



University Schools

## **Student Technology Acceptable Use Policy 2022-2023**

*Mission:* University Schools provide the children of our community with educational experiences that enhance their development from birth to graduation and promote dynamic research, collaborative partnerships, and innovative practices.

We are pleased to offer students of University Schools access to electronic resources to give students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship in a 21st-century world. We approach internet and device safety as a community responsibility inclusive of the teacher, the learner, and the family.

University Schools will provide digital citizenship training for faculty, staff, students, and families to ensure appropriate device usage and we encourage parents to communicate directly with their student and their student's teacher regarding any concerns or expectations related to acceptable use.

Access to University Schools network and or devices is a privilege. The use of technology owned by University Schools requires personal responsibility, and it is expected that all users will comply with University rules, maintain responsible digital citizenship, and honor the terms and conditions set by University Schools classroom teachers, personnel, and staff.

University Schools are not responsible for theft, damage, or loss of any student devices. All damaged, lost, or stolen devices should be reported to University Schools immediately. University Schools are not responsible for any inappropriate content that a student may access as a result of not following the outlined responsibilities and expectations articulated below, and in the school digital citizenship training.

Please note that privacy is not guaranteed for files stored on school computers. Teachers, school administrators, and personnel may view contents of a student's device, including but not limited to emails, files, downloads, photos, clouds, drives, social media postings, and device history. Some documents and files are collaborative in nature and may be shared among students.

### **Student Acceptable Use**

- I will use University Schools technologies for school-related activities only, and will only utilize programs that are authorized by University Schools.
- General school rules and expectations extend to virtual and blended learning, including device usage. As such, I will follow the same guidelines for respectful, responsible behavior online and when using a school issued device that I am expected to follow offline and in the classroom.
- I will treat school resources carefully, and report to school staff if there is a problem with operation.
- I will store the device in a secure location at all times.
- I will alert a teacher or other staff member if I see threatening behavior, inappropriate content, vulgar or obscene images, messages, or other inappropriate content online.
- I will cite resources I am using online for learning and research.

- I will be cautious and protect the safety of myself and others by not sharing any personal information regarding myself or others online, including safeguarding all of my passwords and not sharing them with other students.
- I understand that failure to adhere to the Acceptable Use Policy could result in removal of my device privileges, and potential disciplinary action including but not limited to suspension, expulsion, or the revocation of my choice transfer.

This is not intended to be an exhaustive list. Users are expected to use their own good judgment when using University Schools technologies.

### Student Zero Tolerance Behaviors

The following are not permitted and will result in disciplinary action:

- Using electronic resources for non-academic purposes.
- Using personal electronic devices not assigned by University Schools (including, but not limited to cell phones, smart watches, personal laptops, chromebooks, iPads, and tablets).
- Attempting to log in to other student devices, accounts, emails, or other platforms with personal login information.
- Attempting to send or display offensive messages, vulgar or obscene images, or other inappropriate content.
- Engage in harassment, abusive language, cyber bullying, or disrespectful conduct towards others when online.
- Intentionally defacing University Schools issued devices.
- Attempting to hack or access sites, servers, or content that isn't intended for my use.
- Attempting to create, download, or display multi-user servers or gaming software, including attempts to change computer settings or activities that intend to or may inadvertently interfere with the devices' ability to properly function.
- Downloading objectionable content or engaging in an inappropriate activity while using my device.
- Capturing photos or video recordings of any student, teacher, or administrator unless I have permission to do so.

This is not intended to be an exhaustive list. Users are expected to use their own good judgment when using University Schools technologies.

### Student Equipment

While University Schools equipment is in my possession, I agree to the following:

- I will take care of my device as outlined in the University Schools Device procedures.
- I will never leave my device unattended, and if found left unattended at school, my parents or guardians are responsible for picking it up from school to resume use.
- I understand that the device is my responsibility and I will not loan it to other individuals.
- If my school allows devices to be taken home, I will bring a charged device to school daily and will protect it at all times by carrying it with a protective case or sleeve at all times.
- I will not expose my device to extreme weather conditions, direct sunlight, small children, pets, food or beverages, and I will refrain from placing stickers, labels, tape, decorations, or marker on the device. I will not deface the University Schools inventory asset tag, serial numbers, or express codes.
- I understand to carry my device with both hands at all times, and to place it in my backpack when traveling through the hallways.

- I understand that if my device is damaged, or if I lose my charger, I am responsible for the cost of repair or replacement fees.
- I will not disassemble any part of my device or attempt repair.
- I will notify my school and parent/guardian(s) immediately in the event of vandalism or theft of my device so that my parent/guardian(s) may file a police report.
- I agree to return the University Schools device, along with the charger, power cords, and any other accessories in good working condition.

### Parents

- I have read, understood, and discussed with my child this Acceptable Use Policy Agreement, and I give permission for my child to use University Schools electronic resources.
- I understand that my child will be supervised when using school technologies while on school grounds, and their use of school resources is electronically monitored.
- I understand that my child is issued a school email account that is only to be used for school related communications. Students are expected to not email parents during school hours.
- I also understand that my child will have access to their school device at home with an expectation of parental supervision. I understand that each university issued device has content filtration software installed. However, I understand that the most effective way of preventing access to inappropriate content is effective supervision and engagement. With that in mind, I agree that I will bear supervisory responsibility while my child uses university issued devices and will report any inappropriate usage to the school directly, without attempts to remove content or clear history on the device. I understand that failure to comply with this agreement may result in school disciplinary action for my child.
- I understand that if University Schools property is lost, stolen, damaged, or destroyed that I am responsible for the reasonable cost of its replacement or repair. I agree to report damaged, lost, or stolen devices to my child's school immediately. In the event of theft or vandalism, I agree to file a police report.
- I understand that if my child attends University Middle School and or University High School, I am responsible for a technology fee: \$50 per child, or \$75 per family. This fee is transferable to the 2023-2024 school year in the event that my child(ren) has no accidental damage to their assigned device(s).

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_