

# Acceptable Use Agreement

**\*\*\* Please note the changes made on PAGE 5 of this year's Acceptable Use Agreement.\*\*\***

You have a wonderful opportunity before you! You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. The Internet has great promise for sharing ideas and knowledge but it also has the potential for misuse. The Buckeye Union High School District does filter the Internet in an effort to block material that is not appropriate for students. However, as with some tools, there are cautions to be taken. This Acceptable Use Agreement (AUA) will outline some of those cautions, provide direction for the use of the resources, and will affirm your commitment to comply with this AUA.

1. You agree to act responsibly and with good behavior on any computer or communications system using Buckeye Union High School District's wired or wireless network services. You agree to follow all school and district rules for behavior and communications. Access is a privilege - not a right.
2. The primary purpose of the District network (including but not limited to the Internet, printers, laptops, etc.) is to allow users to conduct school business. Use of District resources will be limited to School related activities. Do not waste school resources by printing excessively.
3. You agree not to tamper with or attempt to illegally access or "hack" any Buckeye Union High School District computer resources. Intentional damage, misuse of computers or computer networks, intentional creation or spreading of a computer virus will not be tolerated.
4. It is your responsibility to protect your privacy; keep your password to yourself. Sharing a password, or logging in for someone else, is strictly forbidden. If you know of a security problem with your account or someone else's you agree to inform the school administration immediately.
5. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical, and polite manner while using any Buckeye Union High School District technology resource. Suggested netiquette guidelines are available on the district web site.
6. The Buckeye Union High School District makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below you agree that the Buckeye Union High School District assumes no responsibility or liability for any loss of data. Use of any information obtained via the Internet is at your own risk. The Buckeye Union High School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. YOU are ultimately responsible for backing up your files. Remember, all technological devices brought onto school campus are subject to search and seizure.
7. Food and drink do not mix with electronic devices. Liquids, even water, will cause corrosion on the electrical parts inside. You are responsible for damage to district technological resources, whether the damage is a broken screen, a corroded electrical part, or a broken keyboard.
8. You are not to modify, tag, etch, attach stickers, or otherwise deface the laptop or district provided accessories in anyway except where exactly and explicitly authorized with district permission.
9. A district issued laptop must be used; no personal laptops may be used on campus. Configuration issues, ownership issues, software licenses, and many other considerations prevent us from allowing other computing equipment to be used instead of the district issued equipment. Laptop models and features can and do change from year to year. There is not an upgrade program. The laptop you are issued is to be used throughout your attendance at BUHSD. If the same laptop cannot be used throughout your time at BUHSD because of theft, loss, damage, or failure, when possible, one will be issued that most closely resembles the model and features of your original laptop.

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10. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. In addition to the items above, the following activities are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from a teacher and/or parent or guardian.
- Harassing, insulting, cyber bullying, or attacking others.
- Damaging, modifying, or hacking computers, computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting resources.
- Employing the network for commercial purposes, financial gain, or fraud.

11. **If your device is lost or stolen**, immediately report the loss to school administration or the technology office as soon as possible. If it is stolen, school personnel will assist in reporting it to the police.

12. Bring damaged or failed parts to the technology department for evaluation and disposition.

Violations may result in a loss of access as well as other disciplinary or legal action, per handbook and/or board policy.

## Discipline

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your computer, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and Buckeye Union High School District Board policies, but there may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges. In the event there is an allegation of misuse or violation of the AUA, you will be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your due process rights. Access to the Buckeye Union High School District network is a privilege, not a right.

## Publishing to the Web

Parents, your student may have schoolwork that will be published on the Internet, most likely on the Buckeye Union High School District website. Such publishing requires that the Buckeye Union High School District have your permission to publish that work. By agreeing to this AUA, you agree to allow the Buckeye Union High School District to publish your student's schoolwork where appropriate.

## Withdrawal from School District

If you withdraw from the district officially or because you were absent (unexcused) for 10 days in a row, you must return the District issued equipment to the Buckeye Union High School District since the laptop and accessories are district property.

**If the laptop and accessories are not returned,  
Buckeye Union High School District will contact the appropriate law enforcement authorities.**

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## Additional Rules for Utilizing District-Issued Laptops

*As you grow older, you take on more responsibilities. Your choice to enroll at a Buckeye Union High School District School has some added privileges and responsibilities. An important job for you is proper care of the laptop. Here are some excellent rules to keep in mind when using your laptop:*

### Safety Issues

The Internet has great promise for sharing ideas and knowledge, it is also has the potential for misuse. The Buckeye Union High School District does filter the Internet in an effort to block material that is not appropriate for students. Your laptop will tap into that same filtered Internet whether you are at school or at home. You will not be allowed to configure your laptop's Internet access. The Buckeye Union High School District does not provide home Internet service; this service must be purchased from an Internet Service Provider. The technology department will configure your laptop so that your purchased home Internet service should operate on the laptop and use the district's Internet filter. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. Parents accept full responsibility for supervising their student's use when not in a school setting.

### Some Do's and Don'ts:

1. **Remember that the laptop is not yours personally.** It belongs to the school district. Keep nothing on it that is so private that you wouldn't share it with a teacher, the principal, the technology department, or your parents. Assume that your laptop can keep no secrets, because it can't. Your laptop will be treated like a school locker-it can be searched. Files stored on your laptop will not be private. You also agree to allow authorized Buckeye Union High School District personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal electronic hardware (such as a different laptop computer or any other mobile learning device) used on district property falls under this AUA. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment and that you will not connect any network-capable devices without prior written permission of the Site Technology Specialist. This connection privilege can be revoked without reason or notice.
2. **Do not reveal identifying information about yourself or others through email or the Internet.** That information includes name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.
3. **Don't attempt to override the Internet filtering software or other network configurations.** You also agree not to disrupt the District's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, access the internal portion of the laptop, or disrupt the District's systems or networks, will result in disciplinary action, which can include the possibility of felony charges.
4. **Don't access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal.** If you receive any of those items, report it to a teacher, the technology department or school/district administrator. This includes creating a website or webpage (including blogs or social media sites), or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.
5. **Don't use your laptop to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access.** This includes trying to login as another user or use another's account. This behavior is related to trespassing and will be treated as such.
6. **Don't use your laptop or the network for commercial, political, or other private purposes.** Your laptop is for your schoolwork.

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## Connecting to your Home Internet Service

The Buckeye Union High School District may provide courtesy technical support for connecting your laptop to your home Internet service. However, not all Internet Service Providers are compatible with our Internet settings, and home Internet service is not guaranteed. Please check with the technology department if you have any questions. Generally, there may be a problem if special software is required to connect to the Internet. Broadband and cable Internet connections are not a problem. Connection to any outside network is not guaranteed. Home Internet service cost is the responsibility of the parents, and is not required for enrollment in the Buckeye Union High School District.

## Flash Drives – Highly Recommended

**All students are highly recommended to have a Flash Drive to save and back up all of their work.** Drives are available cheaply online and from the school store. You are encouraged to develop multiple backup habits, backing up to both the available cloud storage options AND flash drives, local, and network storage. You are ultimately responsible for making sure your content is available and stored as needed.

## Laptop Bags

**You are highly encouraged to obtain and use a waterproof laptop bag to protect your computer.** Bags should be padded and designed for laptop computers.

Taking good care of your laptop is cheap and easy. Keep your laptop safe. It is a target for thieves. Don't leave it sitting in a car in plain view. Better yet, don't leave it in a car at all (heat will damage the computer). Don't leave your laptop sitting around unattended. Keeping your laptop in a laptop bag that has padding is the best place for it.

You have the responsibility to treat your laptop correctly. Dropping it onto a desk or the floor can be damaging. Don't fling it around. Don't stack things on top of it. Don't hold it by one corner. Instead use two hands. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place. Don't loan your computer to someone else. You are the person responsible for what happens to your laptop. You can't blame someone else for damage if you had the opportunity to stop damage from occurring. Friends or siblings could do damage that you will be responsible for.

## Email

You will be provided with a District sponsored "student safe" email account. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with students, teachers, and other staff.

## Email etiquette:

1. Keep your communications school-appropriate.
2. Don't engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn't show sarcasm or wit as well as you might think.
4. Respect privacy (yours and everyone else's). Do not re-send a message without the permission of the person who sent it. Don't share personal information.
5. Your district email can and will be monitored. Please use it appropriately. Infractions may result in the loss of email use or other consequences.

# Acceptable Use Agreement

## Technology Fee, Receipt, and Agreement:

1. Students will sign and submit this Acceptable Use Agreement, presenting appropriate identification.
2. Present the receipt for payment of Technology Fee.
3. Students will then log on and confirm device access at the time of receipt.

## Technology Fee and Damage/Repair Agreement

You agree to the following damage/repair agreement stipulations.

With the exception of major repairs and/or device damage deemed malicious/negligent by District Staff, the Instructional Technology department maintains authority for determining device condition and amount of damage and repair required to return the device to an operational or original state.

### Minor Incidents:

- **1<sup>st</sup> and 2<sup>nd</sup> minor incident:** District agrees to return device to usable state.
- **3<sup>rd</sup> minor incident:** You agree to pay for 50% of device repair or replacement.
- **4<sup>th</sup> minor incident and beyond:** You agree to pay full cost of repair or replacement device.

### Major Incidents:

A major incident is considered as a repair event in excess of \$250. These events are cumulative for a student's career.

- **1<sup>st</sup> major incident:** District agrees to return device to usable state.
- **2<sup>nd</sup> major incident:** You agree to pay for 50% of device repair or replacement.
- **3<sup>rd</sup> major incident and beyond:** You agree to pay full cost of repair or replacement device.

### Malicious/Negligent Incidents (as deemed by District Staff)

The *BUHSD discipline policy* supersedes this Acceptable Use Agreement and any device damage deemed malicious/negligent by district staff may result in the entire repair cost being charged to the student.

- **All incidents:** You may be responsible for the entire repair cost of the device.

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## Copyright Infringement and Plagiarism

You must respect the rights of copyright owners. All sources must be cited. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using your laptop. You agree to abide by all patent, trademark, trade name, and copyright laws.

Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated.

## Labeling and Identifying

Each laptop will be labeled accordingly:

- **Internally:** at the login screen where the student's name will appear above the login screen and at the student's home folder, where the name of that home folder will reflect the student issued the laptop.
- **Externally:** as a sticker, Buckeye Union High School District will record a barcode on each laptop. You are not to remove or alter the barcodes in any fashion.

Discipline for infractions will be dealt with according to the student handbook or policy. You are required to keep the same equipment as was originally issued, unless those parts fail or are stolen or damaged. If stolen, report theft immediately to the school administration and appropriate law enforcement authorities.

## Miscellaneous

- From time to time, the technology department may need to update your laptop. Your laptop can be remotely watched or even controlled. You will not be able to keep the laptop over the summer break unless you are participating in a District approved summer program.
- Only shared folders and cloud storage (except music, video, movies, and some other miscellaneous files- please see the technology office for specific file types not backed up) are backed up, but the student is ultimately responsible for backing up his or her files. Files lost are not the responsibility of the Buckeye Union High School District. If you can't bear to lose a file, then you should back it up yourself onto a personal flash drive. You can email your files to yourself if you have another computer to save those files to. Music and video files are **not** backed up. The Buckeye Union High School District is not responsible for replacing lost files or reimbursement for the time and money necessary to replace those files, whether they are purchased music or important final exams.
- Re-imaging erases a laptop. Understand that the device may be restored to its original state at any time. Again, students are required to develop proper backup habits. Music and video files are not replaced after a re-image, nor are some personalized settings.
- Laptop loaners are considered to be an extension of the originally issued laptop. This means that should a loaner suffer damage, the student who possesses it is responsible for the damages to the loaner laptop. Previous users of the loaner laptop are not considered in assessing damages to a loaner laptop.
- As batteries age, they tend to weaken. It will be the technology department's decision when a battery will be replaced, should the need arise.
- If your paper did not print, find out why rather than sending your job to the printer repeatedly.
- Should the need arise; the Acceptable Use Agreement may be modified by the Buckeye Union High School District, preferably with notice.

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## Signature Page

It is important that you take the time to read the Acceptable Use Agreement. You will be held responsible for your behavior based on the policies, rules, and regulations as set forth in this agreement and approved by the BUHSD Governing Board.

**I understand that it is my responsibility to follow all school and district rules and guidelines. I understand that ignorance of any part of the Code of Conduct or Acceptable Use Agreement (AUA) will not be accepted as an excuse for not adhering to the Code of Conduct or AUA.**

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Students' Full Name (Please print)

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Student ID Number

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Students' Signature

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Date

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Parent or Guardian Full Name (Please print)

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Parent or Guardian Signature

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Date