

Responsible Use Policy (RUP)

The Union County Vocational-Technical School District (UCVTS) provides students with access to computer equipment, software, and network services. These tools support learning, collaboration, and educational research related to the district curriculum. All technology and network usage must be consistent with these purposes, the Responsible Use Policy, and all provisions of law governing the actions of the user.

The Internet, however, is not designed exclusively for the use of children. While its use in district schools will be subject to supervision, it is possible that students may occasionally access inappropriate material either deliberately or by accident. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment. We encourage parents to have a discussion with their children about values and responsible behavior while using the Internet. Parents wishing their child have specifically restricted access to online resources must contact their respective building principal.

In addition, our UCVTS Community leverages these advanced technologies and progressive teaching approaches to enhance student learning, promote collaboration and facilitate the creation and sharing of knowledge locally and globally.

In order to promote responsible digital citizenship and use of information technology (IT), students are expected to adhere to the following rules and guidelines. These obligations are also spelled out in the Responsible Use Sign Off page that each student and his/her parent or guardian must sign in order to use school-issued computers and other IT equipment.

Being a Responsible User

The use of information technology at UCVTS is focused on educational purposes. However, as these devices can also be used for personal and recreational purposes, it is important that students are aware of the expectations for the use of technology at school. In some cases, students' behavior is guided by clearly articulated expectations, but in other cases, they must make wise decisions about their own behavior, dictated by a sense of good online citizenship and as a responsible member of the UCVTS community. Students should be aware that these expectations apply to any IT device used at UCVTS, even those not provided by the school, such as mobile devices.

Ethical and Respectful Use

Responsible citizenship means practicing good ethical behavior, whether online or offline. Students are encouraged to model good online citizenship by making sure their actions and choices do not disrupt the learning environment for themselves or others, just like in the classroom. At a minimum, this requires that students not view or install inappropriate content, not try to bypass network guidelines with proxies or Internet access devices, not attempt to hack or modify other student accounts or official school files or accounts, and not engage in any illegal activities, including possessing or sharing pirated software or applications. School software should also not be copied or removed. Students are expected to obey all intellectual property rules and copyright laws, as well as the UCVTS Student Email Guidelines, including not sharing or using others' email accounts or passwords, and not engaging in conversation or activities (such as sending pictures) that may inflame, agitate, or offend others. Students are prohibited from using peer-to-peer file-sharing software, such as LimeWire or BitTorrent, which is primarily used to download illegal content and could jeopardize Internet access for all members of the UCVTS community. Likewise, hacking & malicious software is also specifically banned from being installed on any device used at UCVTS.

Protecting Your Identity & Personal Information

With the ubiquity of information networks, safeguarding your personal information has become extremely important. Once information goes on the Internet, it is likely that it will remain there for a very long time. Personal information also extends beyond names, phone numbers, student ID numbers and addresses, but to things such as user names and passwords as well. As such, it is important that students treat their own and others' personal information with great care. Students should never share user accounts or passwords, especially those that are close to their identity (e.g., email, UCVTS accounts, social networks). All personal information, such as home addresses, phone numbers and full names, should always be kept private.

Sharing Work Online

Students will be sharing their work in a variety of online spaces and are expected to act safely by keeping personal information private. When they share their work online, they are expected to treat those spaces as classroom spaces. Language or images that are inappropriate for class are not appropriate online. Because students will be sharing their work with real audiences, they may receive feedback that is inappropriate for academic purposes. Regardless of the nature of the feedback, students should respond ethically and responsibly (or not at all). Images or videos of students, or their work, may be published or utilized in various electronic resources, including the school website and other online platforms, as well as in print media, including teaching and school promotional materials. Student's work will be shared in accordance with permissions granted and specified in the UCVTS Technology Consent form.

Community Awareness

All students are members of the greater UCVTS community and have a social obligation to protect community resources, such as bandwidth. As such, participating in activities that use up excessive bandwidth, such as peer-to-peer file sharing, is strictly prohibited at school. Additionally, computer use should not be disruptive to other students who are working nearby; students are requested to use headphones when listening to audio. They may not remove identifying barcode tags affixed to the computer by the Technology Department. Students should also be aware that individual teachers will have different protocols for classroom use of technology and it is the student's responsibility to be aware of these and adhere to them.

Responsibilities of Using School Computers

Students are responsible for the proper care and maintenance of school-owned laptop computers and other IT equipment that they use. For students who are issued individual laptops as part of the School of Design, these obligations are detailed in the Laptop User Agreement and Acceptance Form that each student and their parent or guardian must sign. They include performing all software updates, being responsible for data (including backups), and being careful to not do anything that will void the warranty, such as bringing the laptop to an unauthorized service center or disassembling the computer. School defined settings and software should not be modified or removed from the computer.

Students should take careful steps to protect their laptop from damage or theft. This means carrying it only when the lid is closed, using a carrying case when moving between classes, and never having open drinks nearby while using the laptop. When not in use, the laptop must be securely locked in the student's locker or other locked storage area, or kept within sight. It must never be left unattended in open areas, even for a few minutes.

Shared Computers

In addition to individual laptop computers issued to School of Design students, shared laptop computers are made available in each school as well as a number of desktop computers for student use in computer labs and other areas. Students are responsible for the safekeeping of their own data files and should use their individual folders on the server or personal storage devices, as these shared computers are regularly erased without notice as a part of an on-going maintenance routine. UCVTS takes no responsibility for files lost on all district computers and student Google Drives.

Monitored Use, Misconduct and Free Will

In cases where there are concerns that electronic communications systems are being used inappropriately, teachers or Technology Department staff may monitor student use. Similarly, student use of the school network is monitored on a regular basis. UCVTS reserves the right to inspect school-issued computers and electronic media and to carry out appropriate disciplinary action in cases of student misconduct. UCVTS does not take responsibility for personal media or information transmitted to a third party by a student of their own free will, nor does it take responsibility for any repercussions that may occur from said action (e.g. posting photos on a social networking website).

Website Filtering

UCVTS actively uses internet filtering software and hardware to meet the Federal Children's Internet Protection Act (CIPA) requirement and to prevent students from accessing graphics that are (a) obscene, (b) pornographic, or (c) harmful to minors/others. UCVTS retains the right to block unacceptable content. Filtering software is not infallible, and it may be possible for users to access inappropriate sites. However, anyone can request a site be reviewed and considered for recategorization. In

addition, UCVTS will take the appropriate disciplinary action for those who attempt to disable, bypass, or otherwise circumvent the UCVTS content filter installed per the Federal Children's Internet Protection Act.

Students MAY NOT:

1. Use district technology equipment, software, and network services without teacher supervision.
2. Access inappropriate material or share information about inappropriate material with other students.
3. Access chat rooms or forums over the district network.
4. Send or receive material that may be hurtful to another person or detrimental to the operation of a computer, software, or network.
5. Send or post personal information about themselves or others.
6. Tamper with, assemble, disassemble, connect or disconnect technology or network equipment.
7. Install, download, copy, or delete software.
8. Create or change configurations.
9. Attempt to access, modify, copy or delete files created by another user. (All written work needs to be attributed in accordance with the assigning teachers' standards and guidelines (MLA, Chicago, APA, NY Times style guide, etc.).
10. Attempt to access or use others' accounts or passwords.
11. Share a network account or password with another person or leave an open file unattended or unsupervised.
12. Plagiarize or break copyright laws (example: unauthorized copying of software).
13. Use district technology or network services for personal, entertainment, political, or commercial purposes.
14. Deliberately waste computer resources.
15. Install, copy, or knowingly infect a computer with a virus.
16. Change the physical or digital architecture of any district computer resources.
17. Provide access to the UCVTS network and district computing resources to any other person or entity.
18. Access another user's account and/or misrepresent one's identity. (partially covered in item 10)
19. Use computing resources for private profit not related to UCVTS activities.
20. Intentionally impede the legitimate use of computing resources or facilities.
21. Use computing resources for junk mail or mass mailing.
22. Violate any law, regulation, or contract.
23. Publish or distribute illegally copied music, movies, software, etc. or otherwise infringe upon copyrights.

Note:

Other examples of inappropriate technology and network behavior will be considered on a case-by-case basis. Students acting under the direction of the Director of Technology may be exempt from some of the items listed.

Consequences of Irresponsible Use

Consequences for individuals violating the Responsible Use Policy vary depending on the nature and seriousness of the violation. Consequences might include disciplinary action, loss of technology access, and/or involvement of law enforcement agencies.

Warranties / Indemnification

- The UCVTS School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy.
- The UCVTS School District will not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the use of the electronic network.
- The user takes full responsibility for his/her use.
- The parent(s) or guardian(s) agree to indemnify and hold the UCVTS School District, its employees, harmless from any and all loss, costs or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network.
- The user and the user's parent(s) or guardian(s) agree to cooperate with the District in the event of the District's initiating an investigation of a user's misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or on another computer outside the School District's network.

County Vocational-Technical Schools

RUP Sign Off

It is the intent of the Union County Vocational-Technical Schools (UCVTS) to make the UCVTNet (Union County Vocational Technical Schools Network) available to students and staff in order to promote personal and academic growth in information gathering techniques, critical thinking skills, and communication skills. The term UCVTNet pertains to all computers and peripherals that are connected to the UCVTNet infrastructure, including network folders, e-mail, Internet access and software programs sanctioned by the district. The following regulations shall apply equally to students, employees, volunteers, and contractors employed by the District.

1. UCVTNet is not for private, commercial or business use or to promote political or religious ideologies or illegal activity.
2. Filtering software is in use on all computers with access to the Internet. Use of UCVTNet to access or process sites of the following nature is prohibited: Violence/Profanity, Partial Nudity, Full Nudity, Sexual Acts, Gross Depictions, Militant Extremist and Questionable/Illegal/Gambling.
3. Sending material via UCVTNet that is likely to be offensive or objectionable is prohibited.
4. UCVTNet users must respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
5. UCVTNet users must not share individual accounts with anyone. Users must either log off or lock any unattended workstations.
6. The illegal installation of copyrighted software and unauthorized executable files on district computers is prohibited. The building administrator or the technology department must approve any software installation on UCVTNet.
7. UCVTNet user accounts are work in progress accounts. Users are urged to make archive and backup copies of all files. Users should realize that network use (e.g. WWW, email, etc.) is logged and is subject to administrative monitoring/review at any time.
8. Users are responsible to take precautions to prevent viruses on UCVTNet equipment. UCVTNet is not responsible for any damage caused by files taken from UCVTNet.
9. District technology equipment is not to be reconfigured or relocated without the approval of the building principal, technology department *and* the superintendent. Any non-district equipment that is added to the existing technology topography without the approval of the building principal, technology department and superintendent, will be considered district equipment and will be subject to confiscation.
10. Any district hardware/software/peripherals, provided through our 1:1 program, are the responsibility of the person it is assigned to. Users will be responsible to pay the cost of any lost or stolen hardware/software/peripherals including that not covered in the products warranty.
11. All technology is for work related or educational purposes only.

Disciplinary action for violation of this Responsible Use Policy may include, but is not limited to, the loss of an account for a limited or extended period of time (depending on the offense) and/or a reduction of access to computer labs. Interpretation, application, and modification of this Responsible Use Policy is within the sole discretion of the Union County Vocational- Technical School District. Any questions or issues regarding this policy should be directed to Union County Vocational-Technical School District Administration.

This is to acknowledge that you have read and accept the terms of the attached Responsible Use Policy, and the district may issue an UCVTNet and Google account for the student named below.

<input type="radio"/> Yes. We have read the Responsible Use Policy and grant permission for the district to issue an account in the student's name.		
<i>School/Program (circle one)</i> AAHS AGLT AIT APA Adult MHS RHS SYA UCCTI UCTECH	<i>Grade (circle one)</i> 09 10 11 12 Adult	<i>Date</i>
<i>Student/Faculty First Name</i>	<i>Student/Faculty Last Name</i>	<i>Signature of Student/Faculty</i>