August 2009

Bryan Station High School Academic Management
Electronic Resources Acceptable Use Policy

The purpose of this policy is to establish the guidelines for proper use of the school's computers, software and network.

The Bryan Station High School Staff supports the right of students to have access to various electronic resources. However, such rights are awarded with the assumption that these resources will be used in an appropriate and responsible manner. In accordance with this, the following **Acceptable Use Policy** serves to control access to the school's **networked resources**.

We define ***networked resources*** as any resource accessed through a computer network, including:

- network services, including network printing, file sharing, and remote data storage,
- use of school software accessed through a networked computer,
- the Internet and Internet-delivered information services, including email.

The physical use of computers for non-networked purposes is covered by the general rules concerning school property, and hence is not included in this contract.

Email and Live@edu Services

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.

The signing of this contract is a requirement for the use of **networked resources.** Any student failing to return this contract signed shall have no access to these resources. Any use of **networked resources** without a signed contract on file will be treated as defiance of school policy, with discipline following the guidelines for such.

The following specific behaviors are not permitted and will result in the consequence described in each section:

<u>Tier 1 Consequence</u>: The student will lose the privilege of using the school's networked resources for a *minimum of 5 school days*- more if determined necessary by an administrator in consultation with the Site Technology Coordinator. Other faculty members will be notified of the student's loss of privileges.

1. **The use of school network or email resources to access, print, or disperse any offensive messages or pictures.**

2. **Using another's password(s), or revealing passwords to others.**

3. **Use of an anonymous Internet email system (such as Hotmail©, Yahoo© Mail, and the like) through school computers. (Students will receive warning at 1st incident.)**

4. **Use of an anonymous real-time communication environment ("chat") outside of a supervised and sanctioned classroom or lab experience for specific educational purposes. (Students will receive warning at 1st incident)**

5. **Refusal to comply with staff directions while using networked resources after receiving warning.**

Tier 2 Consequence: The student will lose the privilege of using school networked resources for a minimum of 5 school days- more if determined necessary by an administrator in consultation with the Site Technology Coordinator. Other faculty members will be notified of the student's loss of privileges. If any such resources were used in the completion of an assignment, the student will receive a zero for that assignment.

6. **Violating copyright or software licensing laws - illegal duplication or use of on-line information and images, or making illegal copies of school-owned software.**

7. **Trespassing in another's files or misusing another's files (including plagiarism).**

Tier 3 Consequence: A conference with the principal will occur, and the student will be suspended for a period of time and/or other consequences will be used as determined by the administrator after consultation with the School Technology Coordinator.

8. **Interfering with the integrity of any of the school's networks or email systems, including the introduction of viruses.**

9. **Illegal activity or other activity that violates either Fayette County School Policy or Bryan Station Policy.**

Tier 4 Consequences: All offenses may result in the student losing his or her e-mail account, student server account, and other on-line resources determined by an administrator after consultation with the School Technology Coordinator. It is recommended that loss of privilege occur for the remainder of the year after three offenses.

Violations judged to be major offenses may result in the student losing the right to use on-line resources for an extended period of time. It may also result in the loss of additional privileges or consequences as determined by the administrator.

10. **Repeated offenses.**

Note: The rules and prohibitions here apply to all on-line access in school. However, there may be further restrictions instituted in computer labs, at the discretion of the lab manager.

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Bryan Station High School
Acceptable Use Policy Agreement and
Parent/Legal Guardian Permission Form

As a user of the Bryan Station High School and Fayette County Public Schools computer network, I hereby agree to comply with the rules concerning the use of ***networked resources*** as described in the Acceptable Use Policy.

Student Signature: _____ Date:____/____/_____
«studentfirstName» «studentmiddleName» «studentlastName»

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access ***networked resources*** as described in the Acceptable Use Policy, including email and network accounts, and access to the Internet. I understand that some materials on the Internet may be objectionable, but as the student's guardian, I accept responsibility for guidance in the use of Internet resources - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media. I understand that this privilege will remain in effect for my child until: 1) he or she graduates, 2) I request access be denied to my child, 3) this policy is revised and updated, or 4) the school finds reason to revoke access due to violations.

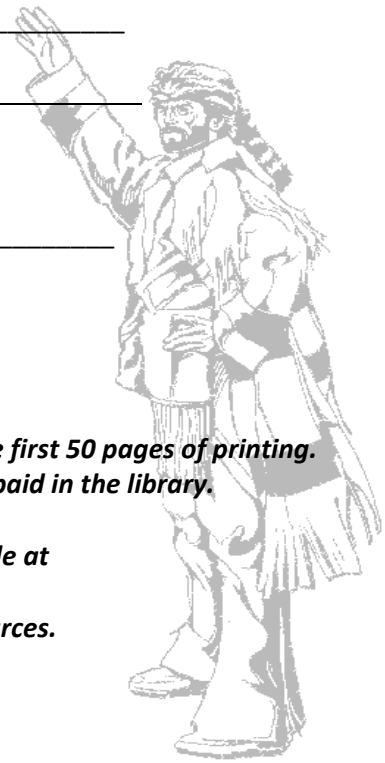
Name of Parent / Legal Guardian: _____

Parent Legal Guardian Signature:_____

Date:____/____/_____

Student's Name: _____
Please print student name.

Current Grade: _____



$1.00 for student printing must accompany this form. This will cover the first 50 pages of printing. Additional printing will also cost $1.00/per 50 pages, to be prepaid in the library.

This form, completed in its entirety, must be on file at
Bryan Station High School
for a student to receive access to networked resources.

Return this form to the library.

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