

# Union County Schools Acceptable Use Agreement

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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.
3. Attempt to override, bypass, or otherwise change the Internet-filtering software, device settings, or network configurations.
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.
8. 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.

