

UNIVERSITY HEIGHTS ACADEMY
Information and Communication Technology: Acceptable Use Policy¹

- This policy has been written to inform students, their parents, and teachers of the acceptable ways information and communication technology (ICT) may be used at University Heights Academy (UHA).
- Everyone is responsible for good behavior on the Internet, just as they are in a classroom or a school corridor. General school rules apply. UHA policies that may apply, depending on the identity of the user, include but are not limited to the school's personnel, financial and administrative policies, the Employee/Student Handbook(s), and any divisional, departmental, or school handbook, manual, policy or procedure, all of which may change from time to time.
- Students shall only access the school network using their own username(s). Students are responsible to make every attempt to use strong passwords, remember passwords, and keep their passwords private.
- UHA student accounts may be used for:
 - Teacher directed activities
 - Transferring work between school and home
 - Collaborating on school work
 - Pursuing UHA objectives
- Any form of social media (Facebook-->Snapchat-->Google + → New Phenomenon "X") will not be undertaken at school unless it is part of a teacher guided activity. Federal law prohibits anyone under age 13 from establishing a social media account.
- File storage devices and service accounts used in school are not private. Staff may review files and communications to ensure that users are using the system responsibly.
- School accounts will not be used for registration on other sites or services unless directed by an instructor and approved by the Technology Director. (i.e no UHA email for spotify, facebook, etc)
- UHA makes its best effort (firewalls, content filtering, anti virus, ad blocking, safe search settings, & individual device content controls) to prevent inappropriate/dangerous material from reaching your students. No measures are foolproof, so remain aware that there is always a possibility of:
 - Exposure to inappropriate content due to activities on UHA networks
 - Data loss due to activities on UHA networks/via ICT resources
- Students will only access the Internet via the school network. Use of third party wireless internet (ad-hoc networks, personal hotspots, 4G, etc) to circumvent the school's efforts to prevent inappropriate material from reaching your students is prohibited.
- Every user bears the responsibility for knowing and complying with applicable laws, policies, and rules; for appropriately securing their computers and other electronic devices from misuse or theft by others; and for avoiding any use that interferes with others' legitimate access to and use of UHA information technology.
- I have read--and by signing at the end of this document agree--to the conditions set forth in the G Suite Parental Consent Addendum available at <http://uha-ky.org/ict/>
- UHA requires and therefore retains the right to inspect digital devices and accounts that are involved in, or the primary source of, a behavioral dispute/violation of this policy. ICT resource users have no expectation of privacy in their use of Information and Communication Technology (personal or UHA owned) if their behavior is against the best interests of the school community or impacts education. See uha-ky.org/ict/ for more information.

¹ Developed in compliance with 1998 Kentucky Senate Bill 230 , 701 KAR 5:110, 701 KAR 5:120.

The following examples are not permitted (including but not limited to):

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others (cyber-bullying, especially as a part of a broader platform of harassment)
- Damaging computers, computer systems or computer networks
- Violating copyright laws, including plagiarism
- Using others' passwords or accounts
- Trespassing (or attempting to trespass) in others' folders, work, accounts, or files
- Intentionally wasting resources (using ICT resources for non education activities)
- Intentionally accessing offensive sites

The purpose of this policy is to ensure that ICT resources are used only for purposes appropriate to the school. All users of technology must be aware that inappropriate use of ICT may also be a violation of Kentucky and/or Federal law and against the best interests of the school community. This policy is continually subject to review as the availability of systems improve and become more plentiful across the school.

Student Agreement: Please discuss this with your student!

As a user of University Heights Academy's digital devices/resources, I agree to comply with UHA's Information and Communication Technology: Acceptable Use Policy. I understand that if I do not follow the Acceptable Use Policy I will be liable for sanctions set by the school, including but not limited to loss of use privileges, inability to complete ICT based class work, and resulting failure of classroom assignments. In extreme cases, external agencies may be involved. All ICT resource users will know and abide by the terms of service/policies associated with the accounts they use while accessing UHA ICT resources.

Student_Signature: _____

Student_Name: (Please Print) _____

Grade: ____ Homeroom: _____ Date: _____

Parent/Guardian Permission

As parent/legal guardian of the student signing above, I have read the UHA Acceptable Use Policy and grant permission for my child/dependent to access the UHA Network and Services.

Parent/Guardian Signature: _____

Parent/Guardian Name: (Please Print) _____