

TECHNOLOGY PURPOSE OF RESOURCES

The setup of the Pendleton County School District Network entails every student having a password to log in to Electronic Instructional Devices. Upon access, the Pendleton County School District Network provides every student access to educational software applications, Electronic Messaging service (Email), Internet Access, and various other technological opportunities. Any student-issued electronic device or technological equipment to be utilized at home must adhere to all Terms and Agreements as outlined below AND all additional Agreements/Contracts as made by the School or District.

TERMS AND AGREEMENTS

In order to gain access, the Electronic Access/User Policy Acknowledgement Form must be signed by the Student (**Grades 3-12**) and the Parent/Guardian. The following are the Terms and Agreements to this contract allowing students access to the Pendleton County School District Network and Electronic Instructional Devices.

1. NETWORK AND ELECTRONIC DEVICE ACCESS

Please make sure your child supplies a strong password (3rd through 12th grade) on the form. Students in grades K through 2nd will be provided with a simple unique password. Any violations of the following will result in a student's account and/or access being restricted or turned off (length of time determined by the Principal of the school)

The use of a student account must be in support of education and research and consistent with the educational objectives of the Pendleton County School District.

- **STUDENT MAY NOT GIVE YOUR PASSWORD TO ANYONE. FAILURE TO FOLLOW THIS RULE MAY RESULT IN LOSS OF ACCESS PRIVILEGES.**
- Student may not offer access to any other individual via their account or use another person's account.
- Student may not transmit obscene, abusive, suggestive violence or bullying, or sexually explicit language
- Student may not create or share computer viruses or related vulnerabilities.
- Student may not destroy another person's data.
- Student may not use the network for commercial purposes.
- Student may not monopolize the resources of the Pendleton County Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games.
- Streaming video and/or audio content un-related to the educational purpose of the Network are prohibited during a regular school day (i.e. News Channels, YouTube videos, Music, etc.)
- Student are not to use varying code or executables to manipulate any Network configurations. (i.e. Executing batch files or commands to renew IP configurations, etc.)
- Student may not break or attempt to break into the Pendleton County School District Network or any other computer networks.
- Student may not use MUD (multi-user games) via the network.
- A student is not permitted to download or upload any copyrighted material onto the Network software, or threatening or sexually explicit material. Copyrights must be respected.
- Student may not download nor upload inappropriate data from any personal device onto the Network. This includes any audio/video of any format, games, etc., unless it is for educational purposes, approved by an educator, and adheres to all other District requirements.
- Student may not utilize any "hotspot" functionality on any issued District owned device during regular school hours.
- A student is responsible for any intentional damage he/she causes to any technology equipment up to an including full replacement value. Along with reimbursement for the equipment, county authorities may be contacted depending on the amount of the damage.
- Any electronic or technological devices taken home by students are subject to inspection and verification that said device is being properly taken care of. Devices will be thoroughly checked for damages beyond normal usage.

STUDENTS' ACCEPTABLE USE POLICY rev.2024

2. INTERNET REGULATIONS

Internet access through the school is to be used for instruction, research, and school related activities. School access is not to be used for private business or personal, non-school related communications. Students are permitted to use the Internet for research and as a resource. All sites a student accesses are recorded through a web filter. If a student tries to access an inappropriate site, the student name is flagged and the principal of his/her school receives a referral of the site and time of use.

- Teachers, Library Media Specialists, and other Educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.
 - A student may not offer Internet access to any individual via their Pendleton County account or use another person's account.
 - Purposefully annoying other Internet users, on or off the Pendleton County School District Network, is prohibited. This includes such things as continuous talk requests and chat rooms.
 - 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.
 - A student who does not have a signed AUP on file may not share access with another student.
 - A student may not attempt to bypass the web filter or disable any device monitoring applications the district has installed.
 - A student may not participate in ANY chat rooms, virtual meeting (Google Meets, Teams, Zoom, etc.) unless directly related to class instruction and involving the teacher.
 - Internet usage and access from any district-owned electronic or technological device from outside of the District Network must be monitored by the Parent or Guardian. The device may be inspected at any time for site access verifications and appropriate measures taken as necessary to ensure the district-owned device and resources remain protected.
 - Teachers and sponsors may ask students to sign up for an account on blogs or Social Media sites in order to participate in online instructional activities and discussions. Social Media sites may not be accessed within the school Network unless:
 - Such sites are not blocked by the district technology department.
 - Access to such sites is for educational use and supports the educational objectives of the Pendleton County School District.
 - Sites are directly supervised by a teacher or other staff member who is aware of your attempt to access such a site.
 - School/District Administration has approved for access
 - Parent/Legal Guardian has directly expressed written permission for access
- **Social Media Sites and any other messaging platforms are currently blocked and not permitted on any school owned device.

Students may participate in social networking accounts if set up by a district employee on monitored sites following District guidelines to promote communications with students, parents, and the community concerning **school-related activities and for the purpose of supplementing classroom instruction.**

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for to utilize a social networking site for instructional or other school-related communication purposes, the following shall be completed:

- 1) If permission is granted, staff members will set up the site following any District guidelines.
- 2) Staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being accepted into the site. This permission shall be kept on file at the school as determined by the Principal.
- 3) Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.
 - c. Once use of the site is no longer needed, the sponsoring staff member must remove all content and disbar the site from availability.

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Students are discouraged from “friending” teachers on their PERSONAL social networking sites. 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.

Students may also use the Internet as a medium for taking ONLINE assessments in which parental permission is not necessary. Online assessment occurs on a secured, locked site preventing the student from accessing outside information.

3. ELECTRONIC MAIL (Email) REGULATIONS

Students of Pendleton County School District are prohibited from using district resources to establish or access Internet Email accounts through third party providers (i.e. AOL, Hotmail, Google, etc.). Only Kentucky Education Technology Systems Email can be used. All remote access applies to the following regulations. Email addresses are assigned to all students. Lower grades may have a classroom account. Email is a great way for students to correspond with teachers and send work.

- Harassing or bullying others is prohibited. Be polite. Do not write or send abusive, suggesting violence or bullying messages to others.
- Students may not use electronic accounts and/or application access (i.e., Teams chat) provided by Pendleton County Schools, on or off campus, for communications that are not directly related to instruction or sanctioned school activities. Do not use email for private business or personal, non-educationally related communications, or register for websites and applications not approved by Pendleton County Schools.
- Students may not take photos, videotape, screenshots, or record students or staff members (both virtually or in person) with personal or school-owned devices without the consent and permission from school officials.
- Students may not use email for educational-related communications that are not through school account. Do not use email, for instance, from a source other than Pendleton County Schools to communicate with a teacher.
- Students may not swear, use vulgarities, suggesting violence, bullying, or any other inappropriate languages.
- Students may not send or attach personal documents or images that contain not-educational related material.
- Students may not send or attach documents or image files containing pornographic, obscene, or sexually explicit material.
- Students may not access, copy or transmit another user's messages without permission.
- Do not reveal personal addresses, phone numbers or the other personal identification of other students unless a parent or a teacher has coordinated the communication.
- Students may not send email messages using another person's name or account.
- Students may not send email messages anonymously.
- Students may not set up an “automatic forwarding” rule on their Pendleton County School District Email account.
- Do not create, send, or participate in chain e-mail.
- Students are prohibited from attaching District owned device Mail applications to any personally owned Email account (Gmail, Yahoo, etc.)

Electronic communication is not guaranteed to be private. District personnel and others who operate the Network do have access to all email, usage and content is monitored. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages relating to or in support of illegal activities OR 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/or other appropriate authorities.

4. TELECOMMUNICATION DEVICES

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law¹ and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, 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 education process or intrude upon the rights of others.

2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.
3. 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 also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
4. 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.
5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
6. 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.