

# **Acceptable Use Procedures Agreement Form**

(Applies to visitors, employees and students who wish to use the District's Digital network)

Upon signing this agreement, I, a user of the digital network, acknowledge that I clearly understand the agreement and have no further questions as to the content and delivery of this Acceptable Use Procedure and agree to abide by agreement.

I, as a user of the Digital Network, also affirm that since I have no confusion over the content of this procedure, there will be no violation of this procedure or any other civil nor criminal laws relating to computer use.

I, as a user of the Digital Network, will indemnify the St. Johns County School District and hold harmless for violating St. Johns County District Schools Digital Network Acceptable Use Procedure which causes: 1) humiliation internally and with the public; 2) disruption of services; and, 3) civil or criminal liability.

I, as a Digital Network Acceptable Use Procedure user, waive any right to litigate an inadequate training claim or other negligence claim against St. Johns County Schools for not clearly understanding this procedure.

I understand that the written portion of the Acceptable Use Procedure must be signed annually by every St. Johns County School District employee, student/parent or external user. This written agreement for use and access to the St. Johns County School District Digital Network will be required in writing and kept on file at each school or district department.

## ***Employee, Student or External User (Visitor) (Applies to all users)***

User Name (please print): \_\_\_\_\_

School/Department or Visitor Affiliation: \_\_\_\_\_ (i.e., SAHS, IT Dept., Parent, Newspaper)

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ***Parent/Guardian Permission (Required for students to operate or access District technology resources)***

As the parent or guardian of this student, I have read, understand, and agree to the school district procedures relating to acceptable use of the St. Johns County School District Digital Network and the Internet. I hereby give permission for my child to use the St. Johns County School District Digital Network using the aforementioned procedures and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ***Administrator's Approval (School or District Department Designee) (Applies to all users)***

The administrator verifies the user and approves their access to the St. Johns County School District Digital Network.

Administrator's Name (please print): \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Student Technology Asset Assignment Procedures**

These procedures cover the guidelines and requirements for assigning technology assets to students for individual and/or home use. A signed Student Technology Asset Responsibility Form (available on next page) must be on file before an asset can be assigned to a student for use.

## **Guidelines and Requirements for Students that are assigned Technology Assets**

- I. Each student must have a signed Acceptable Use Procedures (AUP), Student Technology Asset Responsibility Form and any applicable St. Johns County School District (SJCS D) property or inventory forms on file.
- II. Not all students are provided a system for individual use.
- III. Systems are assigned for a maximum of one school year. This agreement must be renewed and the asset must be reassigned annually.
- IV. School or department that assigns the system to a student must obtain the signatures on the asset responsibility form. No system should be assigned without a signed AUP, Responsibility Form and any applicable SJCS D property forms on file.
- V. Systems provided for student use are intended to support learning. These systems are not provided for any individual's personal (non-school related) use. System should not be used by other students, family members or individuals.
- VI. Systems provided for student use are provided as-is. SJCS D cannot be held responsible for lost productivity or data loss that may occur if the system is improperly used or if the software or hardware malfunctions.
- VII. SJCS D cannot guarantee the security of the asset when it is not on the SJCS D network. Use of this system on other networks (home network, public wifi, etc) may result in unwanted access and exposure to material that is not appropriate for student-age individuals. Students should be supervised by a parent or guardian when using the system outside of the SJCS D network.
- VIII. Any violation of the SJCS D AUP may result in the asset being recalled from a student for examination. If AUP violations are discovered the system may be reconfigured with more restrictive security settings or recalled indefinitely.
- IX. Personal software and media should not be installed or stored on any SJCS D systems.
- X. SJCS D systems assigned to individuals may be requested to be brought to a school or district department periodically for routine maintenance and updates to be performed. Individuals assigned systems should make a reasonable effort to return the system in a timely manner if requested. Refusing to return the asset will be considered a violation of the district AUP and may result in the system being recalled indefinitely.
- XI. Systems may be configured with District software – including security software. Any attempt to remove, modify or disable District applications is strictly prohibited. Installation of personal software is also prohibited (see item IX).
- XII. Support for systems is limited. Support requests must be coordinated by the department or school that provides the system. Support for systems may require that systems be returned to a school or district department for diagnosis and repair.
- XIII. A signed Student Technology Asset Responsibility Form and any applicable SJCS D Property/Inventory form must be completed for each asset that is assigned to a student for individual use.

# **Student Technology Asset Responsibility Form**

(Applies to parents of students who are assigned district technology assets or equipment)

By signing this form, the undersigned acknowledges full responsibility for all information listed. Each item listed should be initialed by a parent or guardian of the student that the asset is being assigned to. In addition, the undersigned agrees to waive any right to litigate an inadequate training claim or other negligence claim against St. Johns County Schools for not clearly understanding this procedure.

Parent or Guardian must Initial each item below if student is under 18 years of age. Student and Parent or Guardian will:

1. \_\_\_\_\_ Follow all parts of St. Johns County School District Acceptable Use Procedures (AUP) also called Management Directive 5.01.
2. \_\_\_\_\_ Acknowledge responsibility for asset's physical condition.
3. \_\_\_\_\_ Safeguard and provide for physical security of the asset.
4. \_\_\_\_\_ Follow all parts of the Student Asset Assignment Procedures.
5. \_\_\_\_\_ Read and understand the guidelines listed below referring to lost, stolen or damaged devices:
  - a. Individuals found to be negligent for lost, stolen or damaged devices are responsible to pay market value for that device.
  - b. Individuals agree to write a personal check (or money order) to pay for a lost, damaged or stolen system.
  - c. Individuals found liable further agree to pay the district in full or begin payments within 30 days of notification but no later than the end of the current school year whichever is sooner.

<b>Student Name</b> <i>(First, Middle Initial, Last)</i>			
<b>Assigning School or Department</b>		<b>Student Grade Level</b>	
<b>Assigning Administrator</b> <i>(Print)</i>		<b>School Year</b>	
<b>Asset Information</b>	<b>Asset Type</b>		
<b>Manufacturer</b>		<b>Model</b>	
<b>Serial Number</b>		<b>Asset Number</b>	
<b>Parent or Guardian Name</b> <i>(Print)</i>			
<b>Parent or Guardian Signature</b>		<b>Date</b>	