

User Agreement Forms

STUDENT USER AGREEMENT FORM (With Parental Permission)

ACCEPTABLE USE POLICY

Please access the Shelby County Public Schools website using the address below. Choose the button marked Acceptable Use and read this section for accessing electronic media. Also keep in mind that this access pertains to both **on** and **off** Shelby County Public Schools properties. Then sign and submit the following contract and turn in to your child's teacher after agreeing to what is outlined in the Acceptable Use Policy. Thank you.

www.shelby.kyschools.us

USER AGREEMENT FORM

Parents may choose one of the following three (3) choices for student network access.

Email & Internet Level--Student Email, Student Internet Access, and Network Access.

Student will have supervised and unsupervised access** to Student Email, the Internet and SCPSNet network. Students may use their Email from home or school.

Internet Level – Student Internet Access, and Network Access.

Student will have supervised and unsupervised access** to the Internet and SCPSNet network.

Primary Level – Supervised Internet Access, and Network Access (K-3 only)

Students should never have access without supervision. No individual Email account.

Consent for Use - By signing this form, you hereby accept and agree that your child's rights to use the electronic resources 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 is 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.

** As described within the Acceptable Use Policies and Procedures.

Parents: Please read and choose which level (Primary, Internet or Email & Internet) you would like your child to have technology access to. Then fill out (completely and legibly) your section below that your child will use of the following contract. The signature of a parent or guardian is required for all elementary, middle and high school students (younger than 18) to use Student Email or to have Internet access and/or network access. Please return this signed form to your teacher or School Technology Coordinator.

Students: Please read and fill out (completely and legibly) the student section.

Parent or Guardian Section

As the parent or guardian of this student I have read the Terms and Conditions for use of SCPSNet Network Access. I understand that this access is designed for educational purposes and the Shelby County Public School District has taken available precautions to eliminate access to inappropriate material. However, I also recognize it is impossible for SCPS to restrict access to all inappropriate materials and I will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for the student named below and certify that the information contained on this form is correct.

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SHELBY COUNTY PUBLIC SCHOOLS COUNTY - BRING YOUR OWN DEVICE (BYOD)

Utilization of Personal Technologies for Instructional Purposes

The Shelby County Public School District appreciates the fact that parents are willing to allow students to bring in personally owned computer equipment (including but not limited to: cell phones, tablets, laptops, etc.) and other data devices to be used for schoolwork and student use. However, several items must be addressed when utilizing standard wireless devices within the school.

A student or staff member who brings privately owned computers/other wireless data devices to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff member. Any lost, stolen, or damaged equipment is the responsibility of the individual.

Software residing on privately owned devices must be personally owned. All devices must include anti-virus software as necessary.

School/District technicians will not service or repair any computer not belonging to the district. No internal components belonging to the district shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software that is deemed by the district technology department to be for personal use will be supported by district level personnel. If personal software interferes with the district network software or hardware, a district technician will point out the problem, recommend possible solutions, or prohibit such use on school property. It is the responsibility of the device owner to carry out those solutions. Again, if the hardware/software is interfering with the operation of the district network, the device may be removed from the network immediately at the direction of the technology department.

The school/district retains the right to determine where and when privately owned equipment may connect to the network. The student/staff member is responsible for the security of the equipment when it is not being used. The student/staff member is responsible for the content of the equipment when it is being used by a third party. The Shelby County Public School District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned device. Any charges that incurred by the use of the devices is the responsibility of the parent/staff member.

A privately owned wireless device can be connected to the district's network, including access to the Internet, under the following conditions:

1. Use of the device must adhere to the SCPS Acceptable Use Policy and all school, district, and state regulations and codes of conduct related to acceptable use of school equipment and networks
2. The individual must supply all necessary hardware/software and cabling to connect to the network.
3. Students participating in the BYOD initiative should NOT use their 3G/4G plans but are expected to appropriately connect to the school wireless network.
4. Privately owned computers must be running current and updated virus detection software prior to accessing the network or Internet.
5. Use of cells phones must adhere to school cell phone policy.

For privately owned devices being used at SCPS, the school/district reserves the right to:

1. Monitor all activity such as internet sites accessed through the districts servers.

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2. Make determinations on whether specific uses of the device are consistent with the district's Acceptable Use Policy.
3. Log network use and monitor storage disk space utilized by such users.
4. Deem what is appropriate use in accordance with school, district and state regulations
5. Remove the user's access to the network and suspend the right to use the privately owned computer in district facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

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*****Complete all areas and sign*****

Parent or Guardian (please print): _____

Signature: _____ Date: ____/____/____

Daytime Phone Number: _____ Evening Phone Number: _____

BRINGYOUR OWN DEVICE (BYOD) CONSENT

I have read and consent to the above information.

Staff Member / Parent name (Printed Name): _____

Staff Member / Parent name (Signature): _____

****Check one (1) box only****

- Student Email, Student Internet Access, and Network Access
- Student Internet Access and Network Access
- K-3 Supervised Internet Access, and Supervised Network Access
- Consent for Use

Student Section

User Agreement Signature Sheet (Students under the age of 18)

I have read the Terms and Conditions for use of SCPSNet Network Access and agree to follow the acceptable use of the network and proper network etiquette. I understand and will abide by the stated terms and conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and legal authorities may be notified.

Student's Legal Name (please print): _____
First Middle Last

Student's Signature: _____

Date: ____/____/____ Date of Birth: ____/____/____

School: _____ School Year: _____

This document is to be kept on file by the School Technology Coordinator

User Agreement Forms
CLASSIFIED AND CERTIFIED STAFF

ACCEPTABLE USE POLICY

Please turn to the tab marked Policy/Procedure and read the Acceptable Use Policy for accessing electronic media as an employee of Shelby County Public Schools. Then sign and submit the following contract to your immediate supervisor upon receipt of this manual and after agreeing to what is outlined in the Acceptable Use Policy. Thank you.

www.shelby.kyschools.us

User Agreement Form

I have read the Terms and Conditions for use of SCPSNet Access and agree to follow the acceptable use of the network and proper network etiquette. I understand that I am responsible for my own personal behavior using Shelby County Public Schools electronic resources, including but not limited to the wide area network, the Internet, and Electronic Mail (email).

Also, I agree to promote this agreement with students while under my supervision. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for all of the student's use of the network. As a teacher I do agree to follow and instruct the student to follow acceptable use of the network and proper network etiquette.

Employee's Name (please print): _____

Employee's Signature: _____

List all School(s)/Building(s) you are housed in: _____

Position: _____

Date: _____ School Year: _____

Please: Check one of the following and fill out that section:

Same Location or School. Last Year's Username: _____

Inside District Transfer from: _____ Last Year's Username: _____

New Employee. Start Date: _____

Change of Name from: _____

Long Term substitute: _____

Other _____

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User Agreement Forms
COMMUNITY MEMBER

ACCEPTABLE USE POLICY

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REMOTE USER AGREEMENT FORM

Any Shelby County resident may apply for Internet access. To do so you must complete this application. Applicants should return this form to the District Technology Coordinator at the Shelby County Public Schools Board of Education office. Please retain a copy of the Terms and Conditions for your files. At the time of application, the applicant will receive a list of dates for attending required training sessions.

Application for Remote User Account

I have read the Terms and Conditions for use of SCPSNet Network Access and agree to follow the acceptable use of the network and proper network etiquette. I understand that I am responsible for my own personal behavior using Shelby County Public Schools electronic resources, including but not limited to the wide area network and the Internet.

First Name: _____ M.I.: _____ Last Name: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Daytime phone number: _____

Evening phone number: _____

NOTE: The Shelby County Public School District does not provide commercial software programs for use at home. It is the responsibility of the user to legally acquire the necessary software for remote network or Internet access. A list of appropriate software programs and sources will be provided with each account.

NOTE: While the technical staff in the Shelby County Public Schools will make every effort to assist private citizens in their efforts to access the school district's electronic resources, their primary responsibility is the students and teachers of the district. A list of Kentucky Education Technology System approved workstations and minimum workstation configuration will be provided with each account.

This document is to be kept on file by the District Technology Coordinator.

Review/Revised:7/8/10