

In compliance with 1998 Senate Bill 230, KRS 156.675, 701 KAR 5:120, and the Children's Internet Protection Act (CIPA), the Adair County School District has developed procedures and guidelines for acceptable use of the Internet, electronic mail, and local technology resources (including hardware, software, phone systems, and the electronic communications network) which is outlined in this Acceptable Use Policy. These procedures coincide with Local School Board Policy 08.2323.

The Adair County School District is pleased to provide its students with access to state-of-the-art technology resources and an electronic communications network that permits the receipt and transfer of information in the form of data, voice, and video for educational purposes. Technology resources include, but are not limited to, the Internet, e-mail, instructional software and online programs, the district's internal wireless and wired network, computers, and a wide variety of technology tools that are available for educational use. Access to these resources will enhance instruction and provide enriched learning opportunities for our students.

All students will be provided instruction in Internet Safety, including appropriate online behavior, interacting with other individuals on social networking websites and chat rooms, and cyber-bullying awareness and response. All students will be taught how to use and care for any technology resource that they are provided access to at school.

Parental consent is required for student access to the technology resources and network, including Internet and e-mail that is provided by the Adair County School District, unless the student has proof that he/she is 18 years old or older. All students and their parent representative are required to sign an agreement form prior to student access to the Adair County School District's technology resources and network.

Students will be closely monitored by staff while accessing the district's technology resources and network, including Internet and e-mail. Failure to adhere to the procedures and guidelines that are set forth in this policy will result in the loss of access to the technology resources and network and/or other disciplinary or legal action.

The Adair County School District utilizes a proxy server, which provides for monitoring of Internet websites visited and for controlling the websites that are accessible within our network. The proxy server allows the Director of Technology or designee to block inappropriate Internet websites and to view logs of Internet websites visited. Logs of Internet activity will be reviewed on a regular basis to detect any access of inappropriate websites. It is the responsibility of the Director of Technology or designee to review logs.

Inappropriate Internet use will be reported to the student's Principal for appropriate disciplinary action, which will include the minimum consequences outlined in this document with the possibility of additional consequences as determined by the Principal.

Rules of Etiquette

All students are expected to abide by the following rules of etiquette while utilizing the technology resources and/or network that is provided for their educational use by the Adair County School District.

The following rules of etiquette apply to all district-owned technology resources and to all personal devices that are permitted to access the district's network.

Technology and Network Resources

Do **NOT** use the Adair County School District's technology and network resources:

- For personal communication that is not school related.
- To install any software onto computers or file servers without permission from your teacher.
- To access, alter, or copy another person's files or folders without their permission to do so.
- To harm or destroy another person's files or folders.
- To disrupt the use of technology resources or network by others.
- To create or share computer viruses.
- To attempt to access any computer or network for which you are unauthorized.

Vandalism or damage to the Adair County School District's technology and network resources will result in disciplinary action. The student's parent/legal guardian may be required to reimburse the Adair County Board of Education for the repair or replacement of any district-owned technology resource that is lost, stolen, damaged, or vandalized by the student.

Network Login, Password, and Folder

All students must be provided instruction regarding Internet Safety as described on Page 1 and must return the Student Acceptable Use Policy Agreement Form signed by the student and parent/legal guardian (if student is not yet 18 years old) prior to being granted a network account necessary for access to the Adair County School District's technology resources and network.

All students that are assigned email accounts are provided access to Microsoft's OneDrive and Google Drive, online storage for school-related documents and resources. This cloud-based storage is secure and accessible at anytime from anywhere from any Internet-connected device. School and district administrators have the capability to review the contents of students OneDrive or Google Drive anytime inappropriate use is suspected or reported. Inappropriate content that is found to be in violation of this Acceptable Use Policy will be reported to the Principal for disciplinary action.

Each student is responsible for the security of his/her own password and will be held accountable for activity that occurs as a result of the use of his/her password. If the student suspects or knows another person is using his/her password, he/she must report this to a teacher who will request that the student password be changed. Those students who are found to be using a username and password that is not their own will be disciplined accordingly.

The student shall:

- Only use the account username and password that is assigned to him/her for accessing school technology resources.
- NOT share his/her password with another person.
- Change his/her password immediately when it is suspected that another person becomes aware of the password.
- Log off or lock his/her computer anytime he/she is away from his/her desk to prevent unauthorized access to his/her computer or files.

Internet

Wired and/or wireless Internet access is provided throughout the Adair County School District to be used only for instruction, research, and school-related activities.

The student shall inform his/her teacher IMMEDIATELY if he/she encounters any information or person that makes him/her feel uncomfortable or violates the guidelines for acceptable use that are outlined in this policy. This will prevent the student from facing disciplinary action.

The use of third party proxy websites to bypass the Adair County School District's proxy server is prohibited. All Internet access must go directly through the district's proxy server.

The school district's wireless network must be used for all wireless connectivity throughout the district. School and district technology staff will ensure that all wireless devices are configured with the appropriate settings for connection to this network.

Do **NOT** use the Adair County School District's Internet:

- To download any software, shareware, or freeware onto network drives or computers.
- To view websites or download documents that contains offensive, obscene, pornographic or sexually explicit material.
- To establish relationships with others via the Internet unless directed and supervised by the teacher. Do not agree to meet anyone that you have met online.
- To play games online unless games are instructional and assigned by the teacher.
- To download music, videos, or other files from any peer-to-peer network or other websites, unless directed by the teacher.
- To reveal personal information about yourself, such as address, phone number, or social security number.
- To use the Internet to purchase items, conduct any personal business transaction, or to disclose any financial information about yourself or others, such as credit card or bank account numbers.

Social Networking

Social networking websites may only be used by students for instructional or school-related purposes as directed by the classroom teacher. *Edmodo* (<http://www.edmodo.com>) is the only social networking website that is approved to be used by students at school. Special permission may be granted to the teacher for use of other social network websites, if needed to meet instructional goals in the classroom that cannot be met with *Edmodo*.

Edmodo provides teachers and students a safe and secure place to connect and collaborate, share content and educational applications, and access homework, grades, class discussions and notifications. Teachers may choose whether or not to utilize *Edmodo* in their classrooms. The teacher will create, maintain, and monitor all *Edmodo* websites. All school-related social networking websites will be monitored by the sponsoring teacher, school Principal, Director of Technology and/or other school and district-level administrators.

The following expectations are set for student use of social networking websites (*Edmodo*).

- Posts to social networking websites may include items such as news, school events, calendar entries, homework assignments, videos, audio, student accomplishments, and items relevant to instruction in our schools and district.
- Posts must be positive or neutral.
- Student work shall not be assessed publicly within the social networking application.
- Student photos, names, videos, and works posted must comply with the guidelines set forth in the “Web Content” section of this Acceptable Use Policy.
- Students must NOT share their username and password to social networking websites with others, with the exception of their teachers and/or parents/legal guardians.
- It is acceptable to utilize social networking websites to communicate with other K-12 academic institutions, colleges, and educational service providers. It is unacceptable to engage with commercial entities, vendors, political affiliations, and other organizations or individuals that are deemed inappropriate.
- The Adair County School District does not accept responsibility or association with comments made by friends, fans, followers, or the equivalent on its social networking websites. We reserve the right to terminate any associations on social networking websites that are deemed inappropriate.

Web 2.0 Tools (Blogs, Wikis, Podcasts, and Other Interactive Online Instructional Technology Tools)

New online interactive instructional tools, such as blogs, wikis, and podcasts (also referred to as Web 2.0 tools) provide an authentic and real-world means for our students to communicate and complete instructional assignments. When utilizing these tools, students must follow all of the guidelines set forth by the teacher and in this policy.

- All Web 2.0 tools that are created, downloaded from other websites, and/or utilized within our schools and district must relate to instruction or school-oriented activities. Web 2.0 Tools that do not meet these criteria are not permissible and will be deleted from the school and/or district technology devices.
- The classroom teacher must review all Web 2.0 tools for appropriateness prior to utilizing them for instruction.
- Any language that is not permitted for school use must NOT be utilized in blogs, wikis, podcasts, and other interactive instructional technology tools.
- Students utilizing Web 2.0 tools, including blogs, wikis, podcasts, and other interactive instructional technology tools must not include personal information about themselves, such as address, phone number, social security number or other identifiable information.
- The creator of Web 2.0 tools (blogs, wikis, podcasts, etc.) is the owner and maintains all rights to those tools.

Web Content

All content that is posted on school or district websites must support, enhance, or promote teaching and learning. Written permission from the parent/legal guardian and the student is required prior to posting any student information, photographs, and class work on school and district websites and other online media outlets.

- Any student work posted online (school and district websites and other online media outlets) must be associated with his/her own name.
- A copyright notice that acknowledges student ownership must be included on all student work that is posted on school and district websites and other online media outlets.
- Personal identifying information, such as address, social security number, and phone number must NOT be posted on school and district websites and other online media outlets.

E-mail

All students are provided an e-mail account within the Kentucky Department of Education's e-mail system. This e-mail account is to be used only for instructional and school-related purposes.

An Outlook Live e-mail account is provided to students by the Adair County School District as part of the Live@edu service from Microsoft. By signing the *Student Acceptable Use Policy Agreement Form* and checking permission for e-mail on that form, you hereby accept and agree that the student's rights to use the Outlook Live/Office 365 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 in this document. The data stored in the Live@edu/Outlook Live/Office 365 e-mail service are managed by the district pursuant to policy 08.2323 and accompanying procedures.

The parent/legal guardian and student understands that the Windows Live ID provided to the student 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 the student can utilize those Microsoft services, he/she must accept the Windows Live Service Agreement and in certain cases, obtain parental consent.

- Do realize that e-mail is not guaranteed to be private. The Director of Technology or designee can and may be required to scan electronic mail.
- Do read your e-mail frequently.
- Do NOT use any e-mail account at school except the live@edu/Office 365 account that is provided for you by the school district. Hotmail, Yahoo, Gmail, and other e-mail accounts are not permitted. E-mail use is limited on school property to the email system that is approved by the Kentucky Department of Education.
- Do NOT allow others to use your e-mail account.

- Do NOT use your school e-mail account for communication that is not school-related.
- Do NOT send or forward chain e-mails, jokes, spam, animations, or links to other non-instructional websites via e-mail. (These sometimes contain viruses and require bandwidth that is needed for instructional applications and administration.)
- Do NOT use profane, obscene, abusive, or other inappropriate language that may be offensive when communicating with others.
- Do NOT use all capital letters in e-mail messages because this is the equivalent of shouting.
- Do NOT transmit any material that is in violation of local, state, or federal law. This includes, but is not limited to copyrighted materials and threatening or obscene messages.
- Do NOT read or transmit another person's files or messages without permission to do so.
- Do NOT include personal information about yourself to others, such as address, phone number, or social security number in e-mail messages. Use the school's information, if necessary.

Copyright & Plagiarism

- Respect copyright laws of software and other instructional materials, including music and videos.
- Appropriately acknowledge authorship and/or publishers of electronic documents in writing and research assignments (citations, footnotes, bibliographies, etc.).
- Do not copy another person's work and use as your own (plagiarism). Teachers have tools at their discretion that will allow them to detect plagiarism and will discipline accordingly.

Phone Systems

Phone systems are provided to improve communications and to support the instructional process for the Adair County School District. Phones may be used for school safety issues, parent/teacher communications, classroom projects, student and staff emergencies, and for other purposes as necessary for the daily operations of our schools and district. Students will be allowed to use phones at their school according to each individual school's policy.

Student Information System

All school districts in Kentucky utilize Infinite Campus, an online student information and demographics system. The Adair County School District and Infinite Campus understands that parental access to student information is a critical link for guiding and supporting students for success at school. Upon reading the Infinite Campus Portal Acceptable Use Policy and completing the Portal Access Request Form, parents/legal guardians are granted access to view their child(ren)'s information. Both documents are available at each school office and are posted on the district's website (<http://www.adair.kyschools.us>).

- Parents/legal guardians may view the grades, attendance, and disciplinary issues of their child(ren).
- Students may view their own grades, attendance, and disciplinary issues.
- Parents/legal guardians and students must not attempt to access or change data for which he/she has no right to.
- Do NOT share the Infinite Campus username and/or password that have been assigned to you.
- Do NOT attempt to harm or destroy the school or district's data that is stored in Infinite Campus.
- Parents/legal guardians and students must notify the school administrator immediately when a problem is discovered with the security and/or the accuracy of data found in Infinite Campus.
- Procedures for reporting technical issues with the Infinite Campus Portal, including forgotten usernames or passwords, are found at Student/Parent Portal link that is found on the district's website (<http://www.adair.kyschools.us>).
- Violation of this policy will result in denied access to the Infinite Campus student information system.

Telecommunication Devices

Cell phones, smartphones, and other telecommunication devices are permitted to be used by students during school hours for emergency situations that involve imminent physical danger or if a teacher or Principal authorizes the student to do so for instructional purposes.

The Adair County School District provides wireless network connectivity to be used by its staff and students for instructional and school-related purposes. All school district-owned devices must be configured to access the Internet via this network, as required by law.

It is highly recommended that all personally owned telecommunications devices (cell phones, smartphones, etc.) are configured to connect to the district's wireless network, which will provide a more secure, safe, and stable network connection and will prevent data charges that are incurred by the owner of the personal device. The parent/legal guardian and student must provide written permission on the Adair County School District's Student Acceptable Use Policy Form for the school district's wireless network settings to be configured on personally-owned telecommunications devices.

Configuration settings for the wireless network are available at each school that may be entered into personally owned Internet-capable telecommunications devices.

Use of personally owned telecommunications devices (cell phones, smartphones, etc.) at school is a privilege for our students. Any student that is found to be in violation of this policy will lose the privilege to use his/her device at school, according to the Disciplinary Action outlined in the Adair County School District's Student Acceptable Use Policy and may include additional disciplinary action as determined by school and district administration and/or law authorities.

The Adair County School District is not financially responsible for charges incurred by the student from cell providers for data services, usage, overage charges, downloads, and other purchases on personally owned telecommunications devices.

The following conditions shall be met.

- Turn off all telecommunications devices (cell phones, smartphones, etc.) before entering the school building and leave them off until exiting the school building unless an emergency situation arises or a teacher or Principal gives permission to use the device to prevent disruption of the educational process.
- When permission is granted by the teacher or Principal for student use of a personal telecommunications device (cell phone, smartphone [Blackberry, iPhone, etc.]), the student shall keep the device in sight of the teacher at all times. Failure to keep the telecommunications device in sight of the teacher at all times when in use by the student will result in disciplinary action including loss of access to use telecommunication devices in the classroom.
- Keep all telecommunications devices (cell phones, smartphones, etc.) out of sight in a secure place (purse, pocket, etc.) when not authorized by a teacher or Principal to use them. The Adair County School District accepts no responsibility for loss, theft, damage, or destruction of these personal devices.
- The use of telecommunications devices (cell phones, smartphones, etc.) shall not disrupt the educational process. Any use that poses a threat to academic integrity or violates the confidentiality or privacy rights of another individual is not permissible.
- Telecommunications devices (cell phones, smartphones, etc.) shall not be used to send text messages, schoolwork, photos, documents or other information that poses a threat to academic integrity, such as cheating.
- Do NOT access the Internet, e-mail, chat, or play games on a telecommunications device (cell phone, smartphone, etc.) unless directed by the teacher or Principal.
- Telecommunications devices (cell phones, smartphones, etc.) shall not be used to send profane, indecent, obscene, or sexually explicit messages via voice, text or e-mail.
- All Internet access at school on school-owned devices must go through the district's proxy server, as required by law.
- Teachers are not permitted to require students to download applications to personally owned devices that are not free to the user.

After school hours, while on school property or while attending school-sponsored or school-related activities, whether on or off school property, students may possess and use cell phones, smartphones, and other telecommunications devices as defined by law.

Refer to the Adair County School District's procedure for Telecommunication Devices (09.4261) for additional information.

Use of Personal Technology Devices at School (Bring Your Own Device Policy)

The Adair County School District supports the use of personally owned technology devices by students at school for educational and school-related purposes according to the guidelines written below.

- The School Principal and Teachers may set additional requirements for the use of personally owned student technology devices in their school/classroom.
- The choice to allow students to use personally owned technology devices is solely at the discretion of the Principal and Teacher.
- If the Principal and/or Teacher does not allow personally owned student technology devices in certain classrooms, the device must not be brought to class or kept stored and turned off for the entire class period.
- Failure to abide by the guidelines that are set forth in the *Use of Personal Technology Devices at School (Bring Your Own Device Policy)* will result in the loss of the student's privilege to use personal devices in the classroom/school and may result in the loss of the student's right to bring personal devices into the school.
- Student technology devices may include: laptop and netbook computers, tablet computers (iPads, Microsoft Surface, etc.), e-Readers (Kindle, Nook, etc.), MP3 players (iPod, etc.), and cell phones/smart phones (Refer to *Telecommunications Devices* section of this policy.)
- The Adair County School District does not endorse specific devices for use at school. We cannot guarantee or provide technical support for any personally owned technology device.
- Modifications cannot be made to the Adair County School District's wireless or wired network to accommodate the personally-owned devices of students.
- The Adair County School District's Technology Department will not repair or troubleshoot technical issues with personally owned technology devices.
- The Adair County School District's Technology Department will provide configuration settings for wireless connectivity with instructions for connecting to the school district's wireless network.
- The school district's wireless network is the only approved wireless network for use within the Adair County School District. This network provides a more secure, safe, and stable network connection than cellular data plans (3G, 4G, and LTE) and will prevent data charges that are incurred by the owner of the personal technology device when 3G, 4G, and LTE cellular Internet services are used.
- The parent/legal guardian and student are responsible for all charges incurred as a result of use of the personally owned student technology device at school.
- Teachers are not permitted to require students to purchase software or other applications for installation on the personally owned device, but may request that free software and applications are installed on personally owned devices, if needed to complete school assignments.
- The Adair County School District is not financially responsible or liable in any way for any charges related to the personally owned student technology devices including the cost for any software or applications the student may choose to purchase for the device, repair or replacement of the device if damaged or stolen, data plans, usage, overage charges, charges for texting and multimedia packages, downloads or other purchases related to the device.
- The student should exercise responsible behavior in the use and protection of personally owned technology devices at school. A protective case for the device is highly recommended.
- Personally owned student technology devices are allowed in the classroom/school for educational and school-related purposes. Social-networking, gaming, shopping, and other personal uses of technology are not permitted.

- When not in use for educational purposes, the student will store his/her personally owned technology device in a secure location, such as school locker, teacher designated area, or backpack that is kept with the student at all times.
- Personally owned technology devices should be taken home from school each day.
- Students must follow the guidelines set forth in the Adair County School District's Acceptable Use Policy (08.2323), the Telecommunications Device Policy (09.4261), and accompanying procedures that are outlined in this document when utilizing personally owned technology devices on school and district property.
- Use of devices or software to bypass the Adair County School District's Internet filtering device (proxy server) is in violation of the *Student Acceptable Use Policy*.
- The Kentucky Department of Education's standard e-mail system (live@edu) is the only e-mail that is permissible for student use at school.
- All laptop and netbook computers must have anti-virus and malware software installed on them prior to connecting to the wireless network. Free anti-virus and malware software include: Avast, AVG, and Malwarebytes. Software may be purchased from Norton, McAfee and other companies.
- When personally-owned devices are in use by students, the sound must be muted or personal headphones must be used to prevent disruption to others.
- Screensavers and desktop backgrounds on personally-owned devices must not display inappropriate media, including the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang-related symbols. The display of inappropriate content on personally-owned devices at school will result in disciplinary action.

Use of District-Owned Equipment at Home by Students

Students who use district-owned technology equipment at home, such as laptop computers, must abide by all of the policies set forth in the Adair County School District's Student Acceptable Use Policy while using the equipment. District-owned equipment that is utilized at home by students should only be used for school-related purposes. The student, parent/legal guardian, and school Principal must sign an agreement form. Parents/legal guardians are liable for the care of the equipment that is assigned for student use and are responsible for the cost of repair or replacement of the equipment that is damaged as a result of misuse.

Release of Student Information to the Media

There will be occasions during the school year when students will be recognized, identified, photographed, videotaped, or audiotaped for various school-related activities and accomplishments. School personnel and/or the news media may request to interview or photograph students to showcase student, classroom, or school achievements, including displays of student work for publication in school and community newspapers, school and district websites, online media outlets, yearbooks, school/district presentations, and radio or television announcements. The parent/legal guardian and student must sign the Student Acceptable Use Policy Agreement Form and check the media permissions that are approved for each student prior to the release of any student information to any media outlet including (a) the school yearbook, (b) print media (including school and community newspapers), (c) broadcast media (including radio [audio] and television [video]), and (d) the Internet (including school, district, community, and online media websites). Information appearing in print is often archived online and may also be accessible via the Internet on the newspaper or local media website. The parent/legal guardian or student may choose at any time to disallow the release of student information to the media by submitting a request in writing to the school Principal. Students that are 18 years old or older do not require the signature of the parent/legal guardian.

Permission for College Education Students' to Videotape Student Teaching Sessions

Lindsey Wilson and other college's education students who are pursuing a degree in teacher education are required as part of their coursework to student teach in a school setting **under the direction and**

supervision of a certified teacher. As part of the student evaluation process, these college students are required to videotape some of their teaching sessions. This videotape is part of the college student’s educational portfolio and becomes the property of the Education Professional Standards Board. Representatives of the college/university, school districts, or the Department of Education may view the videotape.

Parent/guardian and student permission is required for student participation in these videos.

Privacy

Any information that is accessed, created, sent, received, or stored on the network should not be considered private. Routine network maintenance and monitoring of the use of the district network, including the Internet and e-mail may require the review and inspection of directories, files, or messages. E-mail messages may be sent and network files may be saved accidentally to the wrong destination. The Adair County School District reserves the right for the Director of Technology or designee to access stored records when there is a reasonable cause to suspect wrong-doing or misuse of district network resources, including the Internet and e-mail. The Director of Technology is responsible for investigating all suspicious network activity and/or complaints regarding the inappropriate or illegal use of the district’s electronic resources, including but not limited to the network, electronic media, Internet, e-mail, and phone systems. Inappropriate use of these district network resources will be reported to the student’s Principal for appropriate disciplinary action. Law enforcement officials will be contacted as deemed necessary.

Disciplinary Action

Students are expected to adhere to the guidelines that are set forth in this policy. Any violation of this policy will result in disciplinary action according to the consequences stated in this policy and will include the loss of access to technology resources and the network, including the Internet and e-mail and may result in other disciplinary or legal action. The same laws, school rules, and codes of conduct that apply to the student’s conduct at school will apply to his/her conduct when utilizing the district’s technology and network resources, including the Internet, e-mail and phone systems.

The student should notify the teacher and/or Principal of any policy violation or security breach that he/she becomes aware of. All policy violations and security breaches must be documented and reported to the Director of Technology.

Specific violations with consequences are listed below. These consequences are the minimum disciplinary action that will occur as a result of these violations. At the discretion of the school Principal, additional disciplinary and/or legal action may be taken. Depending on the severity of the violation, law enforcement may be called to investigate and/or all violations. The parent/legal guardian will be notified of all student violations. The school Principal may choose the maximum consequence for the first offense depending on the severity of the violation.

Loss of access to technology resources will result in the student being required to complete all technology-based assignments through alternative means, such as paper and pencil to complete comparable assignment or completing the electronic assignment using computers at home. The classroom teacher and/or school Principal will determine the alternative assignment and if the student’s grade will be affected.

Violation	Consequence		
	First Offense	Second Offense	Third Offense
Non-compliance with (a) Technology & Network Resources Policy; (b)	Student network account access is placed in highly restrictive	Student network account access is placed in highly restrictive	Student account disabled. Loss of access to all computer and

Network Login, Password & Folder Policy; and/or (c) Copyright & Plagiarism Policy	Internet group that only allows course work to be completed for 2 weeks. Teachers will be notified that that the student is not permitted to access computers or the network during this time except to complete course work.	Internet group that only allows course work to be completed for 4 weeks. Teachers will be notified that that the student is not permitted to access computers or the network during this time except to complete course work.	network resources for the remainder of the school year. All course work must be completed via alternative means of instruction, such as paper and pencil and library books. Teachers will be notified of this disciplinary action.
Non-compliance with Phone Systems Policy	Refer to school Principal for appropriate disciplinary action.	Refer to school Principal for appropriate disciplinary action.	Refer to school Principal for appropriate disciplinary action.
Non-compliance with (a) Internet; (b) Social Networking; and/or (c) Web Content Policy	Student network account access is placed in highly restrictive Internet group that only allows course work to be completed for 2 weeks. Teachers will be notified that that the student is not permitted to access computers or the network during this time except to complete course work.	Student network account access is placed in highly restrictive Internet group that only allows course work to be completed for 4 weeks. Teachers will be notified that that the student is not permitted to access computers or the network during this time except to complete course work.	Student account disabled. Loss of access to all computer and network resources for the remainder of the school year. All course work must be completed via alternative means of instruction, such as paper and pencil and library books. Teachers will be notified of this disciplinary action.
Non-compliance with E-mail Policy	Loss of access to e-mail. User's e-mail account revoked for 2 weeks.	Loss of access to e-mail. User's e-mail account revoked for 4 weeks.	Loss of access to e-mail. User's e-mail account revoked for the remainder of the school year.
Non-compliance with Telecommunications Devices (Cell Phones, Blackberries, etc.) Policy	The telecommunications device (cell phone, smartphone, etc.) will be taken from the student and returned at the end of the day. The student will be told that he cannot bring the device to school with her/him for 2 weeks.	The telecommunications device (cell phone, smartphone, etc.) will be taken from the student and returned at the end of the day. The student will be told that he cannot bring the device to school with her/him for 4 weeks.	The telecommunications device (cell phone, smartphone, etc.) will be taken from the student and returned at the end of the day. The student will be told that she/he cannot bring the device to school with her/him for the remainder of the school year.
Non-compliance with Student Information System Policy	Loss of access to the Student Information System (Infinite Campus) for 2 weeks.	Loss of access to the Student Information System (Infinite Campus) for 4 weeks.	Loss of access to the Student Information System (Infinite Campus) for the remainder of the school year.
Non-compliance with the Web 2.0 Tools (Blogs, Wikis, Podcasts, and Other Interactive Online Instructional Technology Tools Policy	Loss of access to the specific interactive learning tool that was misused for 2 weeks. The user may be placed in a highly restrictive Internet group for 2 weeks.	Loss of access to the specific interactive learning tool that was misused for 4 weeks. The user may be placed in a highly restrictive Internet group for 2 weeks.	Loss of access to the specific interactive learning tool that was misused for the remainder of the school year. The user may lose access to all computer and network resources

			for the remainder of the year.
Non-compliance with the Use of Personal Technology Equipment at School (Bring Your Own Device Policy)	Loss of privilege to utilize personal devices at school for 2 weeks.	Loss of privilege to utilized personal devices at school for 4 weeks.	Loss of privilege to utilize personal devices at school for the remainder of the school year.

Individual Learning Plan

All Kentucky students in grades 6-12 are required to complete an Individual Learning Plan (ILP) utilizing the Career Cruising ILP Tool. Career Cruising is an Internet-based career exploration and planning tool that allows students to explore career and college options and to develop a career plan. Features of the program include: interest and skills assessment; career profiles; multimedia interviews; college and financial aid information; individual learning plan; and resume builder. The Parent ILP Tool allows parents/legal guardians to view the information that is stored in their child(ren)'s ILP, learn more about the careers and schools that their child(ren) is interested in, and communicate with their child's career advisor. To log in to the Parent ILP Tool, go to www.careercruising.com/ILP and enter your assigned parent/legal guardian username and password. For more information or to obtain a username and password, please contact the counselor's office at your child's school.

The Student Acceptable Use Policy Agreement Form will be sent home to parents for signature after the teacher has explained the *Student Acceptable Use Policy* in its entirety to students. This form must be signed and returned to the school prior to student access being granted to any Adair County School District technology resource.