# Union County College Corner Joint School District

## Student Technology - Acceptable Use Agreement

**Introduction**

Union County College Corner Joint School District (UCCCJSD) provides students and staff with a variety of technology resources. This technology may include, but is not limited to: iPads, Chromebooks, iPods, desktop computers, netbooks, and laptops as well as network and internet resources. All technology must be used in a responsible, ethical, and legal manner. It must also be used in accordance with the policies of Union County College Corner Joint School District for the fulfillment of educational objectives. These expectations apply regardless of whether technology is accessed at school or remotely. All UCCCJSD-issued devices are the property of Union County College Corner Joint School District and by using these devices; students agree to abide by the Acceptable Use Policy and guidelines within this agreement. When used on campus or during school sponsored events, use of personally owned technology resources must also adhere to these guidelines. The policies outlined in this document cover all available technologies now and into the future, not only those specifically listed or currently available.

**Technology and Internet Use Agreement**

All students, parents, and UCCCJSD employees are responsible for their actions and activities while using UCCCJSD technology and network resources. This agreement provides general guidance concerning the use of UCCCJSD devices and network resources (hereafter referred to as district technology resources). It provides examples of prohibited uses and does not attempt to describe every possible prohibited activity. Furthermore, all users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and respectful, without attempting to get around technological protection measures instituted for the safety of our students and network. All users, regardless of age or affiliation with UCCCJSD, should use good common sense and if there are questions or concerns about whether a specific activity is prohibited they should clarify those concerns with a UCCCJSD administrator before taking such action.

**Assignment of Technological Devices**

A technology device (device with hardware and software, a charger with a cord and a case, if provided, for the device) may be assigned to students at the beginning of the school year. All students who receive a school issued device will be carrying the assigned device through the day and may be taking it home each evening. Students are responsible to care for and charge the device each evening and weekend to be prepared for the next educational day. Devices that are not fully charged at the beginning of the day will, most likely, run out of power before the end of the school day thus restricting student's participation in class. It is also recommended that students comply with energy management suggestions so battery life is extended throughout the day. Each student should remain in possession of his/her device at all times, unless it is locked in the student's locker or stored in their classroom charging cart.

**Parent and Student Prerequisites**

All students are required to attend a mandatory informational meeting prior to the student gaining access to the assigned device. Students and parents are required to comply with the acceptable use policy by providing annual acknowledgment during registration that will remain in the student

management system.  Optional meetings and information regarding any changes to policy will be shared at the school building.

**Acceptable Use**
- The district technology resources are provided solely for the educational purposes consistent with the district educational mission, instructional goals, curriculum, online learning, and data management systems.
- Students must comply with all policies, rules, and expectations concerning student conduct and communication when using district technology resources, whether on or off school property.
- Students must comply with all specific instructions from UCCCJSD staff and administration when using technology resources.
- Students must comply with individual school rules, policies or guidelines governing use of personal devices. Penalties for non-compliance may include confiscation of personal devices.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.

**Prohibited Use**
Unacceptable uses of district technology resources include, but are not limited to, the following:
- Accessing or communicating inappropriate materials - Students may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
- Illegal activities - Students may not use district technology resources for any illegal activity or in violation of any district policy, procedure, or rules or in violation of any local, state or federal law. UCCCJSD assumes no responsibility for illegal activities of students while using district technology resources.
- Violating copyrights or software licenses - Students may only copy, download, or share copyrighted materials (including music, film, images, photographs, artwork, software, or video) in accordance with applicable copyright law. Unauthorized use of copyright material is illegal and may subject the user to substantial civil and criminal penalties. UCCCJSD assumes no responsibility for illegal activities of users while using district technology resources.
- Plagiarism - Students may not represent as their own work any materials obtained on the Internet or by electronic means. Plagiarism is taking the ideas or works of others and presenting them as if they were original to the user.
- Language - Students may not post information that could cause damage, harm, or a substantial disruption of the educational environment. Students may not engage in personal attacks, including prejudicial or discriminatory attacks. Students may not harass another person. If students are told by any person to stop such behaviors, they must stop. Students may not knowingly or recklessly post false or defamatory information about a person or organization. District technology resources are an extension of the classroom and all language and behavior used must adhere to established classroom guidelines.
- Misuse of passwords or unauthorized access - Students may not share passwords, use another user's passwords or access another user's accounts.
- Malicious use or vandalism - Students may not engage in any malicious use, disruption, or harm to district technology resources, including, but not limited to hacking activities and the creation or uploading of computer viruses.

- Avoiding school filters - Students may neither use nor attempt to use any software, utilities or other means to access content, network or Internet sites blocked by school filters.
- Unauthorized access to social media - During the school day, students may not access social media such as blogs or social networking sites except under the direction and supervision of UCCCJSD staff.

**Compensation for Losses, Costs, and/or Damages**
The students and their parents/guardians may be responsible for compensating UCCCJSD for any losses, costs or damages incurred through violation of UCCCJSD policies, procedures, and rules while the student is using district technology resources. The students and their parents/guardians may be responsible for the loss, theft, damage or neglect of any UCCCJSD computer, laptop, or mobile device issued to or used by the student.

**Student Security**
Students may not post or reveal personal contact information (including full names, address, telephone number, social security number or other personal information) about themselves or other people on the Internet or network while using district technology resources. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students may not agree to meet with someone they have met online without their parent's approval and participation.

**System Security**
The security of district technology resources is a high priority. Students should immediately notify an administrator, network coordinator or other staff member if they have identified a possible security problem. Students may not demonstrate the problem to other students, access unauthorized material, or attempt to resolve security problems, because this may be construed as an illegal attempt to gain access.

**Expectations of Privacy**
Students should not have any expectation of privacy for any information on district technology resources. Students may be asked at anytime to surrender their personal or district device in use while participating in a school-related function. Failure to comply with any request for examination may result in immediate administrative disciplinary action.

**Email**
UCCCJSD may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies and infrastructure. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by district policies or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

**Recording or Taking of Pictures, Audio, or Video**
There is to be no unauthorized videotaping or photographing of any part of the building, grounds, students, and staff without the prior written consent of the Union County College Corner Joint School

District. However, this is not intended to prevent parents or other interested parties from photographing or videotaping extra-curricular activities for their own private interest. UCCCJSD assumes no responsibility for media recorded by parents and other interested parties or its use.

**Disciplinary Action**
Violations of this agreement may result in disciplinary action including, but not limited to, loss or restricted use of any district technology resources or personal devices, further UCCCJSD disciplinary measures, or the involvement of law enforcement. Limits of Liability
- To safeguard technology users from offensive and/or inappropriate material, access to online content via the network is filtered and monitored in accordance with UCCCJSD policies and federal regulations, such as the Children's Internet Protection Act (CIPA). However, users should be aware that no filtering system is failsafe and UCCCJSD makes no guarantees of their effectiveness.
- UCCCJSD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- UCCCJSD will not be responsible for damage or harm to persons, data, hardware, or files.
- UCCCJSD will not be responsible, financially or otherwise, for unauthorized transactions or postings conducted over the school network.

**Required Parental Consent**
As the student's parent/guardian, I have read and agree to this agreement. In consideration for the privileges of my child's using the Union County College Corner Joint School District's technology resources and in consideration for having access to the information contained on or by the district technology resources, I hereby release the Union County College Corner Joint School District, the Board of Education, the district technology resources, and their operators and administration from any all claims of any nature arising from my child's use, or inability to use the district technology resources.