



2019-2020

**Digital Device, Network, and Accounts Agreement Form for Grades K-12
ACCEPTABLE USE POLICY**

University Laboratory School provides Google Apps for Education accounts, Internet access, and, in some cases, devices, to students to enhance their educational experience and to prepare them for a connected world beyond school. Students must agree to observe, respect, and comply with University Laboratory School's Acceptable Use Policy. Failure to comply with these policies may result in revocation of computer access and/or other disciplinary action.

School Rules on Digital Device, Network, and Accounts Use:

When using my University Laboratory School account or any digital device (school- or parent-provided) on school property and during school sponsored activities, I agree to the following responsibilities and restrictions:

1. I will only access the Internet using the "JRBOWS" WIFI network.
2. I will only access the network or use my accounts/devices for schoolwork during class time.
3. I will be the only user of my computer and school associated accounts.
4. I will accept personal responsibility for my device and actions online, and will obey all policies.
5. I will conduct myself in an ethical and orderly manner.
6. I will notify a teacher or school official immediately of any improper use of technology.

Additionally, I understand that I will not engage in:

1. I will not send, display, or search for offensive or obscene language, images, or videos.
2. I will not take part in cyberbullying by harassing, insulting, or attacking others.
3. I will not play games or visit websites unrelated to school during school hours
4. I will not misuse school issued digital devices, accounts, or networks or engage in the programming, reprogramming, or manipulation of local or hosted applications, web sites, or other digital services.
5. I will not violate copyright laws or plagiarize, as described in the Student/Parent Handbook.
6. I will not impersonate someone by using another's login, password, or device.
7. I will not tamper with, manipulate, or delete others' files saved to Google shared folders.
8. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc. that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community.
9. I will not make statements that are falsely attributed to others, or use language that is obscene.

School Guidelines on Internet and Device Usage

It is presumed that students will comply with school rules and will honor the agreements they have signed. Beyond the clarification of such standards, the school staff will make every effort to guide usage, but is not able to constantly restrict, monitor, or control the communications of students utilizing the school network.

Use of a school provided digital device, network, or account is a privilege, not a right. Whether physically in school or in another location utilizing a school-provided digital device, network or account, students are responsible for their behavior. Access may be denied to those students to violate basic school rules.

Computer network storage spaces are treated like school lockers. Files and communications may be reviewed by school network administrators in person or remotely to maintain system integrity and ensure that students are using the system responsibly. Students should not expect that files stored on school servers or school-sanctioned cloud storage such as Google Drive will always be private.

Devices used on campus during school hours and during school sponsored activities, whether school issued or privately owned, are subject to reasonable searches by school administration. Students and families have no expectation of privacy on devices used for school purposes.

Freedom of speech will be honored and encouraged in regards to access to information. Where school staff will guide students toward appropriate use of digital device, network, or account in school, families are responsible for this guidance at home. Please refer to the Student Conduct Code described in the Student/Parent Handbook for further explanation of expectations of students and parents.

While on the University Laboratory School campus, students may only access the Internet through the "JRBOVS" WIFI network. This network is maintained by University Laboratory School and adheres to FERPA, CIPA, and COPPA regarding all digital devices on the "JRBOVS" WIFI network. Please refer to the Student/Parent Handbook for explanations of FERPA, CIPA, and COPPA.

Because we are on the University of Hawai'i campus, students and parents should be familiar with the University of Hawai'i policies. Please see <http://www.hawaii.edu/infotech/policies/itpolicy.html> for more information. University of Hawai'i has a similar policy regarding impersonation and sharing usernames, and the UHM network is not required to adhere to FERPA, CIPA, and COPPA. If a student accesses the UHM network, University Laboratory School is not responsible for any inappropriate content the student may view.

I have read the above and understand the policies set forth by the University Laboratory School. In the event I engage in willful violation in any of the above referenced policies, my access privileges may be revoked and other disciplinary measures will be implemented as described in the Student/Parent Handbook.

MOBILE DEVICE ACCEPTABLE USE POLICY

I understand that the University Laboratory School allows me to bring my own mobile phone devices. In order to be permitted to bring and use my mobile device while on school property and during school sponsored activities, I agree to the following responsibilities and restrictions:

K-12 Students:

1. I will follow all school rules while using my own device on school grounds and I understand that the rules outlined in the AUP for school computer resources apply to my use of my own device on school property.
2. I will not take photos or record video of any student, teacher or administrator unless I have that individual's express permission to do so.
3. I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.
4. I understand that ULS is not responsible for theft, damage or loss of my device.
5. I understand that my device may be confiscated if it appears that I may have used my device in violation of school rules or this agreement, and that an administrator may hold the device until a parent/guardian comes to collect it.

K-8 Students:

In addition to all the rules listed above, Students in grades K - 8 also agree to not use their mobile devices during non-class school hours, such as during breaks, lunch, or passing between classes.

Mobile devices are to be used only during class, when expressly instructed to do so by a teacher.

Any violation of these agreements may result in losing the privilege of using your mobile devices during school hours entirely.