

Acceptable Use Policy

Union Ridge School Student Technology Agreement

Overview - General Information.

Students and his or her parent/guardian must sign and return the Acceptable Use Policy and Insurance document before the student is granted permission to take home a Union Ridge School-issued device (device: iPad, Chromebook, Laptop, and Accessories). Please read this document carefully before signing.

The primary purpose of technology systems at Union Ridge is to improve/enhance learning and teaching. The guidelines below are meant to help students, teachers, and parents understand the appropriate use of technology and resources for this purpose.

The use of technology, network, Internet, and other resources at Union Ridge is a privilege. Only students who follow these rules may use the school technology resources and other telecommunication tools. Using the Internet is a responsibility and a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. It is expected that students will use these resources responsibly and for school purposes. As such, teachers and staff may view any student communication at any time in order to support the student's development as a responsible citizen.

The iPad, Chromebook, or Macbook is the property of Union Ridge School, and it is being made available for your students to use in school or to take home to further enhance his/her educational experience. It is mandatory for 4th, 5th, 6th, 7th, and 8th grade students to take their iPad or Chromebook home. The iPad or Chromebook should only be used by the child to whom it is assigned, and should only be used to access educationally appropriate materials which will be provided to him/her.

Teachers, Staff, and the Technology Department retain the right to collect and/or inspect a school owned device at any time, including via electronic remote access and to alter, add or delete installed software or hardware. A monitoring check may be periodically done to ensure that students have not removed required apps and configurations or have added apps that are not authorized by the school. Union Ridge School reserves the right to monitor the location of the device. Monitoring only works if the device is turned on, connected to the internet, and/or the lost mode functionality is turned on.

Accidental Insurance Coverage.

All students will be required to purchase mandatory insurance (Accidental Insurance Coverage). If an accident happens, or your device stops working or it is not working properly, inform your advisor or homeroom teacher, and bring the device to the Technology Department immediately. DO NOT attempt to fix school-owned devices. Insurance does not cover loss, intentional damages, negligence, vandalism, theft from unlocked vehicle, mysterious disappearance/lost, Cosmetic Damage, Corrosion & Rust, and breakdown — in the case of intentional damages, neglect, and vandalism, the parent/guardian is automatically responsible for the cost of fixing or replacing the device as determined solely by staff of Union Ridge School.

Proof of Insurance:

1. Save your receipt.
2. Save a copy of the signed and sealed AUP by the school office.

Distribution.

It is mandatory for parent/guardian to attend the School Technology Night in August. Please check the school calendar for more information. Devices will be distributed during the first two weeks of school. Students who register after the first day of school will receive their device within a week after all paperwork (signed AUP and Insurance commitment and payment) has been received by the school office.

Network & Internet.

The Union Ridge Network and internet access is a shared resource. The school internet access and network resources are filtered and monitored. Please use it responsibly. Our goal is not ultimately to restrict student access but to educate students about responsible and appropriate use in accordance to the Children's Internet Protection Act. If we find a student accessing inappropriate material at school, we will have a conversation with him or her first. If the behavior is repeated or impacts other students, disciplinary action and a conversation with parents will follow. Union Ridge School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

Students must:

1. Follow our Network & Internet Safety Policy.
2. Not share personal information and password online.
3. Turn on wifi and Bluetooth while in school. Union Ridge School is a wireless school. All student 1:1 devices must be connected to the student wireless network.

4. Refrain from downloading large multimedia files in school.
5. Be a good digital citizen
6. Not access unauthorized resource
7. Use the internet for appropriate work and resources—make good decisions for yourself and the people around you.
8. Backup their data regularly on Google Drive.

The practice of hacking is prohibited in any form.

Accounts.

Google Drive.

Starting from 2nd grade, students will be provided with a Union Ridge School G-Suite for Education account. The account address is configured as follows: first initial+last name+maybe a number+@student.urs86.org, (e.g., jsmith@student.urs86.org or jsmith2@student.urs86.org).

Students should use their Union Ridge School provided G-Suite account for all school communications, and for educational purposes only. G-suite accounts are created by the Union Ridge School Technology Department.

No other email accounts can be configured on the school-owned device. This restriction is designed to keep the G-Suite for Education system for class-related communications only. Students are not allowed to use email or other electronic communication during class unless specifically instructed by their teacher.

Apple IDs.

Middle school students at Union Ridge School may be provided with a school managed Apple ID. The Apple IDs are created and managed by the Union Ridge School Technology Department. No other Apple ID may be configured on the school-owned device.

Network Account.

Starting from 2nd grade, students will be provided with a Union Ridge School Network account. The Network accounts are created and managed by the Union Ridge School Technology Department Security.

You will be responsible for remembering several passwords for school and personal accounts. We recommend that you minimize the number of passwords you use, and never share these passwords with your peers, even with your best friend. To meet minimum requirements for most accounts, make sure your password has a number, a capital letter, a special character, and at least 8 characters. The longer your password, the better it is.

We recommend that you lock or log out from your devices when you are not using it. Share your code or password with your parents or guardians but do not share with your peers. If you need to change your password, inform your parents/guardians, and homeroom teacher.

Under no circumstances should a student attempt or let a tier person attempt to remove or alter the configuration of the devices for the purpose of jailbreaking, hacking, or by passing the security system pre-configured on the school-owned devices. Students must not submit school-owned devices to any physical or software penetration testing system . Playing games, chatting and watching entertainment videos are not allowed unless associated with a class activity.

Students may not install any OS upgrade on school devices without the consent of the technology department. Installation of any OS beta release is prohibited on the school-owned devices.

Management.

School-owned devices are configured by Union Ridge Technology Department, and devices are maintained and monitored by an “Over The Air” Mobile Device Management system to share and distribute resources to students. Any alteration of the device configurations may result in a loss of connectivity and inability for the devices to access available resources or receive updated configuration settings. Apps installation must come from the Technology Department, and students are prohibited from installing any Apps on their own. Violation of those rules will result in disciplinary action.

Apps and Software.

Students may only use Apps and Software provided by Union Ridge School. Students can not use unlicensed software, audio, or visual materials. Unauthorized use and other modifications are not permitted.

Projection.

Classrooms and student devices are equipped with some wireless projection systems (Apple TV, Airplay, Airserver, Google Cast for Education, Chromecast). Students may only use these capabilities with the explicit permission of a teacher, and must only connect to the classroom where they are.

Social networking sites (e.g., Facebook, Instagram, SnapChat).

Students may not use their school device to access social media sites. In addition, online chatting or video conferencing with classmates during class is dependent on teacher permission.

Photo, Video, and Audio Recording.

School-owned devices are equipped with a camera and microphone, allowing video, image, and audio capture. With any device on school premises, at no time should a student record anyone (student, teacher, parent, presenter, etc.) without permission from the parties involved. To do so without permission can be a serious offense. Also, permission from parties is needed before publishing any photo, video, or audio content. Students need to exercise good judgment when using the school device camera and microphone.

Home Use of Technology.

School-owned devices are used for learning opportunities and school approved usage and should not be used for recreation purposes. The school urges parents or guardians to consider making a parent-child media agreement at home that is in line with the AUP and addresses some of the different situations at home. This should include the amount of time the student uses the device, the type of websites visited, and expectations around communication. A source of information for how to do this would be commonsensemedia.org.

The school may provide a limited content filtering system when school owned devices and/or student's accounts are being used off-campus. Parents and guardians are responsible for monitoring their child internet access at home and when students are not connected to the school network. There are many paid monitoring applications (e.g., OpenDNS) that can help keep a safe internet for your child, but ultimately, clarifying expectations at home and having an open conversation about responsible use is best and sustainable.

Parents or guardians have the authority to restrict the school-owned device. Please inform your child's teacher should this happen, so the teacher is aware of the situation.

Communication and Content.

The school-owned devices should be used to access and store school appropriate materials only. Students should also be aware of the potential for their communication to be shared or misinterpreted. Any use of a technology that involves inappropriate, unkind or mean behavior will result in disciplinary consequences. The school-owned device is also equipped with many apps and methods to communicate with others. Make sure you think about whether such

communications are appropriate both in content and in context. Please review the school's Expectations for Behavior online for information on behavioral guidelines. Remember that all online communication is a reflection of the individual. If you wouldn't write it or say it in front of a parent, teacher or other adults, it is better left unwritten and unsaid. When in doubt, communicate with the person face to face.

Be a Responsible Digital Citizen

- Protect your accounts/passwords and avoid accessing others' accounts without authorization.
- Refrain from engaging in secretive chats or conversations with classmates.
- Do not share school resources with outsiders.
- Do not share personal resources with outsiders.
- Be transparent and honest with your teacher.
- Avoid participating in unsafe online practices.

By following these guidelines, you can help create a safe and respectful online community for everyone.

Copyright.

The Computer, iPad, and Chromebooks are designed to allow easy access to information online. It is important that students remember to do their work on assignments using material they find from various sources. Students deserve the opportunity to be an author and to respect the work of other authors. Copying other people's work, whether intentionally or unintentionally, is considered plagiarism and will result in a response from the school. If disciplinary action is deemed necessary, consequences to academic dishonesty are outlined in the Student Handbook.

Backup.

It is the student's responsibility to back up his work periodically to avoid data loss. Union Ridge School encouraged students to use Google Drive to save and back up their school work. Occasionally, if a device needs to be repaired, the device may be re-formatted or cleared. It's important for students to back up data frequently, to avoid losing work. Union Ridge School does not accept responsibility for the loss of any software or documents deleted.

Protecting, Caring, and Storing.

Under no circumstances should devices be left in an unsupervised area. The unsupervised area includes but not limited to the school playground, the lunchroom, gym, library, locker rooms, bathrooms, hallways and any other unsupervised areas. Any device left in these areas is in

danger of being stolen. If a device is found in an unsupervised area, it will be taken to the Technology Department or Principal's office.

Charging.

Students are expected to come to class every day with an adequately-charged device (95% to 100%). Make sure to set up a charging station (overnight charging location) in your house that will help easily charge the device and remember to bring it to school the next day. There are consequences for coming to school without an adequately charged device, and students are still responsible for doing their work.

Carrying and Storing.

Students should take the utmost care when carrying and storing a school-issued device. Parents or guardians will be responsible for damages or loss due to negligence or vandalism.

When students are not using their devices, they should be stored in a safe location. Nothing should be placed on top of the device when stored in a bag, desk, while carrying a pile of books, or other location. Avoid putting the device on a chair, a bed, and the floor. The device should be placed away from foot traffic, babies or toddlers, water, food, and extreme temperature.

Outdoor Use.

Please do not use your device during recess, break time, gym, and while on the playground without explicit permission.

Cases.

Union Ridge requires that you use school-provided cases all the time. You may not customize your case or remove the device from it. If a student breaks/tears the case through misuse, the student's parent/guardian will be asked to pay for a new case.

iPads Left at Home.

If students leave their school-assigned devices at home, they are responsible for getting the coursework completed as if they had their school-assigned devices present. No loaner device will be given to a student for forgetting their school-assigned devices at home. If a student repeatedly leaves his/her school device at home, they will be required to leave their iPad in school.

Repair.

Union Ridge School Technology department is responsible for all school-owned device repair. Attempting to repair a school-owned device without the Technology Department consent will result in the cost of complete replacement of the device being covered by the student parent/guardian.

Devices Undergoing Repair.

Loaner devices may be issued to students when they leave their devices for repair with the Technology Department. Devices will be loaned to students, pending availability. These devices need to be turned in to the Technology department at the end of the school day and picked up in the morning unless proper authorization was given to the student by a teacher and the technology department or the office.

Returning Devices.

Devices and genuine accessories will be returned to Union Ridge School Technology Department during the final week of each school year. If a student transfers out of Union Ridge School during the school year, the school-owned device and accessories will be returned to the school office at that time. Students who withdraw, or are expelled, must return their school-owned device and accessories on the date of termination to the school office.

Return Fines.

If a student fails to return a school-owned device and accessories at the end of the school year, or upon exiting Union Ridge School, that student's parent/guardian will be liable for the cost of the device and/or accessories. Failure to return a school-owned device may also result in a theft report being filed with the appropriate authorities.

The student's parent/guardian will be responsible for any damage to the devices, consistent with the School's Insurance Agreement, and students must return the devices and genuine accessories in satisfactory condition. The student's parent/guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the device and accessories, not covered by the insurance. Student's parent/guardian will be charged for missing and damaged accessories. Accessories include but not limited to case, genuine power brick and cables.

Student Privacy & Accessibility

Student Online Personal Protection Act (SOPPA)

<https://www.urs86.org/technology/soppa>

Approved SOPPA Contracts

https://sdpc.a4l.org/district_listing.php?districtID=5795

Children's Online Privacy Act (COPPA)

<https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa>
<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

Website accessibility

<https://ilga.gov/legislation/ilcs/fulltext.asp?DocName=010500050K10-20.75>

At Union Ridge School, we strive to provide our student(s) with the most effective digital tools and applications for learning. Our district utilizes several computer software & systems, digital learning resources, and web-based services operated by third-party providers. We make every effort to ensure that these digital learning resources and providers comply with COPPA, SOPPA, and Website Accessibility Guidelines by undergoing an internal process for vetting these services. These applications and services include, but are not limited to, Skyward, Google Workspace for Education Apps (Calendar, Classroom, Drive and Docs, Google Meet, Google Workspace LTI™, Keep, Migrate, Sites, Tasks, Chrome Web Store, Google Arts and Culture, Google Translate, YouTube), SuperKids / Zaner-Bloser, Zearn, Seesaw, Accelerated Reader by Renaissance, Alexandria Companion Library, IXL, Reflex Math, BrainPOP, Teach Your Monster, Epic, Starfall, Canvas, Google Classroom, Wonder, Typing Club, Mystery Science, ClassDojo, GreatMinds Eureka Math, Google Translate, Simple Solutions, NWEA - MAP, IAR, ISA Science ISBE, Aimsweb, DRC Insight ACCESS, CogAT, Embrace, JAMF, Meraki, Raz-Kids, Happy Numbers, Prodigy, TCI, Amplify, Language Live, YouTube, Adobe Express, and Canva.

We have established a list of applications and services for parents to provide consent to the school to create accounts for students to access these services during registration. Account creation involves using the child's name and other identifiable information to manage student accounts and track progress. Students and teachers are instructed not to share any additional personal information with third-party services or sign up for any unapproved software or services not vetted by the district.

If at any time parents or guardians wish to have a child removed from a third-party service, please contact the Union Ridge School principal's office immediately or the third-party provider in question.

For more information about these digital tools and services, please contact the principal's office, the technology department, or the student data privacy officer.

A list of currently used software and digital learning resources, along with links to their privacy policies, is available on the Union Ridge School website at www.urs86.org and a link is provided below.

This list is updated on a regular basis, so please be sure to check back frequently for the latest information.

https://docs.google.com/spreadsheets/d/e/2PACX-1vT84J6gOJqa2xxaDFM2uRchzXVIH0iVIXMnYaS_d8UifVpMTGGkoGNWTIHDKapEszrR_4zgUHRs5F4t/pubhtml?gid=1734334466&single=true

Network & Internet Safety Policy - CIPA

<https://docs.google.com/document/d/1MFxI0UIQ2Fth5YtGVu3opGsCtIIXwvei4I7h5Q6pkvw/edit#heading=h.9s4i0xpke6hu>

Classroom iPad Rules

https://docs.google.com/document/d/1xNTz-waxw35gNbqHi_wZjSpA2nihfStzCrMy5eBdA1Y/edit

Classroom Chromebook Rules

<https://docs.google.com/document/d/1zMg05WV8JbHQQGdNMhaTbANrvQ6PpXEghG11rGafkCJE/edit>

Chromebook Infraction

https://docs.google.com/document/d/19DP01YPHrH_8hPYW_BJEZ6trZE3chQmEzfxUOPT14-k/edit

Take Home Device Student and Parent Agreement

Please read the expectations. By signing the agreement, you agree to the following:

- Follow the Union Ridge School District 86 Acceptable Use Policy at home and in school
 - Link to AUP: <https://www.urs86.org/technology/aup-and-guidelines>
- Charge the device each night in a supervised location (kitchen/family room)
- Only use district approved apps, add-ons, extensions, and websites
- To not remove or bypass school security, management, monitoring, and content filtering software
- Keep passwords and accounts private
- Protect device from extreme temperatures, liquids, pets, and small children
- Do not leave device in an unattended location
- Do not leave device on the floor or places it can be damaged
- Notify the classroom teacher immediately if the device becomes damaged
- Provide a police report to the school within 24 hours if the device is stolen
- If a student fails to return the device and any assigned accessories as directed, the district may seeking reimbursement from the Student's parent(s)/guardian(s)
- Parent(s)/guardian(s) assume complete responsibility for Internet access beyond the network provided by the District. When using the device outside the District, students are bound by the same policies, procedures, and guidelines as in school. Monitor your child's internet activities
- If the student ceases to be enrolled in District, the student/parents will return the devices in good working order or pay the full replacement cost of the computer
- Please return this form signed to the school office

As the parent/guardian, my signature indicates I have read and understood all agreements, policies, rules, permissions, responsibilities in the School Acceptable Use Policy, the Network and Internet Safety Policy, COPPA, and expectations for Union Ridge School District 86's Device Take Home Agreement. I agree to the terms, and I give my permission for my child to have access to the described technology resources, and I will monitor my child's device usage at home.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

As the student, my signature indicates I have read and understand all agreements, policies, rules, and permissions, and responsibilities in the School Acceptable Use Policy, the Network and Internet Safety Policy, COPPA, and all my teacher/classroom technology rules. I agree to abide by the terms and conditions outlined and to use these resources for educational purposes.

Student Name, ID, & Signature: _____ Date: _____

Grade & Advisor / Homeroom Teacher: _____ Device

Info: _____

Insurance Agreement

This insurance is mandatory for k - 8th grade students. Should there be failure to pay the insurance fee, the parent/guardian is fully responsible for the cost of repairs or replacement as determined solely by Union Ridge School office and technology department staff.

2025 - 2026 Accidental Insurance Coverage Cost K - 8th Grade: \$40

The accidental insurance does not cover intentional damages, negligence, theft from unlocked vehicle, mysterious disappearance/lost, cosmetic damage, corrosion & rust, breakdown, and accessories (charger, cable, and case).

Office Use Only

Insurance fee received: _____ Date: _____

