

## **Kenowa Hills Public Schools Technology Acceptable Use Policy**

Please read this entire document carefully before signing the application. The signatures at the end of this document are legally binding and indicate the parties who have signed have read the terms and conditions carefully and understand their significance. Staff and students at Kenowa Hills Public Schools are provided access to computer equipment and services, including the Internet, in an effort to promote educational excellence through the use of effective and powerful information and communication tools. Computer and network operations rely on the proper conduct of the users who must adhere to strict guidelines. This document outlines the responsibilities you are about to acquire. The use of school equipment and networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Kenowa Hills Public Schools administrators will deem what is inappropriate and their decision is final. The administration may also remove access to equipment and networks at any time as they deem necessary. Access to computers and people all over the world may allow the user to obtain material that may not be considered to be of educational value. Kenowa Hills Public Schools reserves the right to take steps to restrict access to inappropriate and controversial materials. In spite of steps taken, users may be able to access inappropriate materials. It is also possible to access inappropriate materials unintentionally. We believe that the positive use of the Internet far outweighs the potential access of inappropriate material.

### **Kenowa Hills Internet Safety Policy**

Kenowa Hills Public Schools has established policies to comply with the CIPA, NCIPA, and PA212 laws. These local policies are designed to protect minors who use school computers to access the Internet and the World Wide Web. Kenowa Hills Public Schools is taking measures to protect students from harmful and/ or inappropriate material on the Internet and the World Wide Web through measures such as staff monitoring, proxy servers, and filtering software installed on the network of each school in district. All student computers accessing the Internet and the World Wide Web utilize filtering software.

### **Cyber-Bullying**

Kenowa Hills Public Schools believes that all people in our learning community have the right to teach and learn in a supportive, caring, and safe environment without fear of being bullied. We believe that every individual has a responsibility to report an incident of bullying whether it happens to themselves or to another person. Any form of harassment using electronic devices, commonly known as cyber-bullying, by staff, students, or third parties is prohibited and will not be tolerated in the district.

Cyber-bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment is also considered cyberbullying. Kenowa Hills Public Schools will take any report of cyber-bullying seriously and will investigate credible reports promptly.

### **Kenowa Hills Public Schools takes measures to:**

- Protect students against visual depictions that are obscene or harmful to minors.
- Monitor the online activities of minors.
- Restrict access by minors to inappropriate matter and materials harmful to minors on the

Internet and World Wide Web.

- Protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Protect students from unauthorized access, including so-called 'hacking', and other unlawful activities by minors online.
- Protect students from unauthorized disclosure, use, and dissemination of personal identification information as stated above and through the Permission to Publish procedure. Further, in accordance with copyright law, Kenowa Hills Public Schools provides protection to students as copyright owners of their work. School personnel requests permission to publish students' work online or otherwise through the Permission to Publish form provided to students at registration.

**As a student or staff member of Kenowa Hills Public Schools, I agree:**

- I will use the computer equipment and services in a way that is consistent with the educational objectives of Kenowa Hills Public Schools.
- I will prevent transmission of any material in violation of any U.S. or state regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
- Kenowa Hills Public Schools may terminate use of computer equipment and services at any time. Inappropriate use will result in consequences including, but not limited to, cancellation of computer privileges, disciplinary action and legal action depending on the severity of the violation.
- I will use appropriate language. I will not swear, use vulgarities or any other inappropriate language. I will behave in such a way that reflects well of Kenowa Hills Public Schools.
- I will not give out credit card numbers, addresses, phone numbers, or any personal identification on the Internet.
- I understand that Kenowa Hills Public Schools makes every attempt to keep my documents and communications private. However, communications outside of the network may be accessible to others, and I acknowledge that the district reserves the right to observe activity, and to copy or delete files as needed to ensure efficient operation of its network and to monitor potential violations of acceptable use.
- Kenowa Hills Public Schools makes no warranty of any kind, whether expressed or implied, for the service it is providing to me. Kenowa Hills Public Schools will not be responsible for any damages suffered. This includes loss of data resulting from service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Kenowa Hills Public Schools is at your own risk. This includes viruses that may have spread through Kenowa Hills Public Schools equipment. Kenowa Hills Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Security on the district's systems is a high priority. I will not use another user's login. Attempts to login as another user or to obtain passwords may result in the loss of access. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

- If I feel that I can identify a security problem, I will notify a staff member. I will not demonstrate the problem to other users.
- Theft or vandalism will result in cancellation of privileges and may be disciplined under policies indicated in the student handbook. Vandalism is defined as any malicious attempt to alter, harm or destroy data of another user, or system. This includes, but is not limited to, the uploading or creation of computer viruses.
- I may occasionally be required to complete new registration and account information to continue access to district services.
- I will have the ability as a staff member to use the District's printers for personal use, and I give the District my approval to automatically deduct the amount owed from my paycheck.

### **Non-District Technology Devices – Bring Your Own Device (BYOD)**

Kenowa Hills Public Schools is committed to moving students and staff forward in a 21st century learning environment. As part of this commitment, Kenowa Hills Public Schools will allow students, in grade levels 6-12, and staff to access the Kenowa Hills Public Schools wireless network using their own technology devices (i.e. laptops, Smart Phones, tablets, netbooks, etc.) during the learning day. Only with classroom teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners, and use the productivity tools loaded on their devices. At no time is a student allowed to use any third party data network (i.e. Verizon, Sprint, AT&T data access) to access the Internet, networks, or web-based application within the school building. Kenowa Hills Public Schools is providing wireless connectivity as a user authenticated service and offers comparable content filtering, protection, and regulations as any district owned and deployed device. Kenowa Hills Public Schools is not responsible for any loss, damage, or theft of personally owned technology device. Kenowa Hills Public Schools is not responsible for any loss of information that may arise from the use of the wireless connection or any loss, injury, or damages resulting from the use of the wireless connection. All users of the Kenowa Hills Public Schools network are bound by the district's Acceptable Use Policy for Technology. By signing the Kenowa Hills Public Schools AUP you are agreeing to all of the above cautions and policies as they pertain to both district and non-district devices.

### **STUDENTS AND STAFF**

I understand and will abide by the terms and conditions of the Kenowa Hills Public Schools' Acceptable Use Policy. I understand that any violation of the proper use as outlined will not be permitted. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

### **PARENT OR GUARDIAN**

My child and I have read and we understand the terms and conditions listed in the Kenowa Hills Public Schools' Acceptable Use Policy. I understand that even after measures are taken to guard against inappropriate access, a user may still be able to access inappropriate or controversial materials. I understand that use of school equipment and networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. I understand that Kenowa Hills Public Schools will not be held responsible for any information that is obtained through its equipment or networks. I hereby give permission to issue access to my child, and I certify that the information contained on this form is correct.