

Students' Acceptable Use Policy  
Campbell County Schools: 2023-2024

**Directions: Completely review this Student Acceptable Use Policy. Read and discuss with your child the following contract completely. The signature of a parent or guardian in the code of conduct (page 1) is required for all students.**

In partnership with the Kentucky Department of Education, the Campbell County School District provides access to and use of various technologies including the Internet and Email as part of the instructional process. Technology resources and network access are intended solely to support educational and instructional goals. All users are expected to use resources responsibly and will be held accountable for their behavior and communications.

Students and parents must sign receipt of the Acceptable Use Policy agreement for access to network services, including electronic mail. However, educators may use and/or provide essential access to the Internet during class directed group activities/demonstrations with or without parental consent. **Students will be held accountable for violations of the Acceptable Use Policy agreement and understand that disciplinary action may be taken.** For K-5 students this agreement must be completed each school year. For 6-12 students this agreement, once signed and filed, remains in effect at that school until revisions require that a new AUP agreement be sent home for signature.

**CAMPBELL COUNTY SCHOOLS NETWORK ACCESS**

(Including Internet and electronic mail)

TERMS AND CONDITIONS: VERSION 1.7

Acceptable Use – Use of any organizations' networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene or sexually explicit material, or material protected by trade secret. Use for product advertisement or other commercial use, or political lobbying is not consistent with the purposes of Campbell County Schools and is inappropriate. Illegal activities are strictly prohibited.

Rights, Responsibilities, and Privileges – An Acceptable Use Policies document containing these Terms and Conditions Version 1.7 must be signed by all students and adults before using network and Internet resources provided by Campbell County Schools. The AUP is designed to enable all users to understand clearly their responsibilities as users of the Internet via the Campbell County Schools Network.

Social Networks- District employees, teachers, and activity sponsors upon approval from the school/district, may set up social networking sites for the purpose of communication and/or use in the classroom. Teachers and sponsors, with approval, may ask students to sign up for an account on these sites in order to participate in online instructional activities and discussions. Students shall not reveal personal information about themselves or others. By signing the Acceptable Use Policy, you accept and agree to the use of instructional social networking sites by your child. Violation of the terms and conditions could result in the loss of network services including, but not limited to the Internet, and could eliminate future access.

**General Network Guidelines:**

**Internet access through the school is to be used for education and administration purposes.**

**School access is not to be used for private business or personal, non-school related communications.**

- The use of your account must be in support of education and consistent with the educational objectives of Campbell County Schools.
- You shall not create or share computer viruses.
- You shall not give your password to anyone.
- You shall not destroy or alter another person's data.
- You shall not access, share or alter anyone else's local or Internet accounts.
- You shall not use the network for commercial purposes.
- You shall not monopolize the resources of the Campbell County Schools Network by such things as accessing or running large programs and applications over the network, sending massive amounts of e-mail to other users, or using the system resources for games or streaming music.
- You shall not break or attempt to break into Campbell County Schools' Network or other computer networks.
- You shall not play multi-user games via the network.
- No illegal activities shall be conducted via the Campbell County Schools Network
- You shall not circumvent security measures of the computer or Network. This includes using a "proxy or site redirect" website or program to access web pages that have been blocked.
- You shall not offer Internet access to any other individual via your account or the account of any other user.
- Purposefully annoying other Internet users, on or off the Campbell County Schools system, is prohibited.
- A student who does not have a signed AUP on file may not gain access to the Network by sharing with another student.
- Students shall not reveal any personal information to or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication for instructional purposes.
- You shall not transmit obscene, abusive or sexually explicit language or material.
- You are not permitted to get from or put onto the network any copyrighted material (including software). Copyrights must be respected.
- You shall not use technology to threaten or intimidate anyone.
- No Privacy Guarantee - The Superintendent/designee has the right to access and review files and communications to maintain system integrity and insure that individuals are using the system responsibly.

As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

## **ELECTRONIC COMMUNICATION REGULATIONS**

Students of Campbell County Schools have access to electronic mail and video conferencing systems. These systems provide users with the ability to communicate with others both inside our organization and outside the organization utilizing text, audio and video.

Students of Campbell County Schools are prohibited from using district resources to establish accounts through third party providers. **Only Kentucky Education Technology Systems' email can be used. Microsoft O365 is the email system that is provided to all students and staff in our district, and is the only email that should be used for all school related communications.**

- Harassing or bullying others is prohibited. Be polite. Do not write or send abusive, harassing, insulting, or threatening messages to others.
- You shall not take photos, videotape, screenshot or record students or staff members (both virtually or in person) without the consent and permission from school officials.
- You shall not use your electronic accounts provided by Campbell County Schools, on or off campus, for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic communications, for instance, for private business or personal, non-related communications. Do not forward chain letters, jokes or other messages not related to school appropriate activities.
- You shall not access third party email accounts or video conferencing services not used for instructional purposes from the Campbell County Schools Network.
- You shall not swear, use vulgarities or any other inappropriate languages.
- You shall not send, attach, broadcast or otherwise distribute pornographic, obscene, or sexually explicit material.
- You shall not access, copy or transmit another users' messages without permission.
- Do not reveal your personal address or phone number or those of others unless a parent and/or teacher has coordinated the communication.
- You shall not send electronic communications using another person's name or account.
- You shall not send electronic communications anonymously.

Electronic communication is not guaranteed to be private. The Superintendent/designee has the right to access and review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Messages relating to or in support of illegal activities may be reported to authorities.

## TELECOMMUNICATION DEVICES

### POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students may be permitted to possess and use personal telecommunications devices as defined by law (KRS 158.165) and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational environment, including, but not limited to, use that:
  - a. Poses a threat to academic integrity, such as cheating;
  - b. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
  - c. Is profane, indecent, or obscene;
  - d. Constitutes or promotes illegal activity or activity in violation of school rules; or
  - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the educational environment or intrude upon the rights of others.

When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation may also result in a report being made to law enforcement. In addition, law enforcement or an administrator may confiscate the device.

2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline

## **NETWORK SERVICES, SECURITY, RELIABILITY AND DAMAGES**

**LOSS OF NETWORK SERVICES** – The Superintendent, Chief Information Officer, or designee (as appropriate) may suspend or close an account at any time as required. The administration, faculty, and staff of the Campbell County Schools may submit a request to deny, revoke, or suspend specific user accounts. Revocation of unsupervised network and Internet access will be for a period deemed appropriate. Students whose accounts are denied, suspended, or revoked do have the following rights:

- To request in writing from the Chief Information Officer, or designee a written statement justifying the actions. This must be done within two weeks of the suspension or termination of services.
- To submit a written appeal to the Superintendent.
- Pending the decision of the Superintendent, a user can make a final appeal to the Board of Education. The decision of the Board of Education is final.

**RELIABILITY** – The Campbell County Board of Education will not be responsible for any damages including, but not limited to, loss of data, delays, non-deliveries, or service interruptions.

**SECURITY** – Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on the Campbell County Schools Network, s/he must notify a system administrator, or the Chief Information Officer. Do not demonstrate the problem to others.

**DAMAGES** - Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate. This includes, but is not limited to, the uploading or creation of computer viruses.

Student:

I have read this Student Acceptable Use Policy. I will abide by the stated Terms and Conditions. I am advised 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 Internet Safety

- I will talk with my parents or guardian about their expectations and ground rules for going online.
- I will keep my identity private.
- I will never respond to any online communication that makes me feel uncomfortable and/or is inappropriate.
- I will never meet in person with anyone I have first "met" online without discussing it with my parents or guardian. This is the biggest danger to your safety.
- I will respect other people's rights while online.

#### Consent for Use

By signing the receipt of the Campbell County Schools Discipline Code contained on page 1, the parent/guardian authorizes the district to grant the student access to CCS Networks. 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 policy 08.2323 and accompanying procedures. You also are advised 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. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent. Furthermore, you grant Campbell County Schools the right to create accounts on behalf of students for programs and resources that have been deemed appropriate and/or necessary for instructional purposes. For a complete list of programs being utilized please contact your student's school.

**\*To opt out of the use of the CCS Network and related services the parent/guardian must provide written notice of such opt-out to the school principal.**