Employee Responsible Use Policy Agreement Form

EMPLOYEE RESPONSIBILITY

Employees supervising students using technology are to be vigilant in order to ensure students are meeting the provision outlined in the Responsible Use Policy (RUP) 08.2323.

DIGITAL CITIZENSHIP

- All employees are responsible for modeling, actively practicing, and advocating for positive digital citizenship.
- Employees using classroom technology are explicitly required to teach students about positive digital citizenship.
- What employees do and post online must not disrupt school activities or compromise school safety and security, including, but not limited to, personal social media accounts.
- Employees must model and actively practice personal responsibility for lifelong learning.

PRIVACY

- Employees shall not share personally identifiable information about students and employees as defined in KRS 61.931 including, but not limited to, names, home addresses, birthdates, telephone numbers, student ID numbers and employee numbers.
- Transfer of student information shall be only through approved District information systems.
- Employees must be aware of privacy settings on websites that they visit.
- Employees will abide by all laws, the District RUP, and all District security policies.
- Devices reported to the District as stolen are subject to verification of internal network information including locating the device using IP addresses, GPS location services, and screenshots.

PASSWORDS

- Under no circumstances are District passwords to be shared with others, including other District staff and students.
- Log out of unattended equipment and accounts in order to maintain privacy and security.

PROFESSIONAL LANGUAGE

- Use professional language in all work-related communications including email, social media posts, audio recordings, conferencing, and artistic works.

CYBERBULLYING

- Bullying in any form, including cyberbullying, is unacceptable both in and out of school.
- Report all cases of bullying to the site administrator or other authority.

INAPPROPRIATE MATERIAL

- Do not seek out, display, or circulate material that is hate speech, sexually explicit, or violent while under employment with Henderson County Schools.
- Exceptions for questionable material may be made in an appropriate educational context with permission of the Principal.
- The use of the District network for illegal or commercial purposes is strictly forbidden.
- The use of the District network or equipment shall not be used to endorse any political candidate.
- Transmitting large files that are unrelated to District business and disruptive to the District network is prohibited.

Responsible Use Policy Agreement Form

EMPLOYEE RESPONSIBILITY (CONTINUED)

SECURITY

- Use District-approved email for all school-related purposes and while on school property.
- All users are responsible for respecting and maintaining the security of District technology resources and networks.
- Do not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- Do not try to bypass security settings and filters, including through the use of proxy servers.
- Do not install or use illegal software or files, including unauthorized software or apps, on any District computers, tablets, Chromebooks, smartphones, or new technologies.

EQUIPMENT AND NETWORK SAFETY

- Take all reasonable precautions when handling District equipment.
- Use caution when downloading files or opening emails as attachments could contain viruses or malware.
- Vandalism in any form is prohibited and must be reported to the appropriate administrator and/or information technology personnel.
- Users are responsible for damages to and loss of equipment assigned to them by the District.

COPYRIGHT

- While there are fair use exemptions (http://www.copyright.gov/fls/fl102.html), all users must respect intellectual property.
- Follow all copyright guidelines (http://copyright.gov/title17/) when using the work of others.
- Do not download illegally obtained music, software, apps, and other works.

CONSEQUENCES FOR IRRESPONSIBLE USE

Failure to uphold the responsibilities listed above is misuse. Misuse of District devices and networks may result in restricted access or account cancellation. Such misuse may also lead to disciplinary and/or legal action against employees, including personnel action and/or criminal prosecution by government authorities.

DISCLAIMER

The District makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network, District accounts, or equipment. Users are responsible for any charges incurred while using District devices and/or network. The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

After having read the above information, sign below and return to your administrator or other designated supervisor.

I have read, understand, and agree to the Responsible Use Policy (RUP) of Henderson County Schools.

School/Office: _____

Employee Name: _____ Employee Number: _____

Employee Signature: _____ Date: _____

Please return this form to your supervisor or administrator to be kept on file. It is required for all employees that will be using a computer network and/or Internet access.

Student Responsible Use Policy Agreement Form

STUDENT RESPONSIBILITY

INSTRUCTIONS

Read each section and sign below. Students are to review each section with a parent or guardian and get their signature below. Return to your teacher or other designated school site personnel.

By signing this agreement, you acknowledge that you understand the following:

I am responsible for practicing positive digital citizenship.

- I will advocate for and practice positive digital citizenship, including appropriate behavior on all electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
- I will demonstrate personal responsibility for lifelong learning.

I am responsible for keeping personal information private.

- I will not share personally identifiable information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, the District Responsible Use Policy, and all District security policies.
- I understand that if a device is reported to the District as stolen, it may be located using IP addresses, GPS location services, and screenshots.

I am responsible for my passwords and my actions on District accounts.

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.

- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form (in or out of school) including cyberbullying, is unacceptable.
- Should I become aware of cyberbullying taking place, I will notify a counselor, teacher or administrator immediately.

I am responsible for accessing only educational content when using District technology.

- I will use only school approved email and communication systems while on school property.
- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, commercial purposes, or to support a political candidate is strictly forbidden.

Student Responsible Use Policy Agreement Form

STUDENT RESPONSIBILITY (CONTINUED)

I am responsible for respecting and maintaining the security of District devices and networks.

- I will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any District devices.
- I know that I am not to use a personal data plan / mobile hotspot at school to access the Internet, including enabling access on District devices.
- I will not use the District network or devices to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling District equipment.

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to District equipment.
- I understand that I am responsible for damages to and loss of equipment assigned to me by the District.

I am responsible for respecting the works of others.

- I will follow all copyright (http://copyright.gov/title17/) guidelines.
- I will not copy the work of others and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.

SUMMARY

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What District community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

I have read, understand, and agree to the Responsible Use Policy of Henderson County Schools.

School: _____ Date: _____

Student Name: _____ Student Signature: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

HR/Advisory Teacher Name: _____ Room Number: _____

Please return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.

Student User Agreement and Parent Permission Form

DIRECTIONS: After reading the Student Acceptable Use Policy and related administrative procedures for District technology, Internet and E-mail access, please read and fill out the appropriate portions of this contract completely and legibly. The signature of a parent or guardian shall be required for direct access for all students. Please return the contract to your child's teacher.

I have read the Student Acceptable Use Policy and related administrative procedures for technology, Internet and E-mail access. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. If I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Student Name (please print) _____

Student Signature: _____ Date _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the District's Student Acceptable Use Policy and related procedures for technology, Internet and E-MAIL access. I understand that this access is designed for education purposes and that District schools have taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for District employees to restrict access to all controversial materials, and I will not hold District personnel responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for the student named above to have Internet access and certify that the information contained on the 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 (please print) _____

Parent's/Guardian's Signature: _____ Date _____

DRAFT 2/6/17

CURRICULUM AND INSTRUCTION 08.2323 AP.22

Application for Remote Access~~User Account~~

PLEASE PRINT ~~WHEN~~AFTER COMPLETING THE FOLLOWING APPLICATION AND SUBMIT TO THE HCS TECHNOLOGY SUPPORT CENTER.

~~PERSONAL INFORMATION~~

First name _____ Middle Initial ____ Last Name _____

Work Location~~Address~~ _____

~~*Number and Street*~~

_____

~~*City, State and ZIP Code*~~

Home Address _____

~~*Number and Street*~~

_____

~~*City, State and ZIP Code*~~

Daytime Phone Number _____ ~~Evening Phone Number~~ _____

~~Check one of the following: ☐ Staff Member ☐ Community Member ☐ Student~~

~~COMPUTER~~DEVICE INFORMATION

Please complete information for each device that will be used to access the network remotely:

Device 1		Device 2		Device 3	
Brand		Brand		Brand	
Model		Model		Model	
MAC Address		MAC Address		MAC Address	
Antivirus Y/N		Antivirus Y/N		Antivirus Y/N	

~~Brand~~ _____

~~Model~~ _____

~~RAM Memory~~ _____

~~Hard Disk Drive (size)~~ _____

~~Modem Speed~~ _____

Application for Remote Access

DISTRICT RESPONSIBILITIES

The District does not provide commercial software programs for use at home. The user must utilize District approved software to establish remote access. A list of appropriate software programs will be provided to each user who is granted remote access.

Each user granted remote access is required to maintain updated anti-virus software on any personal computer that is used for remote access in order to protect the security of the District network.

~~It is the responsibility of the user to legally acquire the necessary software for remote network or Internet access. A list of appropriate software programs and sources will be provided with each account.~~

~~While the technical staff in the District will make every effort to assist private citizens in their efforts to access the District's electronic resources, their primary responsibility is the students and teachers of the District. A list of KETS approved workstations and minimum workstation configuration will be provided with each account.~~

Requestor Signature: _____ Date: _____

Supt./Designee Signature: _____ Date: _____