

Metcalfe County School District Student Acceptable Use Policy (AUP)

The Metcalfe County School District ensures that all technology use aligns with applicable state and federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Children's Internet Protection Act (CIPA), and the Children's Online Privacy Protection Act (COPPA). These laws help protect student privacy, ensure appropriate use of internet resources, and establish safeguards against exposure to harmful online content.

To support student learning and collaboration, the Metcalfe County School District provides access to Microsoft Office 365 and Google Workspace for Education which includes services such as Google Drive, Sheets, Docs, Slides, Sites, Forms, Calendar, Classroom, and Hangouts. These platforms enable students and staff to communicate and work together both within and beyond the school environment. Furthermore, the school system endorses the use of additional Google services such as Blogger, CS First, Google Play and YouTube for educational purposes. Parental consent is required to grant access to these services, as specified in this agreement.

The Metcalfe County School District has made a significant investment in technology so that our students will have the opportunity to develop the skills necessary to excel in our modern world. With this investment in technology comes a great responsibility to provide our students with a positive structured learning environment that will foster creative learning and the skills necessary for our students to prepare for a post high school education or a successful career in the job market of their choice. Adherence to the following policy is necessary for the continued access to the School District's technological resources.

General Usage of Technology:

- I acknowledge that computers and related technology are the property of the Metcalfe County Board of Education and any information stored on them is the property of the School District. I understand that I am financially responsible for any malicious damage or vandalism that I cause and such damage or vandalism is punishable according to local school, school district, and/or Kentucky Department of Education policies and procedures, as well as legal action.
- I will use only my assigned logon accounts to access computers, network resources, email and internet.
- I will not view, use, or copy passwords or data, or access network resources to which I am not authorized.
- I am aware that the School Principal, Network Administrator, Chief Information Officer or Superintendent has the right to access information stored in any user directory, on any current screen, in electronic mail, or computer storage device.
- I am aware that all internet usage will be tracked and a log will be maintained.
- I am aware that all internet usage will be monitored to ensure that the School District's education technology is being used for educational purposes only and not for purposes prohibited by law or for accessing social media and sexually explicit materials.
- I will never distribute private information about others or myself.
- I will never knowingly download/upload inappropriate graphics or text from my workstation using the internet or email.
- I agree not to circumvent the School District's internet content filter or firewall services.
- I agree not to alter the setup of any School District computer or equipment by loading programs or services, or disabling approved programs and/or services, without the expressed permission of the Network Administrator, Chief Information Officer, School Principal and/or Superintendent.
- I will report any security risk or violations to a teacher, principal or Network Administrator.
- I will never access newsgroups, chat rooms, or social media sites unless authorized by a teacher for instructional purposes.
- I understand that the use of all third-party email accounts is expressly prohibited.
- I will never destroy or damage data, networks, or other resources that do not belong to me.
- I will never engage in hacking or other unlawful activities.

- I will not infringe copyrights, such as using software without the appropriate licensing, or making/ transmitting illegal copies of music, games or movies.
- I will never plagiarize from any source.
- I will always communicate in ways that are kind and respectful.
- I will report threatening or discomforting materials to a teacher.
- I will never intentionally transmit or copy material that violates my school's code of conduct.
- I will never send spam, chain letters or other mass unsolicited mailings or telephonic messages, nor buy, sell, advertise or otherwise conduct business unless it is an approved school project.
- I am aware that there will be occasions when the internet will be used for a whole class presentation. This will only happen under the direction of a staff member and will be for educational purposes only.
- I acknowledge that the use of A.I. (artificial intelligence) tools for educational purposes is done only with explicit permission from instructors and aligns with class guidelines. When using A.I., I must:
 - Use AI ethically and responsibly, without misrepresenting A.I. generated work as my own.
 - Properly cite or disclose any content created with the help of A.I. tools.
 - Refrain from using A.I. tools to cheat, plagiarize, or generate inappropriate or harmful content.
 - Understand that all A.I. usage is subject to monitoring and may be reviewed by school staff.
 - I understand that misuse of A.I. tools may result in disciplinary action in accordance with school and board policy.
- I understand that the use of personal telecommunications devices on school property, as defined by KRS 158.165, is strictly prohibited during instructional time except in cases of emergency, a teacher permits it for instructional purposes or when required by the IDEA, ADA, or the Rehabilitation Act of 1973. Violations are subject to disciplinary action in accordance with school and board policy.
- I understand that if I violate School District rules governing the use of School District technology, I will be subject to loss or restriction of the privilege of using equipment, school software, information access systems, or other computing and telecommunications technologies. I will also be subject to disciplinary action, up to and including expulsion, for violating this policy and acceptable use rules and regulations established by the School District.

By signing this document, you acknowledge and agree that your child's access to electronic resources provided by Metcalfe County Schools and the Kentucky Department of Education (KDE) is subject to the terms and conditions outlined in this agreement, as well as relevant District policies and procedures. Furthermore, all data associated with these resources is managed in accordance with District policy 08.2323 and its accompanying procedures.

Parent or Guardian Signature

Date

Student Signature

Date