

BOONE COUNTY SCHOOLS

**ACKNOWLEDGEMENT OF REVIEW OF THE CODE OF CONDUCT
AND ACCEPTABLE TECHNOLOGY USE PROCEDURES**

Student's Name

Teacher

Please review the *Code of Conduct* with your child. His/her teacher has discussed it in class. The policies and regulations it references are an integral part of the daily student life, supporting a safe responsible, respectful, and secure learning environment. It is important to success in school that there will be periodic review of important sections of the **Code of Conduct** during the year, in particular sections related to:

- Student Expectations (page 11)*
- Student Rights (page 20)*
- Acceptable Technology Use (page 24)*

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the *Code of Conduct*. This enables students to succeed in school and the community. Your support is vital to this process.

After you have reviewed the *Code of Conduct* with your child, please sign and return the signed form to school within one month of enrollment.

As the parent(s) or guardian(s) of: _____ (Student name), we have read and discussed the *Code of Conduct and the Acceptable Technology Use procedures* with our child.

We understand that they and the policies and regulations they reference apply to all students at all times on all Board of Education property, including in school buildings and on school grounds; in all school vehicles; and at all school, school-related, or Board-sponsored activities, including but not limited to, school field trips and sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

We understand the expectations, rights, responsibilities and guidelines outlined within and understand that it is our responsibility to convey to our child the importance of meeting them and using the technology resources responsibly. We also agree to abide and support these rules including our use of the Infinite Campus Parent/Guardian Portal.

Boone County Schools' network communications are not private, and may be viewed by Boone County School personnel, or by someone appointed by them, to ensure that all guidelines are followed.

___ Yes ___ No Boone County Schools has permission to photograph our child and /or include our child in video for educational purpose.

| | |
|---------------------------|------|
| | |
| Parent/Guardian Signature | Date |
| Parent/Guardian Signature | Date |
| Student Signature | Date |

The *Code of Conduct* was sent home to be shared with the parent(s)/guardians on: _____

PLEASE DETACH THIS FORM AND RETURN TO YOUR CHILD'S TEACHER.

6. lead school to achieve College Readiness Standards through the KY Core Academic Standards, develop 21st Century Skills through Marzano's 41 strategies, demonstrate learning through a balanced assessment system and engage students in extension/intervention based on individual needs;
7. use good judgment and prudence in dealing with problems in the school;
8. be knowledgeable of regulations from federal, state, and local agencies;
9. treat all school personnel, parents, and students in a respectful, fair and equitable manner;
10. respond to concerns of students, parents, and staff;
11. follow the professional code of ethics; and,
12. maintain confidentiality of student and family personal and sensitive information.

Acceptable Technology Use, Procedures, Rights and Responsibilities

We believe everyone deserves a safe, supportive, and orderly learning environment.

Students, employees, and parents in the Boone County Schools have access to and use of the district network, Internet, e-mail, and the Infinite Campus Student/Guardian Portal as part of the instructional process. Students, employees, and parents/guardians are exposed to a high level of technology and technological instruction as a part of the curriculum. The Boone County Schools has adopted technology standards that are integrated into instruction in all schools and on all grade levels. Students, employees, and parents/guardians must sign the Boone County Schools Acceptable Technology Use Procedures (AUP) Contract demonstrating that they have read the guidelines and procedures and that they will abide by the guidelines and procedures outlined. Students, employees, and parents/guardians will be held accountable for violations of the AUP Agreement and understand that disciplinary action may be taken if the AUP is violated.

The Acceptable Use Policy (08.2323) as approved by the Boone County Board of Education can be found on the Boone County Schools website. Students, employees and guardians are expected to adhere to the following procedures and guidelines that support this policy:

District Network/ Technology Resources

- Use the provided school network account in an ethical, responsible, and legal manner for school related tasks only that are consistent with the educational objectives of the Boone County Schools.
- Maintain the privacy of personal information such as name, address, phone number, account passwords, social security numbers, and respect the privacy of others.
- Communicate with others using appropriate language in a courteous and respectful manner; refraining from obscene, abusive, or sexually explicit language.
- Creating or sharing computer viruses are not permitted.
- Logging onto another person's account and/or destroying another person's data is not permitted.
- The network may not be used for commercial purposes.
- Monopolizing the resources of the Boone County Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games is not permitted.
- Breaking/attempting to break, destroying/ attempting to destroy computer networks, another person's account, files or folders, or destroy any school owned technology devices or resources is not permitted.
- The use of multi-user games via the network for non-educational purposes is not permitted.

- Copyrights must be respected. Unauthorized use and/or copying of licensed material (including but not limited to software, downloads, copy files) without permission is not permitted.
- Storage on user directories, files, e-mail accounts, and Internet usage should be considered limited private environments.

Internet Use

- Internet access through the school/district is to be used for instruction, school communication, research, and school/district administration. School/district access is not to be used for private business or personal, non-work related communications, illegal activities, chat-rooms, or offensive web sites.
- Teachers, library media specialists, and other educators are expected to select instructional materials and recommend research sources in media. Educators will select and guide students on the use of instructional materials on the Internet.
- District employees using blogs and social networking sites for educational, school communication purposes must adhere to the guidelines as outlined in the board policy (08.2323).
- Teachers should not “friend” students on social networking sites that are used for personal purposes.
- Internet access is obtained by the user’s personal log in credentials and not obtained via any other source (ie: another user’s log in).
- Purposefully annoying other Internet users, on or off the Boone County Schools system, is prohibited. This includes such things as continuous talk requests and chat rooms (i.e. cyber bullying).
- Personal information may not be revealed about yourself or others or establish relationships with “strangers” on the Internet with personally identifiable information.

- A student who does not have a signed AUP on file may not share access with other students. As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
- Participation in multi-user games via the Internet for non-educational purposes is not permitted.
- Internet use occurs with permission, supervision, and/or guidance of a school staff member.

Electronic Mail Use

- Students and employees of Boone County Schools are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems e-mail can be used.
- Be polite. Do not write or send abusive messages.
- Use of electronic mail for communications that are not directly related to instruction or sanctioned school activities is not permitted. Do not use electronic mail, for instance, for private business or personal, unrelated communications, commercial, political, or advertising purposes.
- Communicate with others using appropriate language in a courteous and respectful manner.
- Sending and/or attaching documents containing pornographic, obscene, or sexually explicit material is not permitted.
- Accessing, copying or transmitting another user’s messages without permission is not permitted.
- Do not reveal your personal address or phone number or those of other students unless a parent or a teacher has coordinated the communication.

- The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Electronic messages may not be sent anonymously.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Harassment of other users is not permitted.
- Engagement in activity which may pose a risk to anyone is not permitted.
- User log in credentials must remain private and not shared with others.
- By signing the AUP form, you hereby accept and agree that your child's rights to use the electronic resource 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 are 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.

Student/Parent/Guardian Infinite Campus Portal Use

The Boone County Schools offer Infinite Campus (IC) Portal access to parents/guardians and students as a means to enhance communication and to promote educational excellence. IC Portal allows parents/guardians to view their own child's school records online, anywhere, anytime. In order to have access to the site, every parent/guardian and student is expected to act in a responsible, ethical and legal manner. The IC Portal is available to every parent/guardian of a student enrolled in the Boone County Schools and to any student in any school that has elected to activate student portal accounts.

Parents/guardians and students are required to adhere to the following guidelines:

Parents/guardians will NOT share their password with anyone, including their own children.

Students will NOT share their password with anyone.

Parents/guardians and students will not attempt to access, harm or destroy data of another student on the portal.

Parents/guardians and students will not use the IC Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.

Parents/guardians will not access data of any account with ownership by another parent/custodial guardian.

Parents/guardians and students who identify a security problem with the IC Parent Portal must notify the BCSD or the school immediately without demonstrating the problem to anyone else.

Parents/guardians and students who are identified as a security risk to the IC Portal may be denied access to the Infinite Campus Portal.

*****Students who violate the Acceptable use policy (08.2323) or the Telecommunication Devices Policy (09.4261) are subject to disciplinary action per the Code of Conduct.***