

Responsible Use Policy Agreement Form

User's Name _____
Last Name
First Name
Middle Initial

Homeroom/Teacher's Name _____

Please check if you are a student certified employee classified employee.

Prior to being granted independent access privileges, the following section must be completed for each student. Read and review each section below with a parent or guardian. Signature of a parent or guardian is required for direct network access for all students. Students over eighteen (18) years of age are responsible for their access.

I am responsible for utilizing my digital citizenship skills.

My digital communication will be honest and respectful.

I will not post or share anything online that will compromise school safety and security.

I will advocate for and practice appropriate online behaviors.

I am responsible for maintaining my digital privacy and others.

I will keep confidential or identifiable information about myself, students or employees private. (names, home addresses, telephone numbers, birthdates, pictures, videos, passwords, etc.).

I will not make arrangements to meet individuals I met online.

I will not gain or attempt to gain unauthorized access to computers or computer systems by "hacking" or using other's passwords.

I will secure District data by logging out of unattended equipment and accounts.

I will follow the guidelines set forth by our District's Responsible User Policy and be aware of privacy settings on the sites that I visit.

I am responsible for helping to keep the District's devices and networks secure.

I will not intentionally physically damage school devices or equipment.

I will not connect personal computers or peripherals to the network without approval from the District Technology staff.

I will not install personal or downloaded software to any computer in the District.

I will not intentionally create or transmit viral communications.

I am responsible for respecting and protecting the District's resources.

I will not download or stream music or video files unrelated to educational purposes.

I will not use the network for commercial purposes, financial gain, or any illegal activity.

I will not conduct personal business or assist a campaign for election of any person using District resources.

I will refrain from using the system resources for games (including multi-user and online games) that are not classroom approved nor for school sponsored activities.

I will not intentionally waste limited resources, including downloading of freeware or shareware programs.

I am responsible for my digital statements and actions. I will treat others with respect and dignity.

I will not send or display offensive messages or pictures, including those that involve:

- Profanity or obscenity; or
- Harassing or intimidating communications.

I will not enter threatening or sexually explicit material into the network.

I will not trespass and or delete other users' folders, documents, or files.

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I will uphold copyright laws and regulations by:

- not claiming the work of others as my own.
- citing all sources.
- not downloading illegal content (music, videos, apps, and other resources).

Understandings:

- The Franklin County Public Schools Educational Network (FCPSNet) is provided to conduct research, communicate, and compose/organize electronic files for educational purposes.
- There is a state-mandated proxy internet filtering system that is designed and maintained by the District and the Kentucky Department of Education.
- All files, e-mail communications, Internet access, and network utilization are monitored by the District.
- All files and communications are property of the District.
- Monitoring and filtering software is currently in use on the District network.
- All utilization of the District network is public record.
- The District Chief Information Officer may read and review files, e-mail communications, Internet access records, and network utilization reports to maintain system integrity and to ensure that all users are using the system responsibly.
- Administrators will document and take appropriate disciplinary action on all inappropriate behaviors on FCPSNet and will report them to the District Chief Information Officer. Violations may result in loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved. Improper utilization may impact terms of employment.
- Devices deemed to be lost or stolen may be located using IP Addresses, GPS location services, web camera data and screenshots.
- Parents/Guardians are responsible for any expense incurred if their child purchases items via the Internet.

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The following agreement form is to be distributed to all Franklin County Schools students and staff. A signed agreement form must be on file at the school for each student who wishes to use the network or Internet and must be signed by a parent or guardian. Any District staff member must also sign a form to utilize the network, Internet, or e-mail. The building technology coordinator will retain all student and staff forms.

By signing the user agreement and/or parent permission form, the student or staff member has agreed to abide by Board policy governing access to technology resources.

STUDENT USERS: PLEASE SIGN AND RETURN.

I understand and will abide by the Franklin County Schools District Responsible Use Policy. I further understand that any violation of the regulations stated in this Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued.

Student Name (Please print): _____
(Last) (First) (Middle Initial)

Signature: _____ Graduation Year: _____

PARENT SIGNATURE REQUIRED: PLEASE SIGN AND RETURN.

I, the parent/guardian of _____ have read and discussed the District Responsible Use Policy with my child. I understand that access to the network and Internet is designed for educational purposes. The District has taken precautions to eliminate controversial materials; however, I recognize it is impossible to restrict access to all controversial materials. I will not hold the District/school responsible for materials my child acquires on the network or Internet. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. 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. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Parent or Guardian Name (Please print): _____

Signature: _____ Date: _____

NOTE: Federal law requires the District to monitor online activities of minors.

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STAFF AGREEMENT: PLEASE SIGN AND RETURN

I understand and will abide by the District’s Responsible Use Policy for the Network, Internet and Telephone Usage. I further understand that any violation of the regulations stated in this Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued.

Name (Please print): _____

School Assignment: _____

Job Title: _____

Signature: _____ Date: _____

STAFF RESPONSIBILITY: MUST BE SIGNED IF WORKING WITH STUDENTS AND THE NETWORK

I agree to promote the Responsible Use Policy with each of my students. I agree to instruct students on acceptable use of the network and Internet and proper network/Internet etiquette. During the times students are assigned to my care, I agree to direct students to acceptable network/Internet resources and monitor their use at all times. Neglect in my responsibility as an instructor could result in disciplinary action.

Name (Please print): _____

Signature: _____ Date: _____

Review/Revised:5/4/2020