

Scott County Central

School District

Computer Appropriate Use Policy - 2018-2019 School Term

NO student is allowed to send or receive email unless clearly specified and monitored by a teacher. If an email account is needed, contact the technology coordinator for a safe, filtered email address.

NO student is allowed to access **NON-EDUCATIONAL Internet Sites** on any computer in the school district. Such sites include sports sites not clearly related to a class assignment or project (including wrestling), outdoor web sites involving weapons, music web sites not associated to a class assignment (including MTV & iHeart Radio), adult web sites of any kind, or web sites related to television programming that is not clearly associated to a class assignment. These non-educational web sites are strictly off limits, unless specifically authorized by a teacher.

NO student is allowed to access chat rooms of any kind on any computer in the school district (this includes instant messages from web sites such as Facebook, Snapchat and Twitter). Any web site that requires a login, requests a name or address, or allows direct or indirect conversation with another person online is strictly forbidden on any computer in the school district unless clearly specified and monitored by a teacher.

NO cyber bullying, (which is mocking or humiliating other individuals through web pages) email (Hotmail, Yahoo, Gmail, etc.) instant messaging or unauthorized blogs are allowed.

NO student is allowed to tamper with computer files or directories, software, and/or hardware without proper consent from the technology coordinator. Students do not have proper authorization to maintain school equipment, and these students are not allowed to alter files on any computer system in the school without proper authorizations from the technology coordinator.

NO student will be allowed to use classroom computers without consent of the classroom teacher. This responsibility belongs not only to the teacher, but as well as the technology coordinator. This protects the student from the possibility of false accusations of inappropriate computer use. Any student found using computer equipment without proper authorization will be suspended from computer use of computers in the school district.

NO student is allowed on any computer unless monitored by a teacher. Misuse of the computer for the purpose of cheating or unauthorized use of school technological equipment will result in suspension from technology access in the school district.

NO student is allowed to access any type of social networking sites (Facebook, Twitter, Snapchat etc.) Consequences for non-approved access to these sites are listed in the student handbook.

ALL students **MUST** have a district **APPROPRIATE USE POLICY** (this sheet) on file with the technology coordinator and it must be signed by a parent or guardian as well as the student.

ALL students who clearly disregard the district's **APPROPRIATE USE POLICY** (this sheet) will be in violation of these district policies. Inappropriate use of district equipment will not be tolerated. Resulting actions will include temporary or permanent suspension from all district computers and equipment, in school suspension, parent conference regarding violations of district policies, immediate attention from the building principal, technology coordinator and superintendent and a possible meeting with the School Board.

Use of the Scott County Central School District Internet connection is an educational privilege. Before being allowed to access the Internet, or E-Mail, or use computers, faculty, staff and students will review the District's Acceptable Use Policy *and* sign the Acceptable Internet / E-Mail and Computer Use Agreement. Consequences for inappropriate use of the Internet or Technology are outlined in the Board Regulation 6320.

All technology usage will be monitored including but not limited to a log of activity that tracks usage.

Signed copies of the Acceptable Internet / E-Mail and Computer Use Agreement are required before any Internet / Computer Use is allowed. Signed copies will be kept in the Scott County Central's Technology Office.

Student Name (*Printed*): _____

Student Signature: _____

Date: _____ Grade: _____

Parent / Guardian Signature: _____

Staff Name (*Printed*): _____

Faculty/Staff Signature: _____

Date: _____

**Signatures indicate that I have read the agreement and will abide by the guidelines.*

PLEASE SIGN, DATE AND RETURN TO THE OFFICE AS SOON AS POSSIBLE

We (my child and I) have read the **SCOTT COUNTY CENTRAL STUDENT APPROPRIATE USE POLICY** and **FULLY UNDERSTAND** the consequences which will follow if the rules are broken while using school technology.

Please check the appropriate box below to allow your child's name and/or picture to be placed on the school website and/or teacher's website that is used for their class.

YES, you have my permission to use my child's name and/or picture on the school website or any teacher's website. **(Please note that only the student's first name will be used, and names will not be with the pictures, unless it is an individual recognition)**

NO, please do not use my child's name and/or picture on the school or teacher's website.

Please print your child's name

Parent or Guardian please sign

Date

SCOTT CO CENTRAL SCHOOL DISTRICT

Acceptable Internet / E-Mail and Computer Use Agreement

SCOTT COUNTY CENTRAL'S PASSWORD GUIDELINES:

Common guidelines for choosing good passwords are designed to make passwords less easily discovered by intelligent guessing:

- Avoid any password based on repetition, dictionary words, letter or number sequences, usernames, relative or pet names, romantic links (current or past), or biographical information (e.g., dates, ID numbers, ancestors names or dates, ...).

The passwords below are examples that follow some of the published guidelines for strong passwords. The listed passwords are only for usage as examples.

- *4pRte!ai@3* – mixes uppercase, lowercase, numbers, and punctuation. This suggests a large character set which increases an attacker's work factor, a desirable property.
- *Tp4tci2s4U2g!* – builds from a phrase a user can memorize: "The password for (4) this computer is too (2) strong for you to (4U2) guess!" – mixes types of character. If the phrase is not 'well-known' (e.g., published in any quotation compendium – online or in print, no matter how obscure to you), this password should have high entropy for an attacker, and be easier to remember than many passwords. Note: since this example is now available, it should *not* be used as a password.

SCOTT COUNTY CENTRAL'S PASSWORD REQUIREMENTS:

- Include numbers, symbols, upper and lowercase letters in passwords
- Password length should be around 7 to 12 characters while remaining memorable

** Password: _____

** *Passwords are not permanent.* You may be sporadically asked by the Scott County Central Tech Support Team to change your password. Passwords should not be shared with anyone but your Scott County Central Tech Team.

To be completed by the Scott County Central Tech Support Team

User Name: _____

User Name (a.k.a. user profile/user account) is a unique identifier which allows a user to authenticate to system services and in conjunction with a valid password the user will be granted authorization to access Scott County Central Computer Systems.