

ACCEPTABLE USE POLICY OF DISTRICT TECHNOLOGY RESOURCES

In accordance with Board Policy 08.2323, Access to Electronic Media, the district has established rules and procedures governing the acceptable use of district technology resources. These rules and procedures prohibit illegal, unethical, and inappropriate use of district technology resources by students. The use of state email is the official account to be used by faculty, staff, and students when conducting school business. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return the Acceptable Use Policy (AUP). By signing the AUP you are accepting and agreeing that your child's rights to use the electronic resources 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. Parents/Guardians who desire that their child not use the Internet should contact the school to make that request.

User Privacy/Network and Device Monitoring/Filtering

Access to the Internet provides users with a wealth of information and resources from libraries, databases, and individuals worldwide. However, it's important to understand that communications on the network and/or school devices are public and can be viewed, shared, and retained by various parties, including network administrators, for maintaining system integrity and ensuring user safety. Users, whether students, faculty, or staff, are expected to demonstrate acceptable, responsible, respectful, and safe behavior on the district network and all devices, including personally owned devices. Communications and activities may be periodically reviewed by designated school officials to ensure compliance with the district's guidelines. In compliance with Senate Bill 230 and the Children's Internet Protection Act, the district utilizes a blocking/filtering solution similar to a proxy server to monitor district-wide digital activity, including email and internet usage. This software logs all internet activity by every user and allows for blocking and filtering of sites deemed inappropriate by the Hickman County School District. However, it's important to note that no filtering solution can block 100 percent of inappropriate or unsafe sites. It is imperative that users understand our network is monitored to ensure acceptable use and no activity nor communication sent out or received is to be considered private in nature. Accounts can be reviewed as needed to ensure the safety of our users, as well as to ensure compliance with the acceptable use policy.

When a student, faculty, or staff member has a district-owned device in their possession, they are bound by the district's Acceptable Use Policy Agreement, even when off school grounds. This means that the device can be tracked, monitored, and content can be blocked/filtered by the district. Users and their parent/guardian (when applicable) are responsible for knowing the rules and setting boundaries for device usage off school grounds. Misuse of the device may result in appropriate disciplinary actions, and the district reserves the right to seek financial compensation up to the cost of replacement of the device if it is lost, stolen, or damaged beyond repair. Additionally, the district may seek compensation for repairs in cases of negligence or carelessness by the user.

PROHIBITED

As outlined in school policy and procedures on students' rights and responsibilities, the following actions are not permitted:

1. Sending, accessing, or displaying offensive messages or pictures.
2. Gathering information for potentially illegal or damaging activities.
3. Using obscene language.
4. Harassing, insulting, or attacking others.
5. Damaging computers, computer systems, or networks.
6. Violating copyright laws.
7. Using another's ID or login credentials.
8. Trespassing in another's folder, work, or files.
9. Intentionally wasting resources.
10. Using the network for commercial purposes.
11. Revealing personal information or that of another student or staff member.
12. Unauthorized use of district resources, including hacking or attempting to gain access that is not authorized, disrupting the network in any way, or attempting to circumvent the district's Internet filtering.

Violations of this agreement may result in immediate removal of all network access, including Internet and email privileges, the loss of a district-provided device, disciplinary action, and/or legal action. It's important for all users to adhere to these guidelines to ensure a safe and productive learning environment.

Google Workspace for Education Notice

At Hickman County School District, we use Google Workspace for Education. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Hickman County School District, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. By signing the User Agreement Form, you are giving your permission to us to provide and manage a Google Workspace for Education account for your child. This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google:

Assignments	Calendar	Classroom	Drive and Docs	Gmail	Sites	Tasks
Google Chrome Sync	Google Meet	Google Vault	Groups for Business	Jamboard	Keep	



You can find descriptions of these services at [Google Workspace Terms Of Service](#).

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”:

Applied Digital Skills	Blogger	Chrome Web Store	CS First	Feed Burner	Google Alerts
Google Arts and Culture	Google Bookmarks	Google Cloud Platform	Google Earth	Google Groups	Google Maps
Google My Maps	Google News	Google Photos	Google Play	Google Play Console	Google Public Data
Google Search Console	Google Translate	Looker Studio	Managed Google Play	Material Gallery	Youtube

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available online by searching for the third party services listed below.

GeoGuessr	ELMS LMS	Google Drive LTI by Canvas	Pinterest	Banzai Inc.
Flip	Lumin PDF	Boddle Learning	Spotify	
Jotform	Blackboard Inc	Forms App	Senor Woolly	
Adobe Acrobat	Typing.com	CommonLit	Tassel Pathway	
Desmos	Read&Write by Texthelp	Microsoft apps & services	Nucleus	
BrainPOP	Newsela	Canvas	Easel Activities	
ClassDojo	ReadWorks	Screencastify	Gimkit	
Remind	99math	EBSCO	QR Code Barcode	
Adobe	Canva	Storyboard That	Form Notifications	
Ag AET	Boom Cards	DocHub - PDF Sign & Edit	BandLab	
Clever	Remind	CloudReady by Neverware	Teacher Toolbox	
multiplication.com	Legends of Learning	EduLastic	Actionaly	
Roxxem	Quizizz	epic!	Neptune Navigate	
Grammarly	Edpuzzle	Kami	Floor Planner	
Quizlet	Nearpod	ICivics	Prodigy Education	
Education.com	Desmos	Infinite Campus	HMH Ed Assignments	
Blooket	CloudReady by Neverware	Pear Deck	Lightspeed Systems	
HMH Single Sign On	KYVL	Garbanzo	IOS/Android Device	
Kahoot	Bitly	Survey Monkey	IPL	

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [Google Workspace for Education Privacy Notice](#). Please review this information in its entirety.

What personal information does Google collect? When creating a student account, Hickman County School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account. When a student uses Google core services, Google also collects information based on the use of those services. This includes:

1. Account information, which includes things like name and email address.
2. Activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
3. Settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
4. Location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
5. Direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

1. Activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
2. Apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
3. Location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information? In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information. In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

Does Google use student personal information for users in K-12 schools to target advertising? No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information

collected in the core services is used for advertising purposes. Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account? We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information? Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases: With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

1. View account information, activity and statistics;
2. Change your student's account password;
3. Suspend or terminate your student's account access;
4. Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
5. Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent. For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures. For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian? First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice. If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the District Technology Coordinator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

Google Workspace for Education User Agreement

To parents and guardians,

At Hickman County School District, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At HCSD, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. Not providing consent to use Google services will impact the educational experience. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

I give permission for Hickman County School District to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,
Jessica Hughey-District Technology Coordinator

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

