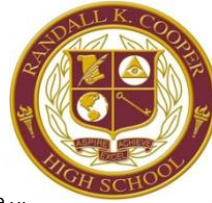


# Randall K. Cooper High School

## District Staff Acceptable Technology Use Policy



Students, employees and parents in the Boone County School District (BCSD) have access to and use the district network, Internet, e-mail, and the Infinite Campus Student/Guardian Portal as part of the instructional process. Students, employees and parents 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 BCSD Acceptable Technology Use Policy (ATUP) Contract demonstrating that they have read the ATUP and that they will abide by the guidelines and rules outlined. Students, employees and guardians will be held accountable for violations of the ATUP Agreement and understand that disciplinary action may be taken if the ATUP is violated.

**Students, employees and guardians must adhere to the following ATUP guidelines:**

### 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, bypass the proxy, or destroy any school owned technology devices or resources.
- You may not use multi-user games via the network.
- 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.

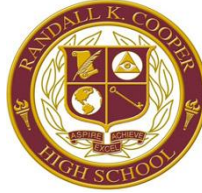
### Internet Use

- 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).
- 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.
- 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.
- Microsoft Outlook Live Solution
  - *The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.*



## RCHS Acceptable Technology Use Policy Acknowledgement

*This form must be signed by a district employee.*

### 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.

I \_\_\_\_\_ have read and discussed the Acceptable Technology Use Policy.

I understand the rights/responsibilities and guidelines outlined within and understand that it is my responsibility to use technology resources responsibly. I also agree to abide and support these rules including the use of the Infinite Campus.

\_\_\_\_\_  
Employee **Printed Name**

\_\_\_\_\_  
Employee **Signature**

\_\_\_\_\_  
Date