

Access to Electronic Media

STUDENTS

APPROPRIATE USE POLICY (AUP) SUMMARY

Having made a significant investment in technology, Adair County Schools provide the opportunity to develop the skills necessary to excel in our modern world. Technology is utilized to provide a positive, well-structured learning environment to foster creative learning. Through technology experiences, students will learn skills that apply to real world problem solving.

In order for our investment to be maximized we must follow these rules:

GENERAL USAGE

- I am aware that the computers, devices and network systems are the property of the Adair County School District and any information stored on them is the property of the Adair County School District.
- I understand that the Teachers, School Administrators, Network Administrator, District Technology Coordinator/Chief Information Officer, and Superintendent have the right to access any information stored in any user directory, on any current screen, in electronic mail, or storage device. Network monitoring of random student technology activities is periodically done to ensure data security and student safety.
- I will not engage in any illegal activity including copyright infringement, harassment or discrimination. Copy infringement is defined as using software without the appropriate licensing or making or transmitting illegal copies of music, games or movies. Harassment and discrimination includes behaviors such as bullying and violations of codes of conduct.
- I understand that I am financially responsible for any malicious damage or vandalism. Vandalism is defined as any attempt to harm or destroy the physical computer, mobile device, network equipment, and the data stored on computers and/or mobile devices, operating systems or any applications installed. Malicious damage would include damage to another person's data, transmission of any known virus, or cause any damage to Adair County Schools network or any file server or other network component connected to the KETS Internet infrastructure.
- I understand that my user account that gives me access to the Internet, email, cloud storage and other program resources will not be activated until the AUP has been signed (by parent/guardian), returned and processed by my school.
- I will only use my assigned log-on accounts to access computers, mobile devices, email, internet based applications, and instructional software.

As a user of school technology, you may **NOT**:

- Alter the setup of any school computers, mobile device or load programs or services without the expressed permission of the School Technology Coordinator and/or the Principal.
- Intentionally waste limited resources or network bandwidth i.e., such as gaming and streaming media.
- Damage/attempt to damage, move, or remove software, hardware, or files.
- Use unauthorized software products which adversely affect network performance.
- Transmit, download or receive materials in violation of federal or state laws or regulations pertaining to inappropriate graphics/texts, obscene, or sexually explicit materials.

Access to Electronic Media**STUDENTS (CONTINUED)****INTERNET USAGE**

- I will only visit sites that have educational purposes.
- I understand that all Internet usage and time on sites will be logged.
- I will not access unapproved newsgroups, chat rooms, interactive internet games, social networking sites, gambling sites, or similar sites that are not approved.
- I agree never to share personally identifiable information (PII) about myself or others.

EMAIL USAGE

- I understand that the use of my school email is for educational purposes only and that the content of my email may be randomly checked.
- All third-party email accounts (i.e., Hotmail, Yahoo mail, etc.) are expressly prohibited on school devices and networks.
- I will not open, forward, or create chain letters, joke of the day, or any other form of non-educational email.

NETWORK USAGE

- I will not employ the network resources for personal or commercial activities, product promotion, political lobbying, or illegal activities.
- I will not attempt to use network resources to disrupt the efficient operation and/or educational programs of the Adair County School District.

Additional rules and regulations may be found in District handbooks and/or other documents.

Access to Electronic Media**STAFF****APPROPRIATE USE POLICY (AUP) SUMMARY**

The Adair County School District has made a significant investment in technology so 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, well-structured learning environment that will foster creative learning. Through the use of technology, our students will learn skills that apply to real world problem solving.

In order for our investment to be maximized we must follow these rules:

GENERAL USAGE

- I am aware that the computers, devices and network systems are the property of the Adair County School District and any information stored on them is the property of the Adair County School District.
- I will not engage in any illegal activity including copyright, vandalism, harassment or discrimination, copyright infringement; i.e., copying licensed software, downloading music, downloading hacking software, etc.
- I understand that I am financially responsible for any malicious damage or vandalism. Vandalism is defined as any attempt to harm or destroy the physical computer, mobile device, network equipment, and the data stored on computers and/or mobile devices, operating systems or any applications installed. Malicious damage would include damage to another person's data, transmission of any known virus, or cause any damage to Adair County Schools network or any file server or other network component connected to the KETS Internet infrastructure.
- I will not alter the setup of any school computer, mobile device or load programs or services without the expressed permission of the District Technology Coordinator/Chief Information Officer.
- I will not intentionally waste limited resources or network bandwidth.
- I will not employ the network resources for personal or commercial activities, product promotion, political lobbying, or illegal activities.
- I understand that the Network Administrator and the District Technology Coordinator/Chief Information Officer have the right to access any information in my user storage platforms, in my school email account, or on the current screen.
- I will not transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including sexually explicit materials.

INTERNET USAGE

- I will not visit sites that have no educational purpose.
- I understand that all Internet traffic sites visited and duration of time on the pages will be logged.
- I will not knowingly download/upload inappropriate graphics or text from the Internet or via email.
- I will not access unapproved newsgroups, chat rooms, interactive internet games, social networking sites, gambling sites or similar sites.
- Staff users agree not to circumvent the school district's internet proxy or firewall services.
- Staff users agree to never distribute personally identifiable information (PII) about themselves or students.

Access to Electronic Media**STAFF (CONTINUED)****ELECTRONIC ACCESS/USER AGREEMENT FORMS****EMAIL USAGE**

- I understand that the use of my school email is for educational purposes only and that the content of my email may be randomly checked.
- I will not open, forward, or create chain letters, joke of the day, or any other form of non-educational email.
- All third-party email accounts (i.e., Hotmail, Yahoo mail, etc.) are expressly prohibited.

NETWORK USAGE

- I understand that my user account that gives me access to the Internet, email, cloud storage, and other program resources, will not be activated until the AUP has been signed and returned.
- I will not use unauthorized software products which adversely affect network performance.
- I will not attempt to access the network with other user accounts or give my account information to another user (this includes providing your credentials to Substitutes). Doing so will result in the immediate loss of my network privileges.

I understand that I have a working knowledge of the Internet and other technology services to a degree that I understand this policy and am capable of supervising students.

I understand that any violation of this policy or the student policy will result in actions by my immediate supervisor and/or the Adair County Board of Education. In severe cases, violations may become part of the personnel file and constitute grounds for further actions. Additional rules and regulations may be found in District handbooks and/or other documents.