

## **CREST UNIFIED SCHOOL DISTRICT NO. 479 ACCEPTABLE USE POLICY**

For the purposes of this policy, a user is defined as any faculty, staff, student, school affiliate, or any other individual who uses Crest computing resources or the Crest computer network.

### **Purpose:**

Crest Unified School District No. 479 (hereinafter "Crest") offers access to both computer and internet resources. The purpose of these resources is to support education, research, and the general mission of Crest U.S.D. 479. All users who utilize Crest computing or Crest networking resources are expected to adhere to this policy.

### **Acceptable Use Guidelines:**

Users shall adhere to the following guidelines of acceptable use:

- All use of Crest computing and networking resources will be in support of educational activities or the general mission of Crest U.S.D. 479.
- Software utilized on Crest computing resources must be licensed to Crest.
- The purchase of new computing resources, networking resources, or software must be deemed compatible with existing resources by authorized personnel prior to purchase.
- Users will ensure that data stored on Crest computing and networking resources is kept confidential.
- Users will report acts of misuse or malice taking place on Crest computing or networking resources to the technology department for review.

### **Prohibitions:**

Although Crest reserves the right to determine what use of Crest computing and networking resources is appropriate, the following actions are specifically prohibited:

- Accessing another user's data stored on any Crest computing or networking resource without permission from the user or authorized personnel.
- Dissemination of personnel or student information via Crest computing or networking resources when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Use of Crest computing or networking resources for the creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Utilization of Crest computing or networking resources to disseminate non-work-related material.
- Utilization of Crest computing or networking resources as a means for advertising or solicitation.

### **Monitoring:**

All activity on Crest computing or networking resources is subject to monitoring, without prior notice. Users should have no presumption of privacy when using Crest computing or networking resources. All data transmitted, received, or stored using Crest computing or networking resources is the property of Crest and may be retained by Crest for any period Crest deems necessary.

Data transmitted on Crest computing or networking resources may be subject to disclosure under the Kansas Open Records Act.

### **Internet Safety:**

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, Crest will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any user who connects to such a site must immediately disconnect from the site and notify building administration. If a user sees another user is accessing inappropriate sites, the user should contact appropriate personnel.

### **Penalties for Improper Use:**

Access to Crest computing and networking resources is a privilege that may be revoked for any reason by authorized personnel. Crest reserves the right to determine what use of resources is appropriate. Inappropriate use may lead to any disciplinary and/or legal action. Law enforcement shall be notified of inappropriate use which may constitute a violation of federal or state law.

**CREST UNIFIED SCHOOL DISTRICT NO. 479**  
**STUDENT TECHNOLOGY USE AGREEMENT**

For the purposes of this agreement, “device” means any technology device, including but not limited to Chromebooks, Macbooks, and iPads.

For the purposes of this agreement, “responsible party” refers to the student, or if the student is under the age of 18, the parent or legal guardian of the student.

All devices issued to students by Crest Unified School District No. 479 (hereinafter “Crest”) are subject to the Crest Acceptable Use Policy. Crest reserves the right to confiscate and search issued devices to ensure compliance with the Crest Acceptable Use Policy.

Incidents, including accidental damage, with devices issued to students may occur from time to time. Incidents may also encompass accidental damage caused to a device issued to another student, or accidental damage caused to any school issued device. Incidents due not include damage to or loss of accessories (including, but not limited to chargers, cases, and headphones).

For prekindergarten through eighth grade students, all incidents relating to the repair or replacement of a damaged device or accessory are the liability of the responsible party to whom the device or accessory was issued.

Students in grades 9-12, who regularly transport their devices to and from school, receive one incident per school year of which the liability falls on Crest. Further incidents will be the liability of the responsible party.

Incidents do not cover the replacement of an entire device and shall be applied to individual components only. For example, if damage is caused to both the screen and keyboard of a device, two incidents would be recorded. If the responsible party has not utilized the one incident provided at Crest’s expense, Crest will cover the incident which is most expensive.

If a device issued or owned by Crest, in use by the responsible party, is lost or damaged beyond repair as determined by Crest, the responsible party shall be liable for the full replacement of the device. If a device or accessory is stolen, the replacement cost will be the responsibility of Crest on the condition that the responsible party files a police report, and information is given to the district to follow up on said report. If no police report is filed, the liability of the stolen device or accessory shall be that of the responsible party.

The Superintendent and those designated by the Superintendent may, on a case-by-case basis, increase or decrease the number of incidents provided to the responsible party at Crest’s expense. Instances of the number of incidents covered by Crest being decreased may include, but are not limited to, incidents that were caused with malice and intent without regard to the cost of the device. They may also choose to waive any and all fees associated with the replacement or repair of any device or accessory and may refuse to issue a device or accessory to any student pending the payment of fees assessed.

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As the parent/guardian of the below-named student, I have read, understand, and agree that my child shall comply with the Crest Acceptable Use Policy, and that I have read, understand, and agree to the conditions outlined in the above Student Technology Use Agreement. By signing this agreement, I give my child permission to use technology devices and services issued and administered by Crest Unified School District No. 479. Furthermore, I give Crest permission to create/maintain a Google Workspace for Education account and a Microsoft 365 account for my student, and grant Google and Microsoft necessary permission to collect, use, and disclose information about my child only for the purposes required for services utilized by Crest. Lastly, I give my child permission to access the school’s network and the internet.

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Print Student Name

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Parent/Guardian Signature

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Date