

## Covington Independent Public Schools Acceptable Use Policy for Students

The Covington Independent Public School District is pleased to offer its students access to the district computer network for Internet and Email use. This access is provided through the Kentucky Educational Network. This access includes access to the Internet, to email, to the District internal network, and to any other technology resource, including computers, accessed via that internal network (from this point on, all of these resources will be referred to simply as "The Network"). To gain access to the Network, all students must obtain parental permission by completing and returning the signature page at the end of the Student Code of Conduct.

Access to the Network is to enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. This unique educational resource with innovative uses is being provided at no cost to each student. The Network is to be used by students for educational purposes only. **While our intent is to make Internet and Email access available to further educational goals and objectives, students may find ways to access other materials as well. Although the district may implement filters to decrease the risk, families should be warned that some material accessible via the Internet may contain items and information that are illegal, defamatory, inaccurate, or sexually explicit, or otherwise potentially offensive to some people. This may include fraudulent offers and communication with strangers. Additionally, the content of the Network includes many statements and opinions. These expressed statements and opinions are not those of the district.**

Access to the Network is given to students who agree to act in a responsible manner. Access is a privilege and not a right. Access can be revoked for improper usage, and legal or disciplinary actions, if warranted, may be taken. Every effort will be made to enforce the rules adopted by the school district; however, beyond the clarification of the following standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals using the Network. Network server storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on district computers or servers are not private. Students should not expect that anything they do on the Network would be private.

### General Guidelines

The General Guidelines listed below also apply to the Internet Regulations and Electronic Mail Regulations included below this section.

- Using Hotmail, Google Gmail, or any other unauthorized Email service is prohibited.
- The use of your account must be in support of education/research and be consistent with the educational objectives of the Covington Independent Public Schools.
- You shall not give your password to anyone.
- You shall not log on with or use any other person's password or account.
- You shall not post or exchange personally identifiable information on the Network without permission from district personnel.
- You shall not transmit obscene, abusive or sexually explicit language.

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- You shall not create or share computer viruses.
- You shall not alter another person's data.
- You shall not copy material from the Internet and represent it as your own. This is commonly known as plagiarism.
- You shall not use the Network for commercial purposes.
- You shall not monopolize the resources of the Covington Independent Public Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of email to other users, downloading high bandwidth files (such as videos or music files) that are not related to educational objectives, or using system resources for games.
- You shall not break or attempt to break into secure areas of this Network or other computer networks.
- You shall not interfere with, sabotage, or vandalize the computer hardware or software of others, including the school district.
- You shall not alter the Network system files for any reason.
- You shall not play non-educational games via the Network.
- You shall not get software from or put software onto the Network without first obtaining written preapproval from school personnel.
- You are not permitted to get from or put onto the Network anything that may be considered threatening, lewd, vulgar, or otherwise sexually explicit.
- You shall not violate any copyright or software license.
- You shall not circumvent security measures of the computer or the Network. This includes using a "proxy redirect" website or program to access web pages that have been blocked by the Covington Independent Public School's technology department.
- You shall not promote any illegal conduct or the use of drugs, alcohol, or tobacco.
- You shall not use the Network to harass any person sexually nor shall you harass or discriminate against any person on the basis of race, color, national origin, religion, gender, age, and disability.
- You shall not waste technology resources, such as paper, by printing excessive copies.
- You shall report all Network problems.

## **SOCIAL NETWORKING REGULATIONS**

An online social network is a web site with the goal of building a social community of individuals who share a common interest and/or activity. Popular social networking sites include Facebook, Twitter, Tik Tok, Instagram, MySpace, SnapChat, LinkedIn, and the social networking tools built into the district-supplied Office365 email system.

- Social networking sites such as Office365 Facebook, Twitter, Tik Tok, Instagram, MySpace, SnapChat, and LinkedIn may only be accessed if the following three criteria are met: 1) Access to such sites is for educational use and supports the educational objectives of the Covington Independent Public School District. 2) You are directly supervised by a teacher or other staff member who is aware of and approves of your attempt to access such a site. 3) Such sites are

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not **blocked** by the district technology department.

- Students shall not reveal their name or Personally Identifiable Information to, or establish relationships on the Internet unless a parent or teacher has coordinated the communication.
- Students who utilize social networking for educational purposes shall be aware of and familiar with privacy options on the social networking site, and shall set those options to limit access to personal information to "friends" only.
- Students and parents shall be aware, however, that privacy options alone can never fully protect personal information. If a student shares personal information with "friends," those friends may share that information with others. With this in mind, students shall carefully consider what information is posted online.
  
- Photos posted on social networking sites that you are using for educational purposes shall NOT contain other students. Permission, either spoken or in writing, should be granted from any adults before posting their pictures.
- Though the district cannot mandate this, it is ADVISED to take the above actions with any personal social networking sites as well.
  
- Teachers and other adult staff have been advised NOT to "friend" students on social networking sites using the same account used for personal social networking. Students are given the same advice. Remember that teachers are ethically and legally bound to report any activity in which a student may be breaking the law or may be in danger of hurting him/herself or others.
- As mentioned in the "Internet Regulations" section, you shall not utilize social networking sites to harass or bully others.

## INTERNET REGULATIONS

- Internet access through the school is to be used for instruction, research, and school administration.
- School access is not to be used for private business or personal, non-school related communications.
- You shall not offer Internet access to any individual via your account.
- Harassing or bullying other Internet users is prohibited. This includes such things as posting harassing or bullying statements on social networking sites or via Instant Messaging or creating other web content-such as web pages or bios-that harass or bully another individual.
- Students should not reveal their name or personal information to, or establish relationships with "strangers" on the Internet unless a parent or teacher has coordinated the communication.
- Access to social networking sites such as Facebook, Twitter, Tik Tok, Instagram, MySpace, SnapChat, and LinkedIn may not be accessed.
- A student who does not have a signed AUP on file may **not** share access with another student.
- As a user of the Network, students should notify an administrator or teacher of any violations of this contract-taking place by other users or outside parties. This may be done anonymously.

## ELECTRONIC MAIL REGULATIONS

Students and employees of the Covington Independent Public Schools are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems email can be used.

- Be polite. Do not write or send abusive, degrading, or defamatory messages to others.
- You shall not use electronic mail for communications that are not directly related to instruction or sanctioned school activities.
- Do not use electronic mail for private business or personal, non-school related communications.
- You shall not swear, use vulgarities, obscenities, or any other inappropriate language.
- You shall not send or attach anything containing lewd, vulgar, pornographic, obscene, or sexually explicit material.
- You shall not access, copy or transmit another user's messages without permission.
- You shall not send electronic messages using another person's name or account.
- You shall not send electronic messages anonymously.

The electronic mail is not private. District personnel and others who operate the Network do have access to all email, and email usage is monitored. Messages relating to or in support of illegal activities may be reported to the authorities. Messages relating to or in support of activities, which violate the school discipline code, will be reported to the school administration. Messages, which indicate that a student may be in danger or may harm himself/herself or another person, will also be reported to the school administration and other appropriate authorities.

I 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 will be taken. Furthermore, if needed, appropriate legal action may be taken. I understand that I may engage in unauthorized conduct that results in liability. I will assume full responsibility for that liability and release and hold the district harmless for any consequences that result from my conduct. I understand that this access is designed for educational purposes and the Covington Independent Public Schools have taken available precautions to eliminate access to controversial material. **However, I also recognize it is impossible for Covington Independent Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the Network.** Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for the student named above to have access to the Network, including Internet and email access. I understand that my student may engage in unauthorized conduct that results in liability. I/we will assume full responsibility for that liability and release and hold the district harmless for any consequences that result from my student's conduct.

COVINGTON INDEPENDENT SCHOOLS  
TECHNOLOGY  
*(Connecting Student to the Future)*



Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
*(Please print)*

**STUDENT AGREEMENT**

As a user of the Covington Independent Schools computer system, I have read and agree to comply with the Student Internet Policy and Acceptable-Use Procedures and to communicate in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of this policy 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. During testing time, access to online assessments will be granted to all students. It is the policy of Covington Independent Schools to allow any student access to a locally connected computer - unless a signed note from the parent/guardian is on file in the school office denying the student any computer access. I will assume full responsibility for that liability and release and hold the Covington Independent Public Schools harmless for any consequences that result from my conduct.

**PARENT/GUARDIAN AGREEMENT**

As the parent / legal guardian of the student (under 18) signing above, I have read and agree to comply with the Student Internet Policy and Acceptable-Use Procedures. I grant permission for my child to access networked computer services such as electronic 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. I will assume full responsibility for that liability and release and hold the Covington Independent Public Schools harmless for any consequences that result from my conduct.

**CONSENT FOR USE:** By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the Covington School District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in the District policy/procedures. Please also be advised that the District pursuant to policy 08.2323 and accompanying procedures manage data stored in relation to such services. You also understand that the email 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 collaboration 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. (Federal Law requires the District to monitor online activities of minors.) ***Terms of this, consent is for current school year only.***

_____ Parent/Legal Guardian	_____ Date
_____ Student	_____ Date

