



Technology Acceptable Use Policy Public Access Christian County Public Schools

I understand the terms and conditions to access and for use of the Christian County Public Schools Network (CCPSN) This can be found in the Christian County Public Schools Policy (policy No. 08.2323 & 03.13214). I agree to follow the acceptable use of the network and proper network etiquette. I understand that I am responsible for my own personal behavior using the Christian County Public Schools electronic resources, including but not limited to the wide area network and the internet and email.

Classified and Certified Staff are responsible for their behavior on the CCBOE network. Communications on the network are often public in nature and the general district rules for behavior and communications apply.

The network is provided to conduct Christian County Public Schools business and communicate with others. Access to network services is given to employees who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individual utilizing the network.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers, school servers, and or workstations will always be private.

At any time, a CCBOE employee may terminate a SKYPE session if it deemed necessary. All SKYPE / Lync contacts must be approved by the building principal or their designee.

Google Account: Applications and Tools:

Google Apps Education Edition offers a free (and ad-free) set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. Teachers and students will use Google for educational purposes. The Google account assigned to you was created by the district. No staff or student personal information was collected by Google in creating these accounts. As per school policies, all activities requiring Internet access are supervised by the teacher. The district is in control of which Google services it provides for staff and student use. As part of our Educational technology plan, internet safety is a main component of technology use. Teacher supervision, school filters, and spot checking student accounts will be used to ensure that students' use of digital tools adheres to school policy. Within reason, freedom of speech and access to information will be honored. During school, classroom teachers will guide them toward appropriate materials.

Personal Devices Board Policy no. 03.13214

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

The following are not allowed as outlined in the Board policy no. 08.2323:

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Damaging computers, computer systems, or computer networks;
- **Responsibility For Damages:**
Individuals shall reimburse the Board for repair or replacement of District property that is lost, stolen, damaged, or vandalized while under their care.
- Violating copyright laws;
- Copying/distributing software owned and licensed to any facility of the Christian County Board of Education;
- Any software installed on your home computer that is licensed to CCBOE will be uninstalled upon termination of employment;
- Using another's password;
- Trespassing in another's folders work files;
- Attempt to use any "hacking tools" that can be used for "computer hacking", as defined in the Kentucky Computer Crime Law, may not be possessed on school property, on any District premise, or run or loaded on any District system.
- Intentionally wasting limited resources;
- Employing the network for commercial purposes;
- Attempting to go to pornography, hate, racial, or other known restricted sites on the Internet;
- Removal or attempted removal of Assets Tags, name plates, or identifiers from technology equipment.

Violations may result in loss of access as well as other disciplinary and/or legal action.

As a user of the Christian County Public school's computer network, I hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Name (please print): _____

School: _____

Signature: _____

Date: _____/_____/_____

This document is to be kept on file by the School Technology Assistant.

NOTE: Failure to have this signed will prevent your access to the computer network and other technology resources.