

ACCEPTABLE USE POLICY

Casey County Public Schools and its Board of Education (hereafter referred to as “the District”) provides its student, staff, and community reasonable access to a variety of “district technological resources” (including, but not limited to, access to the internet and laptop computers). These resources provide opportunities to enhance learning, improve communication, and connect users to both our local and global community. The access to these resources is permitted when exercised in an appropriate and responsible manner as required by this policy and related procedures, which applies to all parties who use district technology.

The District intends that students benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the District establishes this policy to govern student use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District’s handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources. Access is a privilege, not a right. Users are responsible for good behavior on school networks. Access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with district standards and to honor the access/usage agreements they have signed. The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information. Users may be subjected to information that is not educationally appropriate due to the availability of inappropriate sites on the internet. To lessen the availability of access to such sites, the Casey County Board of Education has installed filtering software in accordance with the guidelines submitted by the Kentucky state legislature (1998 Senate Bill 230).

NO PRIVACY GUARANTEE

The network administrators have the right to access information stored in any user directory, during the current user session, or in e-mail. They may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect that files stored on district servers or workstations, e-mail, internet activity, and history will be private. All internet activity is logged and may be considered public record. The network administrators may examine activity to make sure all guidelines are being met for



Casey County Schools

acceptable use. Teachers and administrators are expected to monitor students when accessing online material during the school day.

RULES AND REGULATIONS

Before using school district technological resources, students must sign a statement indicating that they understand and will strictly comply with these requirements. Students must also have their parent/guardian co-sign this statement. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. For students with take-home district devices, a violation may result in becoming “day-users” who must check out their device every morning and return it every day at the end of school. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law, and expulsion (students) for violating this policy and responsible use rules and regulations established by the school or District.

General behavior including, but not limited to the following is not permitted:

- Creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, explicit, harassing, abusive or considered to be harmful to minors
- Establish or using third-party accounts not administered by the district for district business or district communications.
- Using district resources for any purpose prohibited by law, including those relating to copyrights and trademarks, confidential information, and public records.
- Using obscene language, harassing, insulting, or attacking others
- Damaging computer systems, computer networks, or school/District websites
- Using another user’s account or sharing of one’s account information
- Accessing another user’s folder, work, or files without permission
- Intentionally wasting limited resources
- Using network for commercial or political purposes
- Attempting to bypass filters



Casey County Schools

- Downloading and/or installing programs without approval of network administrators
- Sharing confidential/personally identifiable information about themselves or others
- Meeting with someone met online

Users will promptly disclose to their teacher or school administrator any message they receive that is inappropriate or makes them feel uncomfortable or threatened.

TAKE HOME DEVICE USER AGREEMENT

Students issued district-owned technology (such as a Chromebook) must also follow these specific guidelines:

- Charge the devices nightly at home before returning to school, so they are fully charged (100% battery) for the beginning of the next school day.
- Bring the device every day to school for instructional use.
- Have the device always available to present to District staff. If a user is unable to present their device for three (3) consecutive school days, the device will be considered lost and appropriate action will be taken, including but not limited to compensation for the cost of the device.
- Keep the device secure and damage free.
- Do not loan out the device, charger, case or cords
- Do not deface the device itself with drawings, stickers or other permanent adornment.
- Do not leave the device in your vehicle.
- Do not leave the device unattended.
- Do not eat or drink while using the device.
- Do not allow pets near the device.
- Do not place the device on the floor or on a sitting area such as a chair or a couch.
- Do not leave the device near table or desk edges.
- Do not stack objects on top of the device. If there are any ventilation holes on the device, do not block or obstruct them while the device is powered on.
- Do not leave the device outside.
- Do not use the device near water such as a pool or bathtub.



Casey County Schools

- Do not check the device as luggage at the airport.
- Make sure to back up files regularly (via a cloud-based system like Google Drive or via a thumb drive) as crashes may occur and the device may need replacing or re-imaging.
- Student devices must be turned in at the end of the school year for maintenance and reimaging. Take good physical care of your device, because when devices are deployed at the beginning of your school year, you will get the exact same one back.

Failure to follow these guidelines may result in becoming a “day-user” who must check out their device every morning and return it every day at the end of school, or other disciplinary actions.

Accidental Damage

Casey County Schools is providing Chromebook repair for students and parents as part of our one-to-one Chromebook initiative. We understand that accidents happen, but intentional damage will not be tolerated. Teachers or school administrators will have the ability to determine if a Chromebook has been intentionally damaged. Please see below some examples of misuse.

Misuse / Exclusions	
<p>Misuse</p> <p>Some examples of misuse include, but are not limited to:</p> <ul style="list-style-type: none"> • Popping keys off keyboards. • Popping lens off camera. • Liquid damage. • Intentional screen damage. • Intentional charger damage. • Foreign objects stuck in ports. 	<p>Exclusions</p> <p>Dishonest, fraudulent, intentional, negligent, or criminal acts: The student/guardian will be responsible for the full amount of fees for repair/replacement.</p> <p>“Jailbreaking”, “rooting”, or otherwise altering the manufacturer’s software.</p> <p>Casey County Schools and its Board of Education are not liable for any loss or damages (including incidental, consequential, or punitive damages) caused directly or indirectly by the equipment.</p>

Fees per Claim

Claim	Damage/Repair Cost	Lost/Stolen	Accessories	Exclusionary Incident Fees
1	\$20	\$50	\$15	Full Cost of the Device or Repair
2	\$40	\$100	\$30	
3	\$60	\$150	\$45	

Acceptable Use Policy/User Agreement Form

Grade /Homeroom _____

User's Name _____	_____	_____	_____
	Last Name	First Name	Middle Name
User's Address _____	_____	_____	_____
	Address	City	State Zip
Date of Birth _____	Phone Number _____	School _____	_____

As a user of the Casey County Schools computer network, I hereby agree to comply with the District's internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. 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 and school disciplinary action and/or legal action may be taken.

User's Name _____ **Signature** _____ **Date** _____

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

Consent for Use

By signing this form, you hereby accept and agree that your child's rights to use the electronic resource provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to board policy 08.2323 and accompanying procedures. The internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The District recognizes that it is impossible to predict with certainty what information on the internet students may access or obtain. Nevertheless, the District shall take reasonable precautions to prevent students from accessing material and information that does not serve a legitimate educational purpose or is otherwise harmful to minors. These precautions include (but are not limited to) filtering software, maintaining a secure usage log, and educator monitoring and mindfulness of student internet access in school. The District is not responsible for the content accessed by users who connect to the internet via their personal mobile device and non-school network (e.g., cellular services, home network). As a parent/legal guardian of the student signing above, I have read and agree to the Electronic Resources 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 him/her 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 I will support their efforts to insure appropriate use. My permissions, as granted above, will stay in effect until I make a change in writing.

I give permission for my Child to use the internet under teacher supervision for educational purposes.

YES No

By signing below, I hereby acknowledge that I have completely read and fully understand the ACCEPTABLE USE POLICY of Casey County School Systems.

Name of parent or guardian _____
(Please Print)



Chromebook Return

Any student who leaves the district - whether graduating, transferring to another school, or going homeschool, is responsible for returning his or her Chromebook and any associated items.

Students must return all items they received when they first were issued a Chromebook. For most students, this will include the Chromebook and a power adapter.

When issued their Chromebooks, all students are provided a copy of the acceptable use policy. Please note the following:

- Permanent stickers, labels or other markings may not be affixed to Chromebooks.
- Chromebooks must be returned in good condition to when so directed, along with power adapters.
- Parents/guardians are responsible for damage to Chromebooks caused by neglect or abuse.

Please note below the following condition and inspect the Chromebook for any imperfections. Take good physical care of your device, because when devices are deployed at the beginning of your school year, you will get the exact same one back.

❖ I have looked over my child’s Chromebook and inspected it. It is in good working order and I have noted any imperfections.

User’s Name _____

Date _____

Parent Signature _____

(Please Print)