

Boone County Schools Student/Employee/Parent Acceptable Technology Use Procedures

Students, employees, and parents in the Boone County School District (BCSD) have access to and use of the district network, Internet, e-mail, and the Infinite Campus Student/Guardian Portal as part of the instructional process. Students, employees, and parents/guardians are exposed to a high level of technology and technological instruction as a part of the curriculum. The BCSD has adopted technology standards that are integrated into instruction in all schools and on all grade levels. Students, employees, and parents/guardians must sign the BSCD Acceptable Technology Use Procedures (AUP) Contract demonstrating that they have read the guidelines and procedures and that they will abide by the guidelines and procedures outlined. Students, employees, and parents/guardians will be held accountable for violations of the AUP Agreement and understand that disciplinary action may be taken if the AUP is violated.

The Acceptable Use Policy (#08.2323) as approved by the Boone County Board of Education can be found on the Boone County website. Students, employees and guardians must adhere to the following procedures and guidelines that support this policy:

District Network/ Technology Resources

- The use of your account must be in support of education and research and consistent with the educational objectives of the Boone County Schools.
- You may not give your password to anyone.
- You may not transmit obscene, abusive, or sexually explicit language.
- You may not create or share computer viruses.
- You may not destroy another person's data.
- You may not use the network for commercial purposes.
- You may not use or monopolize the resources of the BCSD 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.
- You may not break, attempt to break, destroy or attempt to destroy computer networks, another person's account, files or folders, or destroy any school owned technology devices or resources.
- You may not use multi-user games via the network for non-educational purposes.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- You may not log onto another person's account.
- Storage on user directories, files, e-mail accounts, and Internet usage should be considered limited private environments.

Internet Use

- Internet access through the school/district is to be used for instruction, school communication, research, and school/district administration. School/district access is not to be used for private business or personal, non-work related communications, illegal activities, chat-rooms, or offensive web sites.
- Teachers, library media specialists, and other educators are expected to select instructional materials and recommend research sources in media. Educators will select and guide students on the use of instructional materials on the Internet.
- District employees using blogs and social networking sites for educational, school communication purposes must adhere to the guidelines as outlined in the board policy (08.2323).
- Teachers should not "friend" students on social networking sites that are used for personal purposes.
- You may not offer Internet access to any individual via your Boone County account.

- Purposefully annoying other Internet users, on or off the Boone County Schools system, is prohibited. This includes such things as continuous talk requests and chat rooms (i.e. cyber bullying).
- You may not reveal personal information about yourself or others or establish relationships with “strangers” on the Internet with personally identifiable information.
- A student who does not have a signed AUP on file may not share access with other students. As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
- You may not participate in multi-user games via the Internet for non-educational purposes.
- Students may not use the Internet without permission, supervision, and/or guidance of a school staff member.

Electronic Mail Use

- Students and employees of Boone County Schools are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems e-mail can be used.
- Be polite. Do not write or send abusive messages.
- You may 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, unrelated communications, commercial, political, or advertising purposes.
- You may not swear, use vulgarities or any other inappropriate languages.
- You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- You may not access, copy or transmit another user’s messages without permission.
- Do not reveal your personal address or phone number of those of other students unless a parent or a teacher has coordinated the communication.
- You may not send electronic messages anonymously. The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- You may not harass other users.
- You may not engage in activity which may pose a risk to anyone.
- You may not allow others to use your account name or password.
- By signing this form, you hereby accept and agree that your child’s rights to use the electronic resource 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 provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services are 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.

Student/Parent/Guardian Infinite Campus Portal Use

The BCSD offers Infinite Campus (IC) Portal access to parents/guardians and students as a means to enhance communication and to promote educational excellence. IC Portal allows parents/guardians to view their own child's school records online, anywhere, anytime. In order to have access to the site, every parent/guardian and student is expected to act in a responsible, ethical and legal manner. The IC Portal is available to every parent/guardian of a student enrolled in the BCSD and to any student in any school that has elected to activate student portal accounts.

Parents/guardians and students are required to adhere to the following guidelines:

- Parents/guardians will NOT share their password with anyone, including their own children.
- Students will NOT share their password with anyone.
- Parents/guardians and students will not attempt to access, harm or destroy data of another student on the portal.
- Parents/guardians and students will not use the IC Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
- Parents/guardians will not access data of any account with ownership by another parent/custodial guardian.
- Parents/guardians and students who identify a security problem with the IC Parent Portal must notify the BCSD or the school immediately without demonstrating the problem to anyone else.
- Parents/guardians and students who are identified as a security risk to the IC Portal may be denied access to the Infinite Campus Portal.

Acceptable Technology Use Procedures Acknowledgement

This form must be signed by the child and each parent/guardian.

As the parent(s)/guardian(s) of _____, we have read and discussed the Acceptable Technology Use Procedures with our child.

We understand the rights/responsibilities and guidelines outlined within and understand that it is our responsibility to convey to our child the importance of using the technology resources responsibly. We also agree to abide and support these rules including our use of the Infinite Campus Parent/Guardian Portal.

Boone County Schools' network communications are not private, and may be viewed by Boone County School personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed in the ATUP will result in a loss of access to the Boone County Schools' network and may result in other disciplinary action under the guidelines of the Boone County Schools Code of Conduct Book.

_____ Yes _____ No Boone County Schools has permission to photograph our child and/or include our child in video for educational purposes.

Parent / Guardian #1 Printed Name

Parent / Guardian #1 Signature

Date

Parent / Guardian #2 Printed Name

Parent / Guardian #2 Signature

Date

I understand the rights/responsibilities and guidelines outlined within and understand that it is my responsibility to use the technology resources responsibly.

Student Printed Name

Student Signature

Date

Acceptable Technology Use Procedures Acknowledgement

District Employees Only

I have read and understand the guidelines outlined in the Boone County Schools Acceptable Use Procedures. Boone County Schools' network communications are not private, and may be viewed by Boone County School personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed in the AUP will result in a loss of access to the Boone County Schools' network and may result in other disciplinary action under the Teacher Code of Conduct and/or Board Policy.

Employee Printed Name

Employee Signature

Date