2026-27 ROBERTSON COUNTY SCHOOL

ACCEPTABLE USE POLICY

The Robertson County School District provides students and staff with network access and resources. The network is a computer service, which includes the use of computers, instructional devices, servers, software, internet, and email. The Acceptable Use Policy must be signed before direct access to the network and resources is given.

NETWORK AND INTERNET REGULATIONS

The use of your account must be in support of education and research and consistent with the educational objectives of Robertson County School. 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. A student who does not have a signed AUP on file may not share access with another student.

Generally, behavior including, but not limited to, the following is not permitted:

- Users may not use or alter anyone else's Internet account.
- Users may not give their password to anyone
- Users may not share personally identifying information.
- Users may not use proxy anonynmizer sites to access web sites that are blocked by the district network.
- Users may not transmit obscene, abusive or sexually explicit language
- Users may not offer Internet access to any individual via their District account.
- Users may not create or share computer viruses.
- Users may not destroy another person's data.
- Users may not use the network for commercial purposes.
- Users may not monopolize the resources of the District 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.
- Users may not break or attempt to break into other computer networks. This is considered hacking and violates Federal Laws (it is a Federal offense).
- Users may not use MUD (multi-user games) via the network.
- Users are not permitted to get from or put into the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- Users may not download inappropriate data onto the network. This includes, but is not limited to, MP3's, video, games, etc.
- Purposefully annoying other Internet users, on or off the District system, is prohibited. This includes such things as continuous talk requests. A student may not participate in ANY chat rooms unless directly related to class instruction and involving the teacher.
- Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals.
- Users should notify a network administrator of any violations of this contract by other users or outside parties. This may be done anonymously.
- The District/school has taken precautions to eliminate controversial materials; however, I recognize it is impossible to restrict access to all controversial materials. I will not hold the District/school responsible for materials my child acquires on the network.

PRIVATELY OWNED DEVICES

For all privately owned computing or technology devices in Robertson County Schools, the District reserves the right to:

- Monitor and log all activity.
- Determine when and where the use of such devices is permissible.
- Determine whether specific uses of these devices are consistent with the Acceptable Use Policy.
- Determine whether use of these devices or network resources is appropriate.
- Install additional management software and/or apply permission or security polices to such devices.
- Remove the users access to the network and/or terminate the right to use personally owned equipment in District facilities if it is determined that the user has engaged in unauthorized activity or has violated the Acceptable Use Policy.

ELECTRONIC MAIL REGULATIONS

The District offers students and staff access to the district's computer network for electronic mail and internet. Because access to the internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students to submit a completed Acceptable Use Policy to the District Technology Coordinator prior to access/use.

When using e-mail, follow these guidelines:

- Be polite. Do not write or send abusive messages to others.
- Do not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.
- Do not use electronic mail for communications that are not through a school account. Do not use electronic mail, for instance, from a source other than Robertson County Schools.
- Do not swear, use vulgarities or any other inappropriate languages.
- Do not send or attach documents containing pornographic, obscene, or sexually explicit material.
- Do not access, copy or transmit another user's messages without permission.
- Do not reveal personal addresses, phone numbers or the identity of other students unless a parent or a teacher has coordinated the communication.
- Do not send electronic messages using another person's name or account.
- Do not send electronic messages anonymously.
- Do not create, send, or participate in chain e-mail.

INSTRUCTIONAL DEVICE USER AGREEMENT

The Robertson County School District has initiated a 1:1 instructional device initiative for students and teachers in an effort to embrace 21st Century Learning. Students will be using instructional devices in the classroom as a part of routine instruction each day. After reading and returning the required agreement, students will be issued an instructional device for educational purposes. Please remember that instructional devices are the property of the district and their contents may be viewed at any time.

Guidelines

Anyone found to be violating acceptable use will be disciplined. All software, applications and documents stored on the instructional device are the property of the district and subject to review/monitoring.

instructional devices should NOT:

- Be modified in any way other than instructed by administration or school personnel.
- Have applied marks, stickers or other decoration placed on them
- Be exchanged with anyone
- Have browsing history cleared or disabled
- Have asset tag modified or tampered with in any way
- Have heavy objects placed on top of them
- Stored in lockers or backpacks
  Failure to comply with these guidelines will be treated as a violation of the Acceptable Use Policy and will be handled according to the school discipline code.

Instructional Device User Agreement Terms

SAVING DOCUMENTS

Documents are saved with your instructional device using cloud storage. This will require a district issued Google Apps for Education account. Using this account, you can save, export and import documents. This allows you to access your documents from other devices via the Internet. You can also share your documents with other students or your teacher.

REPORTING TECHNICAL ISSUES

Errors or problems should be reported as soon as is practical. This can be done by informing school personnel so the issue can be addressed in a timely manner. Damage due to determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence or carelessness will result in the students assuming the financial responsibility of the replacement/repair of the instructional device.

SIGNATURE FORM

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 e-mail 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 can also 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 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.

I have read and understand the district's Acceptable Use Policy and agree to comply with the policy as stated. Should I violate the policy, I understand that I may lose network privileges.

Student Name:_____(Printed) Grade_____

Student Signature:_____Date:_____

As the parent or legal guardian of the student signed above, I grant permission for the student to access networked services such as email and the internet.

Parent Name:_____(Printed)

Parent Signature:_____Date:_____