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| **Subject:   Acceptable Use Policy for Student Access** <br> **to Electronic Information Resources and Technology** | **Policy #2651** |
| Date of Adoption:  11/30/1999 <br> **Revised Date**:  05/2018 | <span style="color:red">**Toyah, Robey**</span> <br> <span style="color:red">Principal, KSD</span> |

Kentucky School for the Deaf (KSD) recognizes that telecommunications, electronic information sources and networked services have significantly altered the way in which students gather information by giving them a much broader assortment of informational sources.  KSD supports access by students to rich informational resources along with the development by staff of appropriate skills to analyze and evaluate such resources. Electronic information research skills are now a basic skill needed for preparation of citizens and future employees.  KSD expects the staff to provide developmentally appropriate activities and monitor access of information and activities throughout the curriculum, and requires staff to provide guidance and instruction to students in the appropriate use of such resources.

This policy outlines both the privileges and the responsibilities associated with the use of the KSD network and its resources.  It addresses ethical and educational uses of electronic media, including but not limited to, the Internet.  It also addresses issues of privacy versus administrative review of files and communications.  This policy prohibits use of networks for inappropriate (examples are non-educational chat rooms, playing games, personal gain) and/or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying data.

### Rules & Responsibilities

All adults accessing the KSD network shall sign an agreement form that specifies acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations.  The required form will be kept on file at the appropriate site and be viewed as a legal and binding document.

All students utilizing the KSD network, are required to have an Acceptable Use Policy form signed by both the student and their parent(s).  This form shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations.  The required form will be kept on file at the appropriate site and viewed as a legal and binding document.

Staff and students are responsible for good behavior on computer networks just as they are in an office and classroom setting.  Communications on the network are often public in nature.  General rules for behavior and communications apply.

Access to network services is provided to conduct research and communicate with others in relation to school work.  Access is given to those who agree to act in a considerate and responsible manner.  Access is a privilege, not a right.  Students who lose network privileges, may not use the school network to complete assignments, and may be given an alternative assignment.

Individual users are responsible for their use of the network.  The use of the account must be in support of education and research and must be consistent with academic expectations of KSD.  Use of other organizations' networks or computing resources must comply with the rules appropriate for KSD's network.  Transmission of any material in violation of U.S. or Kentucky regulations, including copyrighted, threatening, or obscene materials is prohibited.  Use of commercial activities by for-profit organizations, product promotions, political lobbying, or illegal activities is strictly prohibited.  Use of public property for personal gain is a felony and is subject to prosecution.

**The user is expected to abide by the following network rules of etiquette:**

- Students must be under teacher/staff supervision when using online communications.
- Use appropriate language.  Do not swear, use vulgarities, or any other inappropriate language.

- Viewing, downloading or transmission of obscene materials is prohibited. Viewing, sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal your personal address or phone number or the personal address or phone number of other individuals.
- Do not communicate any credit card number, bank account number, or any other financial information.
- Electronic mail is a privilege not a right for the express purpose of educational activities and school business.
- Electronic mail is not guaranteed to be private. Inappropriate messages will result in suspension of privileges.
- Do not use the network in such a way that will disrupt the use of the network by others.
- Vandalism shall result in the cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, the operating system or applications of another user.
- Be kind and courteous. Do not electronically harass, insult or attack others.
- Obey copyright laws.
- Use only your password; do not allow others to use your password.
- Use only your personal files; do not trespass in another's folders, work, or files.
- Use resources responsibly. Intentionally wasting limited resources is prohibited.
- Use the network for educational activities only; do not employ the network for commercial or any other questionable purposes.
- Personally owned electronic devices such as cellphones and tablets may be used during school hours only at teacher's discretion.
- ALL outside email accounts are forbidden.
- Hacking software and use of hacking sites is forbidden.
- Proxy software and VPNs are strictly forbidden.
- A pattern of repeated attempts to access forbidden sites will be punishable.
- Use of any chat rooms is forbidden.
- Use of any spy software or sites is forbidden.
- No anonymous forwarding is permitted.
- Deleting internet history is prohibited.

### Right to Privacy

KSD reserves the right to ask a network administrator to access any user folder and/or Email account of any user at any time. Users are advised not to place personal documents on KSD networks or technology and never to use Email for confidential information. All Internet sites visited will be logged and reviewed for suitability of Internet use to assure compliance with the AUP and with state law.

### Consequences

User accounts may be denied, revoked, or suspended at any time for violation of the rules and procedures outlined in this Acceptable Use Policy. Violation of any of these rules may also result in other disciplinary or legal actions.

### Personally Owned Electronics

Personally owned electronics, when used at KSD, shall be subject to KSD's Acceptable Use Policy. First violation will result in confiscation for (5) days. Second offence will result in confiscation for (25) days. Third offence will result in the device being sent home and will not be allowed to return.

# KSD – Acceptable Use Policy

## USER AGREEMENT AND PARENT PERMISSION FORM

After reading the KSD Acceptable Use Policy for Student Access to Electronic Information Resources and Technology, please complete this form to indicate that you agree with the terms and conditions outlined. The signatures of both the student and parent/guardian are mandatory before access may be granted to electronic mail and/or Internet. The attached document reflects the entire agreement and understanding of all parties.

As a user of the KSD computer network, I have read and hereby agree to comply with the Acceptable Use Policy for Student Access to Electronic Information Resources and Technology.

Student Name (Please Print): _____

School: _____ Grade: _____ Date of Birth: _____

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| Student Signature: | Date: |
| *If New Student, Please Select A Password  (minimum of 8 characters/combination of letters/numbers; example  c@tgirl2)* | |

The following parent signature is required if student is not at least 18 years old. As a parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services such as electronic mail and Internet. I have read and agree to the Acceptable Use Policy for Student Access to Electronic Information Resources and Technology, and I understand that I may be held responsible for violations by my child. I understand that some materials on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child, and conveying to her/him appropriate standards for selecting, sharing, and/or exploring information and media. I understand and agree that it is necessary for school personnel to supervise student use of this form of technology and support their efforts to insure appropriate use.

**Please mark one:**

_____ I give permission for my child to use the Internet.
_____ I do not give permission for my child to use the Internet.

**Please mark one:**

_____ I give permission for my child to use Email and agree to the following Live@Edu disclosure.
_____ I do not give permission for my child to use Email.

*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.*

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| Parent/Guardian Signature: | Date: |

# KSD – Acceptable Use Policy

To assist KSD in obtaining grant funding and State technology dollars, please answer the following section accurately. All answers will be kept confidential.

| Do you have a home computer? | Yes | | No | |
|---|---|---|---|---|
| What is your computer? | Pc | | Mac | |
| How old is your computer?  (circle one0 | Less than 1 year? | 1 – 2 years? | 3 – 5 years? | 5+ years? |
| Is your computer connected to the Internet? | Yes | | No | |
| If so, how? (circle one) | Dial up | DSL | Cable | Other |

Do you have children attending other K-12 schools (not KSD)?  _____yes          _____no

Total Number of family members living in household?  _____

Annual income of household?  Mark one:

| | Under $20,000 | | $30,001-40,000 | | $50,001-$60,000 |
|---|---|---|---|---|---|
| | $20,000-$30,000 | | $40,001-$50,000 | | Over $60,000 |

Do you participate in any of the following:  (check **ALL** that apply)

☐**Medicaid**          ☐ **Food Stamps**          ☐ **Supplementary Security Income (SSI)**

☐**Federal public housing assistance or section 8**          ☐ **Low income Home Energy Assistance Program**

## PERMISSION FORM FOR CLASS WORK/PHOTOGRAPHS
## FOR USE ON THE KSD WEB PAGE

I understand that my student's class work, photograph and/or name could be published on the KSD web page/other media sources.  Please check the things below you DO NOT grant permission to be published on the KSD webpage/other media sources.

☐  First   Name

☐  Full   Name

☐  Class  Work

☐  Photograph

| Parent/Guardian Signature: | Date: |
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**\*\*Please sign mark and sign both sides of this form and then return to your child's teacher. \*\***