

KPS Acceptable Use Policy (AUP)

This Acceptable Use Policy (AUP) outlines the appropriate use of KPS's technology resources and services during and after school hours. By signing this form, staff and students are indicating that they understand and agree to abide by the guidelines written below.

KPS network, technology resources and Internet access are school resources and use of them is considered a privilege. Therefore, violation of this AUP will result in the loss of this privilege and/or other appropriate discipline actions according to division-level policies. These actions may include written warnings, withdrawal of access privileges, and in extreme cases, suspension expulsion or termination.

Compliance with Law and Use of Technology

Users of Kearney Public Schools technology will follow all laws, policies, and rules governing the rules of technology. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Safety and Security

- I will not attempt to access material that is obscene, pornographic, harmful to others, or otherwise inappropriate for education.
- I understand that passwords are private and should not be shared with others. I will not allow others to use my account name or password, or try to use that of others.
- I will not attempt to engage in hacking or attempts to bypass security settings or interfere with the operation of the KPS network in any way.
- I will use KPS network and technology resources productively and responsibly for school related purposes; if I want to use the network or technology for a purpose other than education, I will do so after securing permission from my teacher, Media Specialist or administrator.
- I will maintain the setup of KPS devices as they were when I found them.
- I will record or share image or audio files only when I have obtained permission from my teacher, Media Specialist or administrator. I will not use cameras in restrooms or locker rooms, regardless of intent.
- I will use KPS network and technology resources to access, display, create or communicate material that is not illegal, obscene, destructive, harassing, threatening, hateful or otherwise offensive. I am responsible for not pursuing or sending material that could be considered objectionable or harmful to myself or others.
- I will be responsible for all of my digital files, including backing up files not already stored in the cloud.

Digital Citizenship

- I will use technology in such a way that does not disrupt the educational environment. This includes setting all of my devices on "mute" or "vibrate" unless permission is obtained from the teacher, Media Specialist or administrator.
- I will be thoughtful and polite and use appropriate language in my digital communication, as determined by school administrators.
- I will follow appropriate guidelines when publishing work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I will respect the intellectual property rights of others. I will obey copyright guidelines and avoid plagiarizing others' work or ideas.

- I understand that I am an ambassador for the school/District in all of my online activities, which should not reflect negatively on my school/District. I will not post personal or embarrassing information about other students, employees, members of the KPS community or myself.

EXPECTATIONS OF PRIVACY

The computer system, including e-mail and Internet, is the property of Kearney Public School District. KPS relies on a combination of self-hosted, externally hosted, and cloud-based services. These services are primarily intended for educational and business use and are subject to monitoring at any time. Although KPS does not routinely check communications or files, it has the right to review, audit, and disclose all matters sent over or stored on the system. As a result, members of the KPS community should recognize that there is no reasonable expectation of privacy when using the computer system.

DISSEMINATION OF MULTIMEDIA MATERIALS

The increasing use of technology and multimedia at KPS presents a wonderful opportunity for students and teachers to share what they do with the KPS community. The presentations, photos, video and audio of classes, field trips and school events are often shared with the KPS community electronically and through web-based resources. Sometimes, students and parents buy or receive copies of school events on media, such as CDs or DVDs. The instinct to share achievements is understandable but these files are for community use only. Any sharing of these materials beyond the KPS community is prohibited, except with the explicit permission of the creator of the work and all students involved.

Policy Violations

Any violation of the policy may result in the loss of access to the Internet by the student / adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Kearney Public Schools, including applicable State and Federal laws.

Technology use shall be granted permission to access the Internet upon receipt of the signed Acceptable Use Policy Signature Form available from your building administrator or media specialist.

Details and definitions of the full Kearney Public Schools Acceptable Use Policy 5400.10 can be reviewed at any media center in the Kearney Public Schools.

COPPA Compliance

Kearney Public Schools uses several computer software applications and web based services that are operated by a third party (NWEA MAP Assessment, Compass Learning, IXL Math and Language, Accelerate Reader, etc.). In order for our students to use these important educational resources and services, certain personal identifying information (students name, username, District email address) may need to be provided to the website operator.

Under the federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students for educational purposes, thereby eliminating the need for individual parental consent given directly to the web site operator.

Acceptable Use Policy (AUP) Compliance Requirements Signature Form

I have read, understand, and agree to abide by the compliance requirements of Kearney Public Schools Policy regarding the use of computers and the Internet in the Kearney Public Schools. I authorize Kearney Public Schools to create and utilize “cloud services” accounts that will be under the control of Kearney Public Schools but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to KPS.)

Student Name: _____
(Print) (Signature)

Parent/Guardian Name: _____
(Print) (Signature)

Employee Name: _____
(Print) (Signature)

(The signed record remains on file until a change is requested.
A new parent signature is not required except as dictated by policy changes.)