

CASSIDY ELEMENTARY SCHOOL

This acceptable use policy shall govern the use of online communications by the students and personnel of Cassidy Elementary School. It supplements the Fayette County Public Schools Board of Education Policy number 08.2323.

System Users

The online communications system of [Cassidy Elementary School](#) may be used by staff and students on school premises, with the following provisions:

- The appropriate parent/guardian permission form must be signed and on file at the school before students may use the system. Permission is not transferable.
- Students must be under teacher supervision when using online communications.
- All users must comply with Board of Education Policy and this Acceptable Use Policy in order to use the system.

Before gaining access to the system, users (students and staff) will be informed by the School Technology Coordinator (STC), Principal, or designee of their rights and responsibilities regarding online communications. This applies to groups of students as well as individuals.

As much as possible, specific online information resources for students are designated as part of an instructional program. Students are expected to stay within the online areas that have been specified by their teacher. Exceptions may be made if the student is under the direct supervision of the teacher and those exceptions are lawful and in compliance with applicable policies.

Roles and Responsibilities

All users are responsible for following the rules of online communications. The STC, Principal or designee are responsible for conveying the rules and securing parent permission for student access for minor students. The STC, Principal or designee, appropriate district staff, and law enforcement agencies may access student files on the system as long as they comply with laws regarding search and seizure, privacy, and any other applicable policies, regulations and laws. Users should not expect that files stored on district servers will always be private.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege; not a right. Access entails responsibility.

Individual users of the district computer networks and online communications are responsible for their behavior and communications over those networks. It is presumed that users will comply with

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district and school standards and will honor the agreements they have signed. The District cannot be responsible for the fail-safe restriction, monitoring, or control of the communications of individuals using the system.

Students and staff may not directly access the network from locations outside of school (e.g. home). However, it is possible to use other independent online services to access some of the same information that is accessible through the school network. When students and staff access online communication resources outside of school, it is the parent/guardian's responsibility to provide guidance in their child's online activities just as they would provide guidance in the use of television, telephones, movies, radio and other sources of potentially offensive material.

Board of Education policy specifically identifies activities, which are not permitted, and [Cassidy Elementary School](#) students and staff are expected to strictly adhere to that policy. At times, the STC, Principal or designee will send a general message to all users regarding the operations of the system. They may deal with issues such as down time, deleting old mail, e-mail addresses or anything else necessary for the efficient operation of the online communications system. All users are expected to comply with reasonable requests in those messages.

Acceptable Uses

- E-mail among students and staff within the school and other locations. While the primary purpose of e-mail on this system is for education and administration, personal messages are permissible as long as they do not detract from the instructional program and they are in compliance with other provisions of this policy and the Board of Education policy. The school reserves the right to limit personal messages if they begin to consume too much of the system's resources.
- accessing remote sources of information for school purposes
- sending and receiving electronic files for instructional or administrative purposes
- uploading information to share with other individuals.
- creating home pages which provide information about the school or its activities to other interested users and/or which provide links to other sources of information.
- professional development.
- announcements of school events (excluding non-approved events and commercial ventures). with principal's permission.
- general school announcements made with the permission of the principal.

Unacceptable Uses

- uses for profit or personal financial gain.
- illegal use or use that violates Board of Education or school policy.

As a rule of thumb, if you could wear it on a T-shirt according to school rules, you can have it on your computer screen.

User Agreement and Parent Permission

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Through its electronic network, Cassidy Elementary School is pleased to offer students and staff access to the Internet and other online services. This includes electronic mail (e-mail) and a multitude of information resources. To gain access to the network, students under the age of 18 must obtain parental permission and must sign and return this form to the school office. Students 18 and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Other online services may be offered at times and those services offer similar options. Families should be warned that some material accessible via online communications may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make online services available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefit to students from access to these services, in the form of information resources and opportunities, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Cassidy Elementary School supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege; not a right. Access entails responsibility.

Individual users of the network are responsible for their behavior and communications over those networks. It is presumed that users will comply with district and school standards and will honor the agreements they have signed. The District cannot be responsible for the fail-safe restriction, monitoring, or control of the communications of individuals using the system.

Network storage areas may be treated like school lockers. 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 school or district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate online materials. Even though students will not have direct access to the school or district network from outside of school, it may be possible to remotely access some of the same information that is accessed by the school or district network. In that case, families bear the same responsibility for guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

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As outlined in the policy and procedures of the Fayette County Board of Education and Cassidy Elementary School, copies of which are available in the school office, the following are not permitted:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- damaging computers, computer systems or computer networks
- violating copyright laws
- using others' system passwords
- trespassing in others' electronic folders, work or files
- intentionally wasting limited resources
- employing the system for commercial purposes or personal financial gain

Violations may result in loss of network access as well as other disciplinary or legal action. If the violation is in conjunction with a school assignment, the grade for that assignment may be affected.

Approved: 20 February 1997

Permission Form
Cassidy Elementary School

As a user of Cassidy Elementary School and Fayette County Public Schools computer network, I hereby agree to comply with the above rules - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature: _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and online services. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet and other online services may be objectionable, but I accept responsibility for guidance of such use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature:

Date:

Name of Student:

School:

Social Security or ID number:

Date of Birth:

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Please return this form to your homeroom teacher at Cassidy School.