Purpose: SkillsUSA Missouri will provide and assign students a device for use as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about expectations for students who are being issued computing devices. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use technology and that they understand the appropriate and acceptable use of both the technology and network resources. We also expect that students will make a good faith effort to keep their issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

**RESPONSIBILITIES**

The student will:

1. Adhere to these guidelines each time the device is used.
2. Charge their 1:1 device at home nightly, bringing it to all SkillsUSA meetings, conferences, and activities with a full charge.
3. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the SkillsUSA owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
4. Back up important data files regularly.
5. Only use technology for SkillsUSA or school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
6. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use for school related work.
7. Make available for inspection by an administrator, teacher, or SkillsUSA Missouri staff member any messages or files sent or received to or from any Internet location using issued technology. Files stored and information accessed, downloaded or transferred using issued technology is not private as they may be viewed, monitored, or archived at any time.
8. Transport computer in sleep mode, with screen closed, and in their protective case.
9. Provide their own headphones and/or ear buds as needed for related work.
10. Refrain from eating or drinking around device.
11. Return (including the charger) the device and carrying case upon relinquishing their duties as a SkillsUSA officer.

**RESTRICTIONS**

The student will not:

1. Mark, deface or place stickers on the device. Issued carrying cases may also not be personalized.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person’s account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files or games from the internet or other sources onto any issued technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.

8. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.

9. Modify or remove the SkillsUSA Missouri asset tab or the manufacturer serial number and model number tag.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of issued technology. In order to keep devices secure and damage free, please follow these additional guidelines:

- You are responsible for the device, charger, cords, case, etc. Do not loan any of these items to anyone else.
- While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- Do not eat or drink while using the device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your device; leave outside or use near water such as a pool.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclimate weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

**COMPUTER DAMAGES**

If a computer is damaged, SkillsUSA Missouri must be notified immediately. If a student damages a computer due to negligence, the student/student’s family is responsible for paying repair costs according to the repair costs determined, up to the full cost of a replacement device.

SkillsUSA Missouri reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the state director. Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school and/or conference location.
2. Lending equipment to others.
3. Using equipment in an unsafe environment.
4. Using equipment in an unsafe manner.
5. Ignoring common sense guidelines delineated above.
6. If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.

**COMPUTER THEFT**

If a computer is lost/stolen, SkillsUSA Missouri must be notified immediately. A police report must be filed and a copy of the report must be sent to the state office within 5 days of the incident. The student’s parents may be responsible for the replacement costs pending the outcome of the police investigation.

Access to a provided device should be considered a privilege that must be earned and kept. A student’s technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the technology agreements outlined in this document.

I have received, read, and agree to abide by these Acceptable Use Policy Rules.

Student Name (Printed) ___________________________ Student Name (Signature) ___________________________ Date ________

Parent Name (Printed) ___________________________ Parent Name (Signature) ___________________________ Date ________

Serial Number: ___________________________ SkillsUSA Missouri Asset Number: ___________________________