ELKTON SCHOOL DISTRICT

ACCEPTABLE USE POLICY

Print and Sign both sides of back page…then return back page only.

NETWORK, INTERNET AND E-MAIL ACCESS INFORMATION: for Parents, Students, Faculty and Patrons of Elkton School District.

Please read the following Terms and Conditions for the use of the Internet/E-Mail carefully before signing this document. This document is intended to be binding upon those signing. Network, Internet access, and E-Mail are coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If an Elkton School user violates any of these provisions, their access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party(ies) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Goal: Network, Internet access and E-Mail is available to students and teachers within the Elkton School District. We are pleased to bring this access to the district and believe the Internet/E-Mail offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

Elkton School District Technology Resources: ESD technology resources will be used exclusively for educational purposes. Network accounts and storage is provided by the district for student use and both remain the property of the district. Users of ESD technology resources have no reasonable expectation of privacy. All students will read, understand and adhere to the ESD District's Acceptable Use Policy.

1. **Local Area Network (LAN)**: Computer access is a privilege, not a right. Network accounts have been established for all students. All users are required to store files in their home directory located on the file server. Inappropriate uses of the ESD network include, but are not limited to: attempting to log in as another user; using another student's password; attempting to violate network security; plagiarizing; tampering with computer software; and attempting to install software on district computers. The system administrator and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access. Students are allowed to print only class-related materials, only with the permission or direction of a teacher or other supervisor. Print quotas may be implemented if printer usage is abused.

2. **Internet:** The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to: electronic mail communication (E-mail); information and news; and resources that enhance curricular content. With access to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of the school setting. We ask the user to police their own activities. We further believe that the valuable information and interaction on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

In compliance with the Children's Internet Protection Act (CIPA), ESD has installed a content filtering device. All internet traffic must pass through this filtering device. Any attempt to bypass content filtering is a violation of this acceptable use policy. Students who feel that a web site has been incorrectly blocked should contact their teacher, who will in turn contact the network administrator. Accessing/downloading music videos/video content material, without a teacher or other supervisor's permission, is inappropriate use of the school's bandwidth and is in violation of this agreement.

The use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.

3. **Acceptable Use:** The purpose of NSFNET, which is the backbone to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources, and education in, and opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network and computing resources must comply with the rules appropriate for that network. Transmissions of any material in violation of any U.S. or state regulation are prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable. Students are expected to adhere to the US copyright and Fair Use Guideline policy.

4. **Netiquette:** You are expected to abide by the general accepted rules of network etiquette. These include, but are not limited to, the following:
    a. Be polite. Your messages should not be abusive to others.
    b. Use appropriate language. Do not swear, use vulgarities, or any other language deemed inappropriate.
    c. Do not reveal your personal address or phone number. Do not reveal the personal addresses and/or phone numbers of fellow students or colleagues.

d. Illegal activities are strictly forbidden.
e. Do not use the network in any way that would disrupt network services for other users.
f. All communications and information accessible via the network should be assumed to be private property.

5. **E-Mail:** The use of electronic mail (E-Mail) is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access. Examples of inappropriate use include, but are not limited to: "chain letters"; dissemination of religious, social, or political views; harassment; threatening E-Mail; use of district E-Mail for financial gain; and use of E-Mail during class time for chatting. E-Mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Students have been provided an E-Mail account hosted by SD K12 Data Center. All E-Mail must pass through the K12 Data Center. The use of web mail accounts (Hotmail, Yahoo mail, etc.) or any other personal E-Mail account is not allowed. Students are "electronic" representatives of the ESD. Educationally appropriate language should be used when composing school-related E-Mail. Email will be used only for educational purposed during school hours.

6. **Software:** The installation of personal software on district computers is not allowed. The download and installation of software is not allowed. This includes, but is not limited to, programs not purchased by the district such as screen savers, games and web browser plug-ins.

7. **Games:** ESD technology resources will be used exclusively for educational purposes. Using ESD technology resources for gameplaying during the school day is not permitted unless authorized by a teacher or supervisor.

8. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not use another individual's account. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet. Personal technology equipment will not be allowed to connect to the District's computer network. Personal technology equipment includes, but is not limited to: desktop computers; laptop computers; portable devices such as Palm Pilots, Ipaqs, etc.; and printers.

9. **Non-Liability:** Elkton School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Elkton School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Elkton School District is at the user's own risk. Elkton School District is not responsible for the accuracy or quality of information obtained.

10. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

11. **Violations:** Students must be aware that misuse of district technology may result in penalties which may or may not include the following: detention; loss of internet privileges; loss of computer privileges; legal action and prosecution by authorities; suspension; and expulsion. ESD retains the right to revoke computer and internet access for any violation of this agreement. ESD retains the right to monitor network and mail use. A student's first violation of this policy will result in a two week loss of computer privileges. A second violation will result in loss of computer privileges for the remainder of the school year. If a violation occurs during the summer, there will be a loss of computer privileges until the beginning of the school year. All students and parents or legal guardians must sign this agreement prior to receiving a network account.

12. **Exception of Terms and Conditions:** All terms and conditions as stated in this document are applicable to Elkton School District, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

ELKTON SCHOOL DISTRICT 5-3 – ACCEPTABLE USE POLICY
SIGNATURE/AGREEMENT PAGE

My child(ren) and I have read the Elkton School District 5-3 Acceptable Use Policy. We agree to abide by ALL of the rules listed in the Elkton School District 5-3 Acceptable Use Policy. We understand that violation of these provisions may result in disciplinary action including, but not limited to, revocation of computer privileges, suspension, or exclusion from school and /or criminal prosecution. We release the Elkton School District 5-3 and all other organizations related to the Elkton Internet Connection from any liability or damages that may result from the use of the Computer System.

In addition, we will accept full responsibility and liability for the results of any action with regards to the use of the Network and the Internet. We release the school and related organizations from any liability relating to consequences from the student(s) use of the internet.

1. Student Name (please print) _____ Grade _____

Signature of Student _____ Date _____

2. Student Name (please print) _____ Grade _____

Signature of Student _____ Date _____

3. Student Name (please print) _____ Grade _____

Signature of Student _____ Date _____

4. Student Name (please print) _____ Grade _____

Signature of Student _____ Date _____

5. Student Name (please print) _____ Grade _____

Signature of Student _____ Date _____

Check (X) one:

_____**We accept** the conditions of Elkton School District 5-3 Acceptable Use Policy and plan to access the district's system/network.

_____**We do not accept** the conditions of the Elkton School District 5-3 Acceptable Use Policy and will not access the district's system/network.

_____ You have my permission to share my child's name and photo on all School publications.

_____You **DO NOT** have my permission to share my child's information in the following ways:

Please circle where you DO NOT WANT your child's NAME being shared:

Webpage, Newspaper, School Social Media, Programs (Concerts and Sports), Honor Role, Class Composite, Yearbook

Please circle where you DO NOT WANT your child's PHOTO being shared:

Webpage, Newspaper, School Social Media, Programs (Concerts and Sports), Honor Role, Class Composite, Yearbook

Accidental Damage Protection (ADP)

For Grades 7-12 ONLY

Accidental Damage Protection (ADP) is a VOLUNTARY PROGRAM.
If you choose to not take ADP, please mark appropriately and sign.

The Accidental Damage Protection plan is intended to protect parents and students from fines or damages that can happen with the use of their school issued computer.

For the annual cost of $20 per student (or $50 per family), you can purchase accidental damage protection, which will cover the cost of physical damages that affect the computer's normal operation.
EXAMPLES: (not an all-inclusive list)
Student drops the machine, and the screen becomes cracked. We will have the screen replaced.
Student's computer gets knocked down in the hallway, and stops charging.
Student's computer gets knocked to the floor on the bus, and the wireless stops working.

Some physical damages may occur to the machine that may not be covered. If the machine is operating and functioning properly, students will continue to use the current machine.

This plan WILL NOT cover intentional misuse, abuse, and damage. If a student is observed intentionally damaging their computer the ADP will NOT apply, as the damage was NOT "Accidental".

This plan WILL NOT cover a "bad machine" in which the hard drive crashes, the motherboard goes bad, etc… In rare occurrences such as these, in which the student's machine fails through no fault of their own, they will be issued a replacement computer.

If you choose to NOT purchase Accidental Damage Protection, you will be responsible for the repair and replacement of whatever part is needed.

Student Name (print) _____ Grade _____

Student Name (print) _____ Grade _____

Student Name (print) _____ Grade _____

Student Name (print) _____ Grade _____

Student Name (print) _____ Grade _____

[ ] **I would like to sign up for Accidental Damage Protection** for my son/daughter's computer for the 2026-2027 school year, and have enclosed $20 per student (max of $50) for the program.

Parent Signature _____ Date _____

[ ] **I choose to NOT sign up for Accidental Damage Protection** for my son/daughter's computer for the 2026-2027 school year. *We will assume responsibility to pay for any repairs and replacement parts that are needed*.

Parent Signature _____ Date _____