

Electronic Access/User Agreement Form

STUDENT USER CONTRACT

The Pendleton County School District recognizes that access to technology enhances students' ability to learn, engage, communicate, and develop essential skills for success in school, work, and life. We are committed to supporting the development of future-ready skills by providing technology access for educational purposes to students, staff, and guardians. Through the district network, students can access educational software, email, the Internet, and a range of digital tools that support academic achievement and digital literacy. While the district takes proactive measures to prevent inappropriate use, it is not possible to filter all content. Any student-issued device or equipment used at home must comply with the Terms and Agreements outlined below, as well as any additional agreements established by the school or district. All users—including students, staff, and guardians—are expected to follow the procedures and guidelines outlined in this document, along with the Pendleton County Board of Education's Acceptable/Responsible Use Policy (08.2323) and accompanying procedures, when using district-provided technology or credentials.

TERMS AND AGREEMENTS

In order to gain access, the Acceptable/Responsible Use Agreement Form must be signed by the student and the Parent/Guardian. The signed agreement will be kept on file at the school for each student. The following are the Terms and Agreements to this contract allowing students access to the Pendleton County School District Network and Electronic Instructional Devices (EID).

1. NETWORK AND ELECTRONIC DEVICE ACCESS

Network and Electronic Instructional Devices (EID) access is provided as a privilege, in support of education and research and consistent with the educational objectives of the Pendleton County School District. The Network refers to a computer service that includes the use of servers, telecommunications services, internally hosted software applications, or web-based platforms and applications, Internet and email. Electronic Instructional Devices (EID) include, but are not limited to, desktop computers, laptops, notebook computers, tablets, personal digital assistants, (PDAs), word processors, peripheral communication devices (such as telephones), and any other instructional technology equipment assigned for educational or administrative purposes, whether utilized within the district premises or off-site locations such as homes or approved remote settings. 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).

Examples of Unacceptable Use Include (but are not limited to):

- Sharing your password with others, using someone else's account, or granting unauthorized access to district systems.
- Transmitting obscene, abusive, threatening, bullying, or sexually explicit language or content.
- Creating, distributing, or introducing computer viruses or other malicious software.
- Damaging, deleting, or tampering with another person's data.
- Using the network for commercial or personal business purposes.
- Overloading the network by running large programs, sending mass emails, or using system resources for non-educational games or activities.
- Streaming video or audio content unrelated to educational purposes during the school day (e.g., YouTube, music, news channels).
- Using scripts, code, or executables to alter network configurations (e.g., batch files, IP renewal commands).
- Attempting to access or break into the district network or any other unauthorized computer systems.
- Participating in online multi-user games (e.g., MMOGs) via the network.
- Downloading or uploading copyrighted, inappropriate, or sexually explicit material.
- Transferring non-educational files (e.g., games, music, videos) from personal devices to the district network without approval.
- Using hotspot functionality on district-owned or personal devices during school hours.
- Defacing, damaging, or stealing district-owned Electronic Instructional Devices (EIDs).

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

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INTERNET REGULATIONS: (CONTINUED)

access an inappropriate site, the student's name is flagged, and the principal of his/her school may receive a referral of the site and time of use.

Examples of Unacceptable Use Include (but are not limited to):

- Sharing your Pendleton County Schools account or using another person's account to access the internet or district resources.
- Intentionally disrupting or harassing others online, whether on or off the district network. This includes excessive messaging, unsolicited chat requests, or misuse of chat rooms.
- Revealing personal information or engaging in communication with unknown individuals online, unless approved and supervised by a parent or teacher.
- Allowing access to district technology or accounts to another student who does not have a signed Acceptable/Responsible Use Policy (A/RUP) on file.
- Attempting to bypass the district's web filter or disable any monitoring or security software installed on district devices.
- Accessing social media platforms without explicit approval from a teacher for instructional purposes, in accordance with the Acceptable/Responsible Use Policy.

3. ELECTRONIC MAIL (Email) REGULATIONS

Pendleton County Schools is committed to expanding learning opportunities beyond the classroom through the use of technology. To support this goal, the district provides individual email accounts to all students through the Kentucky Education Technology System (KETS). Only KETS-issued email accounts are permitted for use with district resources. Students are not allowed to use school devices or networks to access or create personal email accounts through third-party providers (e.g., Gmail, Hotmail, AOL). Student email accounts are a valuable tool for communicating with teachers, submitting assignments, and supporting academic collaboration.

Examples of Unacceptable Use Include (but are not limited to):

- Harassing, bullying, or sending abusive or threatening messages to others.
- Using vulgar, obscene, or inappropriate language in any form of communication.
- Sending or attaching content that includes pornographic, sexually explicit, or otherwise inappropriate material.
- Using district-provided accounts or platforms (e.g., Teams chat) for non-instructional or non-school-related communication, whether on or off campus.
- Using email for personal business, non-educational communication, or registering for unapproved websites or applications.
- Transmitting or attaching photos, videos, screenshots, documents, or recordings unrelated to educational purposes.
- Accessing, copying, or forwarding another user's messages without permission.
- Sending messages using another person's name, account, or anonymously.
- Setting up automatic forwarding rules on district-issued email accounts.
- Creating, sending, or participating in chain emails.
- Logging into personal email accounts (e.g., Gmail, Yahoo) on district-owned devices.

Users should be aware that electronic communication is not guaranteed to be private. District personnel and authorized network administrators have access to all email and online activity, and content may be monitored at any time. Any messages that violate the school discipline code, support illegal activities, or suggest that a student may be in danger or may cause harm to themselves or others will be reported to school administration and, if necessary, to appropriate authorities.

4. ONLINE ACTIVITY

The use of internet-based resources in education is rapidly expanding, offering students valuable opportunities to collaborate, communicate, and enhance their learning. Pendleton County Schools may provide access to approved websites and tools that support instructional goals, productivity, and digital engagement. Many of these educational tools require student accounts. In compliance with the Children's Online Privacy Protection Act (COPPA), parental consent is required for students under the age of 13 to create accounts on certain websites. By signing the Acceptable/Responsible Use Agreement Form, parents and guardians authorize their child to use district-provided credentials on approved educational platforms and agree to the terms of service associated with those platforms. The terms and services for the websites used

Electronic Access/User Agreement Form**ONLINE ACTIVITY: (CONTINUED)**

in our educational programs can be found on the district website under the Technology Department. We encourage parents and guardians to review these terms to understand the policies and practices of each program. The district is committed to protecting student data and will implement appropriate safeguards on all approved websites. Online activity is filtered using a state/district-approved web filter, regardless of the time, place, or device used.

Acceptable/Responsible Use Agreement Form rev.2026

Student Name (print): _____ **Grade:** _____ **School:** _____

Homeroom/1st Period: _____

ALL students must return a signed copy of the Acceptable/Responsible Use Agreement Form with a password in order to access the network. Parental permission is needed for online access.

Please review the Acceptable/Responsible Use Policy (policy 08.2323) available in the Student Code of Acceptable Behavior and Discipline on the Pendleton County Schools website. After reviewing the policy, complete and sign the acknowledgment form below. A parent or guardian signature is required for all students to receive direct access to the Internet and email.

STUDENT ACKNOWLEDGMENT – I have read and understand the Pendleton County School District’s Acceptable/Responsible Use Policy and Procedures. I agree to follow the terms and conditions outlined in the policy and procedures. I understand that any violation may result in disciplinary action, loss of access privileges, and/or legal consequences.

PARENT/GUARDIAN ACKNOWLEDGMENT– I have reviewed the Pendleton County School District’s Acceptable/Responsible Use Policy and Procedures regarding student access to the Internet and email and discussed it with my child. I understand that this access is intended for educational purposes and that the district has taken reasonable precautions to restrict access to inappropriate content. However, I acknowledge that it is not possible to block all such material and agree not to hold the district responsible for content my child may encounter. I accept responsibility for supervising my child’s use of the Internet when they are not at school. I give permission for my child to access the district network and approved online resources for the current school year. If I have concerns about specific types of access, I will indicate them below my signature. By signing this form, both the student and I agree to comply with the Pendleton County Board of Education’s policies governing the use of technology resources.

PARENT 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 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. 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 collaborations, 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/or 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.

Student Signature: _____ **Date:** _____

All student passwords will be automatically generated as unique 8-character passwords.

- **Grades K–2:** Students will be assigned an initial 8-character password to use until they are in the third grade.
- **Grades 3–12:** Upon first sign-in, students will be required to reset their password. New passwords must:
 - Be at least 8 characters in length
 - Include at least one capital letter and one number or special character (e.g., 1, 2, @, \$, #)
 - Not contain any part of the student’s name
 - Not be easy to guess
 - Be different from the previous year’s password (no reuse or slight variations)

Example of a strong password: StudyH@rd

Parent/Guardian (print): _____ **Signature:** _____ **Date:** _____

If there is any specific form of technology that you do not choose for your child to use or be involved in, please list it here:

Please return this form to the Homeroom Teacher.

Electronic Access/User Agreement Form**EMPLOYEE USER CONTRACT**

Directions: Completely review the Acceptable/Responsible Use Policy. Please read and fill out the following form completely and legibly located on the last page. The signature (or electronic equivalent, as appropriate) is required for all Employees/Adults to access the network resources. Please return the form to your immediate supervisor/designee.

The Pendleton County School District has access to and use of the Internet and E-mail as part of the instructional or job-related process. All employees, internal or external contractors, and volunteers ("User(s)") must sign an Acceptable/Responsible Use Policy (A/RUP) agreement before direct access to the Internet or electronic mail will be provided. The User will be held accountable for violations of the A/RUP agreement and understand that disciplinary action may be taken. The Pendleton County School District ("District") provides the User with a service hereinafter referred to as the "Network". The Network refers to a computer service that includes the use of servers, telecommunications services, internally hosted software applications, or web-based platforms and applications, Internet and email. Electronic Instructional Devices (EID) include, but are not limited to, desktop computers, laptops, notebook computers, tablets, personal digital assistants, (PDAs), word processors, peripheral communication devices (such as telephones), and any other instructional technology equipment assigned for educational or administrative purposes, whether utilized within the district premises or off-site locations such as homes or approved remote settings. In addition to providing the User with the understanding and skills needed to use technology resources and telephone services in an appropriate manner, the District reserves the right to monitor activity on all District-owned or managed systems and applications, regardless of the time, place, and means of utilization. Furthermore it:

1. Reserves the right to monitor all Network and EID use or lack of use.
2. Reserves the right to deny access to the Network (including Internet, Email, and e-mail to any individual) and/or District EID.
3. Any User issued any electronic device or technological equipment to be utilized at home must adhere to all, but not limited to; Standards, Regulations, and Principles as outlined below and all additional Agreements/Contracts as made by the School or District.

STANDARDS

The standards for the User access to the Network and/or EID Usage are:

1. Network access throughout the District is to be used for educational purposes, instruction, research, and school administration only. Network access is not to be used for private business, illegal activity, political activity, or accessing sexually-oriented or other inappropriate material (i.e., material promoting drugs, alcohol, tobacco, illegal activity, violence, bullying, etc.)
2. Instructional staff will select and guide students on the appropriate use of the Internet and instructional software on the Network.
3. The User will not reveal a student's full name or post a picture of the student or the student's work on the Network with personally identifiable information without prior written consent from a parent/legal guardian or a signed Media Release form.
4. Users who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to including termination, as appropriate.
5. EID whether utilized within the district or other locations (Home, etc.) shall only be used for educational purposes related to the duties of the individual in which the device is assigned.
6. EID assigned/given to be utilized should be properly maintained and cared for whether within the district or other locations (Home, etc.)
7. Any EID taken home by the User 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.

GENERAL PRINCIPLES

When a User accesses the Network or uses an Electronic Instructional Device (EID) owned or operated by the school system whether inside the district or not, they assume certain responsibilities. All use is subject to district policies as well as local, state, and federal laws. Users are expected to act ethically, demonstrate academic honesty, and respect intellectual property, data ownership, and system security.

The General Guidelines listed below apply to the Network, Internet, Learning Management Systems (Teams, Google Classroom, etc.), Email, and ALL forms of Internet communications:

- Use only District-approved programs and applications.
- Access only files and data that are your own, publicly available, or authorized for your use.
- Use only legal versions of software and applications.

Electronic Access/User Agreement Form**GENERAL PRINCIPLES: (CONTINUED)**

- Use technology resources only for authorized, educational purposes.
- Be considerate when using shared resources.
- Ensure all activity supports the educational mission of Pendleton County Schools.
- Use email and communication tools for school-related purposes only.
- Communicate confidential or personally identifiable information (PII) only through District-approved platforms.
- Retain and store any electronic correspondence containing confidential student data in accordance with open records laws.
- Do not use technology to violate the privacy of others.
- Teachers and staff are responsible for selecting appropriate instructional materials and guiding students in their use.
- All digital content and tools must be age-appropriate and suitable for the students' developmental level.
- Personal, non-educational communication or business activities are not permitted.
- Misuse of technology that disrupts instruction or violates policy may result in disciplinary action.

USERS' SUPERVISION OF STUDENT TECHNOLOGY USE

Staff members whose responsibilities include classroom instruction or student supervision must sign the District's Acceptable/Responsible Use Policy (A/RUP), acknowledging their role in overseeing student use of technology. This includes supervision of devices such as desktops, laptops, tablets, and other electronic instructional tools, as well as access to the Internet and email.

The User must be prepared to integrate the use of electronic resources into the classroom. Generally, the manner in which the User evaluate instructional materials and content today will apply to the selection of electronic resources. On the Internet, however, information can be made available without being edited by a publisher, screened by a textbook committee, or selected by a known bookseller. The User must be cautioned that quality and integrity of content on the Internet is not guaranteed.

Students should not be given unsupervised access to technology. While the District provides tools to support safe and appropriate use, it is ultimately the responsibility of the supervising staff member to ensure that students use technology in a safe, appropriate, and educationally relevant manner.

SOCIAL MEDIA USE

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

This applies specifically to school or business-related social media platforms and not personal accounts. Staff should utilize these platforms for one-way communication only, such as posting updates and information. Commenting or messaging through these platforms is not permitted as it falls outside the district's designated traceable communication systems.

In order for the User and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, the User will set up the site following any District guidelines developed by the technology department.
3. Guidelines may/will specify whether access to the site must be given to school/District technology staff.
4. Once the site has been created, the User and activity sponsoring are 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. Upon conclusion of the site's intended use, the User and the sponsoring organization are responsible for removing all content and disabling access to the site.

Staff members shall not use or create personal social networking accounts to which they communicate directly with or invite students to be friends.

In accordance with KRS 160.145, the Board shall designate a traceable communication system for District employees and qualified school volunteers to communicate electronically with students enrolled in the District.

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COMMUNICATION: (CONTINUED)

See policy 08.2324 for complete details and guidelines regarding Traceable Communications.

A District employee or qualified school volunteer shall not engage in unauthorized electronic communication.

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

Students may only be invited or granted access to Board approved traceable electronic communications systems, including social media platforms and other digital communication sites, if the District has verified that the system meets acceptable data privacy standards and includes appropriate protections for student information. Furthermore, the students must meet the platform's minimum age requirements before being granted access or invited to access.

TELEPHONE USAGE:

- Telephone service is available primarily to provide two-way communications with school offices and for contact with parents.
- Staff will refrain from using telephones during instructional time.
- Students may use the telephones under staff supervision when there is a legitimate need such as calling parents to arrange transportation, delivery of medicine or clothes, or similar rare circumstances.
- Instruction time will not be interrupted to transfer calls except in emergencies.

All guidelines governing inappropriate language apply to telephone usage and procedures governing telephone usage also apply to District cellular phones and other wireless telecommunication systems.

EMPLOYEE USE

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education

Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

OTHER USERS USE

Non-employee Users are expected to adhere to terms and conditions outlined in this agreement and policies set forth by the Pendleton County Board of Education, local, state, and federal regulations and guidelines. Failure to do so may result in loss of access privileges to the network. In addition, the User may be subject to criminal prosecution under local, state, and federal laws; civil liability; or both unlawful use of the network.

DISREGARD OF RULES

The User who opt-out of required responsible use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

The User shall reimburse the Pendleton County School District for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make

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RESPONSIBILITY FOR DAMAGES: (CONTINUED)

unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific internal or web-based applications or other electronic media and devices, or any Electronic Mail communications.

Electronic Access/Use Policy Acknowledgment Form
Employee/Adult Acceptable/Responsible Use Policy rev. 2026

I have read the Pendleton County School District Network Employee/Adult Acceptable/Responsible Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. I understand that all terms and regulations also apply when remotely accessing any account through the Pendleton County School District Network or content available through web-based applications or storage. Should I commit any violation, my access privileges may be revoked, disciplinary action, and/or appropriate legal action may be taken.

Name (please print): _____ **Location:** _____

Signature: _____ **Job Title/Description:** _____

Date: ____/____/____

The User will claim their district account through RapidIdentity via personal cell phone or email. There, the User will set their password, complete the Forgot Password step, and configure Multi-Factor Authentication (MFA), commonly referred to as 2-Step/Two-Factor Authentication. MFA can be set up in multiple ways, either by text message or using an authenticator app. Technology staff can assist you as necessary in order to set up your MFA, including demonstrating different ways of authentication if requested. Information to claim one's account can be found on the District Website under the Technology Department, "Claim my account."

****ALL Passwords MUST be at least 15 characters with at least one special character/number (i.e. 1,2,@,\$,#) and one capital letter.**

- Password** may be required to reset at the beginning of each new school year at a time frame that will be communicated to you via the Technology Department Staff.
- DO NOT use anything that would be easy to guess.
- A passphrase may be used. For Example, "I love my jo8!!" Spaces are permitted. Using phrase passwords still must adhere to the capitalization and special character/number standard.
- **A different password from the previous year or a variation of it is required.** No previous 12 passwords will be permitted to be re-used.
- No part of a person's name can be used in the PW (i.e., Name: Bill Smith PW: Smit123 would not be permitted).