

# STUDENT TEACHER COMPUTER USE AGREEMENT

Computers and computing resources are important tools for furthering the St. Clair County School District's educational mission. The Board's goal in providing these resources to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Using these resources is a privilege not a right. Appropriate use regulations are provided herein to insure you are aware of the responsibilities you have acquired.

In general, computer users are responsible for the following:

- Reporting policy violations promptly
- Cooperating with system administrators when policy violations are suspected or confirmed
- Behaving courteously, ethically, and legally on the Internet

## **SECURITY**

Appropriate security precautions must be taken when using school resources to post online content. Publishing student's personal information, including but not limited to telephone numbers, addresses, schedules, IM screen names, or other information that could be used to identify or locate students is prohibited. Before posting student pictures on your class website, ensure that their parents granted permission for you to do so.

Users may not authorize anyone, including family members, to use their account(s) or log in information for any reason. Users are responsible for all activity on accounts assigned to them and must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their accounts by unauthorized persons.

In addition to the responsibilities associated with the use of online technologies, employees (including Student Teachers) of the St. Clair County School System must also understand the importance of keeping network resources secure. Network and wireless passwords must only be shared with authorized staff (never students or nonemployees) unless granted permission by the district technology department. Employee passwords should be changed every six weeks and kept secure. Allowing student use of an employee's password could allow student access to secure network resources, which could be in violation of the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of students.

## **UNACCEPTABLE INTERNET USE**

Any communication that would be improper or illegal on any other medium in a school environment are equally so on a computer network. Inappropriate behaviors include but are not limited to:

- Offensive content of any kind including pornographic material or sites
- Promoting discrimination
- Threatening, violent behavior or profane or offensive language
- Illegal activities
- Gambling
- Sports entertainment, gaming (this does not include necessary use for athletic departments)
- Personal financial gain
- Personal email (AOL, Hotmail, Yahoo, etc.)
- Sending material or information about students or other employees that could compromise the safety or well-being of the student or other employee
- Material protected under copyright laws

## **SUPERVISION**

Students using technology must be supervised at all times. This is an active process that may require walking around computers in order to view student screens as much as possible. Teachers must never leave their students unattended if they are utilizing technology.

### **SOFTWARE AND LICENSING**

Software piracy occurs when one installs and/or uses software for which proper payment has not been made. Protected software may not be copied into, from, or by any St. Clair County facility or system, except by license. Users authorized to install software are expected to consult the SCCBOE Technology staff when considering purchasing or installing any software to certify doing so will comply with vendor licensing agreements. Copying software between school and home computer is prohibited.

The Director of Technology is responsible for ensuring that the computers are fully compliant with vendor licensing agreements. All school owned software licenses acquired by donations, departmental or grade level purchases, or promotional programs must be registered with the Technology Department. School owned software may not be copied onto personally owned computers.

### **COPYRIGHT INFRINGEMENT**

The St. Clair County School District's computing facilities may not be used to steal content owned or copyrighted by others. Fair use laws regarding copyright apply; in general, a single copy made for person uses falls within fair use laws, while multiple copies do not.

### **USING SHARED RESOURCES**

Users of SCCBOE technologies, Internet connections, and e-mail have no right to expect privacy with respect to such usage. The St. Clair County Board of Education has the right, but not the duty, to monitor all communications and downloads that pass through its facilities, at its sole discretion, to ensure proper system performance, management and maintenance functions, policy compliance, and system security. The St. Clair County School District owns all data stored on school-owned equipment, including but not limited to data network, computers, mobile storage devices, and all connected peripherals. It is inadvisable to use school-owned computer for conducting sensitive or confidential personal business or storing such data. When monitoring reveals possible Acceptable Use Policy violations, system personnel may provide this data to school and/or district administrators.

Any attempt to deliberately degrade or disrupt system performance or to interfere with the work of others is a breach of this policy. Limits may be set on certain computing resources such as disk storage space, printing access, bandwidth priority for specific applications, computer login time, etc. Users may not attempt to bypass these limitations.

Damage to computers, computer systems, or computer networks (including changing workstation and printer configurations when not authorized, unauthorized streaming, and use of proxies, etc.) is expressly prohibited.

### **PERSONAL DEVICES**

The Board reserves the right to place conditions on, restrict, or prohibit the use of personally-owned technology resources on its property. Unauthorized use of cell phones during instructional time or in a supervisory role is prohibited.

### **SOCIAL MEDIA**

SCCBOE recognizes the value of social media, both for personal and professional use. However, professionalism is expected when educators use social media. Please use wisdom and common sense when engaging in social media.

### **DATA STORAGE**

It is the responsibility of the employee (including Student Teachers) to back up their own crucial data created on their laptop or desktop computers. While the SCCBOE does backup servers on regular basis the employee (including Student Teachers) should perform their own backup and the SCCBOE backup should only be counted on as a last resort to restoring personal files.

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**Please fill out the below form and return to the Principal for approval.  
Keep a copy of the above agreement for your records.**

I, \_\_\_\_\_, have fully read, understand, and will abide by the Technology Security/Internet Access Agreement put forth by the St. Clair County Board of Education. I acknowledge that our Internet connectivity and technology are vital to the instructional process and will only be used for instructional and professional purposes. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school system disciplinary action, and/or appropriate legal action may be taken, up to and including employment termination.

I further agree to promote the enforcement of the regulations in supervising student Internet use and facilitate digital citizenship, as well as maintaining network security.

**(Please Print) For account setup purposes**

Student Teacher's First & Last Name \_\_\_\_\_

School \_\_\_\_\_ Student Teaching End Date \_\_\_\_\_

Student Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Technology Approval Signature \_\_\_\_\_ Date \_\_\_\_\_