Union County Schools Acceptable Use Agreement

Purpose: Union County Schools (UCS) may provide and assign students a device for use at school and at home as a means to promote achievement and provide flexible learning opportunities. This Acceptable Use Agreement provides guidelines and information about the district expectations for students and families who are being issued or utilizing any district owned technology. Union County Schools reserves the right to change or amend this agreement to protect the interests of the school district and the student.

We expect and believe that students will use district technology responsibly and understand the appropriate and acceptable use of both the technology and the district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure, and in good working order. In addition to all information included in the Union County Schools Student Code of Conduct, our guidelines and procedures include the following specific responsibilities and restrictions:

Responsibilities

The student will adhere to these guidelines each time the device is used:

- 1. Charge the technology each night to insure a full charge for school each morning.
- 2. Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.
- 3. Provide headphones or earbuds as needed for school-related work.
- 4. Transport technology in sleep mode, with the screen closed, in the protective case provided by the district.
- 5. Use appropriate language in all communications, refraining from use of profanity, obscenity, offensive, or inflammatory speech or cyberbullying of any kind. Communication should be conducted in a responsible and ethical manner.
- 6. Respect the Internet filtering and security measures included on the device. District-owned devices are configured so the Internet content is filtered and monitored at all times. Use the technology for educational purposes, refraining from commercial or political purposes.
- 7. Follow copyright laws and fair use guidelines.
- 8. Make available for inspection, by an administrator or teacher, any messages or files sent to or received from an Internet location using district technology. Files stored and information accessed, downloaded, or transferred on district-owned technology are not private and may be viewed, monitored, or archived by the district at any time.
- 9. Return the device, charger, and protective case before transferring or graduating out of school.

Restrictions

The student will not:

- 1. Mark or deface the school property or place any adhesives, including tape or stickers, on the device or case.
- 2. Reveal or post identifying personal information, files, or communications to unknown persons through email or other means through the Internet.
- Attempt to override, bypass, or otherwise change the Internet-filtering software, device settings, or network
- 4. Attempt access to networks and other technologies beyond authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
- 5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make the student subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
- 6. Download and/or install any programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- 7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional damage to computers or software may result in criminal charges.
- Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. All screensavers must display only ethical and acceptable content and comply with Union County Schools' Student Code of Conduct.
- 9. Modify or remove the Union County Board of Education inventory identification or the manufacturer's serial number and model number tag.

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Care and Maintenance

In addition to the specific requirements and restrictions previously detailed, students and families are expected to apply common sense to the care and maintenance of district-issued devices. In order to keep devices secure and damage-free, please follow these additional guidelines:

- You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- While a properly assigned case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting, or crushing the device or cords.
- Do not eat or drink while using the device or have food and drink in close proximity. Any liquid spilled on the device may cause damage to the device. This damage may not be repairable.
- Keep your device away from pets and precarious locations such as table edges, floors, and seats.
- Do not stack objects on top of your device.
- Do not leave district-owned technology outside or near water such as a pool.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain or snow).
- Do not store or transport papers or any other item between the screen and keyboard.
- Do not damage the screen with any objects, including pens and pencils.

Lost or Damaged

Students will not be allowed to check out a device if their assigned device is not properly charged or left at home. If a device is lost or damaged, the school must be notified immediately, and the student/student's family may be responsible for replacement/repair costs, not to exceed \$100. All repair costs are due within 30 days. If damage is due to negligence, the student/student's family will be held responsible. Examples of negligence include but are not limited to:

- 1. Leaving the equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- 2. Lending the equipment to others.
- 3. Using the device in an unsafe environment or in an unsafe manner.
- 4. Ignoring common sense guidelines stated above.

Understandings:

A student whose device is being repaired may be allowed to use a loaner device through the school media center, depending on availability, and all protions of the Acceptable Use Agreement will also apply to the loaner device. A student whose device has been damaged due to negligence will not be permitted to take a loaner device home. If the device charger or carrying case is damaged or lost, the student is responsible for the cost of replacement. Access to a Union County Schools-provided technology and network should be considered a privilege that must be earned and kept. It is not a right. A student's technology privileges may be suspended due to negligent damage to the device, inappropriate use of the device, or failure to comply with technology agreements and expectations as outlined in this document.

All issued student Devices will be labeled with a District asset tag. Asset tags may not be removed, modify or tampered with in anyway. Students may be charged up to the full replacement cost as allowed by the acceptable use agreement above (\$100) for tampering with a District asset tag or turning in a device without a District asset tag.

My signature below affirms that I have read and understand the aforementioned guidelines, and I will abide by them as well as all information stated in the *Use of Electronic Media*, *Accountability*, *Internet Use Permission*, and *Enforcement of Policy* sections found in the Union County Schools Student Code of Conduct. I also understand the school's administration will make the determination as to what constitutes unacceptable use, and their decision is final.

Student Name _	Student Name			Date	
	Printed	Si	Signature		-
Parent Name	Printed	Parent Name	Signature	Date	_
	Timed		Signature		
	An Equal	opportunity Education	onal Provider and	Employer	2