

**Monroe County Schools Student Acceptable Use Policy**  
**Access to Electronic Media and other Technologies**  
**Terms and Conditions**

The schools in Monroe County recognize that technology is a valuable teaching tool that should be utilized whenever possible to enhance student learning and teacher productivity including but not limited to: research, communications, individual and group projects, collaboration, curriculum materials, and idea sharing. We encourage the use of all approved technologies and require they be used correctly and properly.

**Access is a privilege, not a right. Access entails responsibility.**

**RESPONSIBILITY FOR LOCAL TECHNOLOGY RESOURCES AND INTERNET USAGE:**

- All forms of electronic media provided by the Monroe County Board of Education are owned by the Monroe County School District and may be accessed at any time by authorized personnel. An Internet Filter will track activities on the Internet and may be checked by school administration or designee.
- A student's name, photo, video, or work will only be displayed on the Internet or local Monroe County Schools Television (McTv) after written consent has been obtained from the parent or guardian.
- The school will not be responsible for supervising or continually monitoring every form of electronic communications and Internet sessions for every student on school/district property.
- A staff member will verify that all students have an Acceptable Use Policy signed by their parent or guardian. A list of those students not allowed to use the above mentioned technologies will be made available to staff. Students not returning the signed form will be added to the list. (Exception)--A teacher may choose to use the Internet in a group discussion with their entire class. If a child who does not have permission is in that classroom, they will be required to take part in the class project.

**STUDENT RESPONSIBILITIES**

- I WILL use all electronic media for educational purposes or activities only.
- I will NOT use electronic devices, either personal or district owned, to disrupt the education process. (Reference MCSD's Policy 09.426 for additional guidelines)
- I will NOT give my user ID or password to any unauthorized person or trespass using any other person's electronic media.
- I will NOT reveal my personal information (including, but not limited to: name, phone number, address).
- I will NOT use the network in such a way that would disrupt the network for others.
- I will NOT use obscene, rude, or disrespectful language or engage in personal attacks.
- I will NOT engage in any illegal activity including copyright infringement and/or plagiarism.
- I will NOT use any electronic media/devices, either personal or district owned, to Bully/Haze/Harass/Discriminate against another person while participating in any school function or using any MCSD resources. (Reference MCSD Policies 09.42811, 09.422, and 09.425 for additional guidelines)
- I WILL notify a staff member of any violations of this acceptable use policy-taking place by other users or outside parties. This may be done anonymously.
- I will NOT participate in unauthorized social media.
- I WILL notify a staff member immediately if I find I am on an inappropriate website.
- I understand that unauthorized E-mail accounts may not be accessed on Monroe County School District network.
- I understand that Email is only to be used for educational / school related purposes.
- I understand that I am financially responsible for any lost, stolen, damaged or vandalized property.
- I will NOT use electronic devices, either personal or district owned, to violate the privacy rights of others. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). (Reference District Policy 09.4261 for additional guidelines)
- I WILL follow all guidelines outlined in MCSD's Access to Electronic Media Policy 08.2323

**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. This also applies to personal owned devices. Please refer to student handbook for specifics.

USE OF PERSONAL DEVICES

- I understand that student personal devices are required to connect through the district’s “Monroe Co Internet Access Only” wireless network and all previous rules and responsibilities outlined in this document apply to personal devices. Furthermore, I also understand the school district will not be responsible for tech support, repair, damage, providing electrical power or theft of personal electronic devices.
- I will follow all guidelines outlined in MCSD’s Telecommunication Devices Policy 09.4261.

**Kentucky Department of Education / Monroe County Student Agreement for the Microsoft Live@Edu, Google Apps for Education and Other Online Services**

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 is 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.

**Parent / Student Permission/Agreement Form**

I have read the information about the appropriate use of all technology related equipment and programs at the school, and I understand this agreement will be kept on file. This policy will be in effect until revisions or updates are made.

**Please choose one of the following:**

- \_\_\_\_ My child may use electronic forms of communication.
- \_\_\_\_ I would prefer that my child not use electronic forms of communication.

**Please choose one of the following:**

- \_\_\_\_ My child’s name and work along with photographs and videos can be published.
- \_\_\_\_ I would prefer that my child’s name and work/pictures not be published on the Internet, in the newspaper, or on television.

**Parent Name (print)** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Name (print)** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_