, or computer storage device. Network monitoring of random student monitor screens and/or directories is done to review progress and to ensure data security.
- I am aware that all internet web sites viewed and duration of time viewing such sites will be recorded.
- I will never distribute private information about themselves or others.
- I will never knowingly download/upload inappropriate graphics or text from their workstation using the internet or email.
- I agree not to circumvent the school district's internet proxy or firewall services.
- I agree not to alter the setup of any school district computer or equipment by loading programs or services, or disabling approved programs and/or services, without the expressed permission of the Network Administrator, Chief Information Officer, School Principal and/or Superintendent.
- I will report any security risk or violations to a teacher, principal or network administrator.
- I will never access newsgroups, chatrooms, or similar services. All third party email accounts is expressly prohibited.
- I will never destroy or damage data, networks, or other resources that do not belong to them.
- I will not infringe copyrights, such as using software without the appropriate licensing, or making or transmitting illegal copies of music, games or movies.
- I will never plagiarize from any source.
- I will always communicate in ways that are kind and respectful.

- I will report threatening or discomfoting materials to a teacher.
- I will never intentionally transmit or copy material that violates their school’s code of conduct.
- I will never send spam, chain letters or other mass unsolicited mailings or telephonic messages, nor buy, sell, advertise or otherwise conduct business unless it is an approved school project.
- I am aware that there will be occasions when the internet will be used for a whole class presentation. This will only happen under the direction of a staff member and will be for educational purposes only.
- I acknowledge that computers and related technology is the property of the Metcalfe County Board of Education and any information stored on them is the property of the School District. I understand that I am financially responsible for any malicious damage or vandalism that I cause and is punishable according to local school, school district, and/or Kentucky Department of Education policies and procedures, as well as legal action.

Please 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 e-mail 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 designated service providers or between the end user and the service provider.

As a student, I understand that the use of my user logon account and the use of a computer at school are a privilege and that failure to comply with any or all of the rules listed above will result in the immediate termination of my computer privileges, as well as other disciplinary action in accordance with school discipline codes, school board policies, state statutes and federal laws.

Sign and return to your teacher:

Student signature

Date

Parent or Guardian signature

Date

Teacher signature

Date