Student Name (please print): _____

Home Room Teacher (please print): _____

Grade: _____

School: _____

Mount Union Area School District

Student Device and Technology Acceptable Use Handbook

2026-2027

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I. INTRODUCTION

The Mount Union Area School District (MUASD) provides students with access to technology to transform teaching and learning within MUASD. Technology gives students instant access to the world of information and the tools to become producers rather than just consumers of information. Students who are assigned a Device by MUASD may take that Device home, and students may also take a Device home on Flexible Instructional Days (FIDs), so that learning can continue in and out of classrooms. The rules set forth in this Handbook, as well as applicable Board policies, apply to any use of MUASD's technology, whether this access occurs on or off campus. After reviewing the document, both the student and parent/guardian must sign the Acknowledgment Form (Attachment A), indicating their understanding of the guidelines and procedures set forth in this Handbook and Board policies. The Acknowledgment Form must be received by the MUASD main office by _____, 2026. Students will not receive access to MUASD Devices, Equipment and/or Network Resources until the Acknowledgment Form is signed and received.

II. TECHNOLOGY

A. TECHNOLOGY PROVIDED

"Device" refers to a computer, laptop, tablet, or other Apple item(s) provided to a student by MUASD, whether assigned to the student for take-home use or loaned to the student for use at school or on FIDs. MUASD will retain records of the serial numbers of provided Devices.

"Equipment" refers to the protective bag or case, AC charger, software and/or other items provided to and/or used by students in the operation, use and/or safety of a Device. MUASD will retain records of the serial numbers of provided Equipment.

"Network Resources" refers to all aspects of MUASD's owned or leased equipment, including, but not limited to, Devices, printers, scanners and other peripherals, as well as email, internet services provided while at school, servers, network files and folders, and all other technology-related Equipment and services.

B. OWNERSHIP/ EXPECTATION OF PRIVACY

MUASD retains sole right of possession and/or ownership of all Devices, Equipment, and Network Resources. MUASD grants permission to students and staff to use MUASD Devices, Equipment, and Network Resources for educational purposes only, according to the guidelines set forth in this Handbook; Board Policies; and all applicable state and federal laws. Users shall abide by the same use policies when using MUASD Devices, Equipment, and Network Resources away from MUASD building and grounds. Users are expected to treat MUASD Devices, Equipment, and Network Resources with care and shall report any loss, damage, or malfunction to the MUASD Technology Department immediately. Users may be financially accountable for any damage resulting from negligence or misuse and could be disciplined in accordance with this Handbook; Board Policy, as well as any other relevant MUASD policy. MUASD reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, MUASD administrative staff retains the right to collect and/or inspect Devices and/or Network Resources at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There are no reasonable expectations of privacy while using MUASD Devices or Network Resources.

C. RESPONSIBILITY FOR ELECTRONIC DATA

It is the sole responsibility of students to back-up their data as necessary. MUASD provides directions for data backup, but does not accept responsibility for any such backup of student material.

D. SUBSTITUTE DEVICES

In the event that a Device is inoperable, MUASD has a limited number of loaner Devices for use. MUASD, however, cannot guarantee that a loaner will be available at all times. If it is determined that an inoperable Device was damaged intentionally, the student will not be able to take the loaner Device home.

Students who accidentally leave their Device at home and/or bring their Device to MUASD uncharged will not be allowed to check-out a loaner Device. Students may not use a personal device as a substitute for a school issued Device.

E. STANDARD OF CARE

Students are expected to take certain steps to ensure proper care of Devices, Equipment and Network Resources. Students are expected to follow all the specific care guidelines listed in this Handbook, District AUP as well as take any additional common-sense precautions to protect assigned Devices, Equipment, and Network Resources. Loss or damage resulting in failure to abide by the rules below may result in full financial responsibility.

Students shall:

1. Treat Devices, Equipment, and Network Resources with as much care as if they were their own property.

2. Not attempt to remove or change the physical structure of a Device, Equipment or Network Resource. This includes removing or changing the keys, screen cover or plastic/aluminum casing. Doing so will void the warranty, and the student/family will be responsible for any repairs.

3. Not remove or interfere with the serial number or any identification placed on Devices or Equipment.

4. Keep Devices and Equipment clean. Device screens show fingerprints and smudges easily, so students should be sure to follow proper cleaning procedures to keep Device screens looking new. Students should never use a chemical to clean a Device screen, but instead should use a soft, dry, lint-free cloth.

5. Not act in any way so as to permanently alter Devices or Equipment.

6. Back up data. Electronic information is not safe when stored on only one Device.

7. Not put stickers or use any type of markers on a Device or Equipment. Removable laptop skins or protective covers for the LAPTOPS ONLY may be purchased at the student's sole expense, but the following guidelines must be followed:

    i. Laptop skins should show respect for the student, those around the student, MUASD and the community. Laptop skins not appropriate for a school setting will be removed.

    ii. The promoting of products, which are illegal for use by minors such as alcohol, tobacco, or drugs, are not acceptable.

    iii. The displays of obscene material, profanity, or references to subversion are not appropriate.

    iv. Removable computer skins/covers purchased must fit the computer properly and cause no damage when removed.

8. Close the lid of a Device when it is not in use, in order to save battery life and protect the screen.

9. Transport Devices in provided Equipment. Students should never walk from one location to another with an open Device. This is applicable at school and at home.

10. Not charge a Device while it is in the bag. It is important to ensure that Devices have air circulation while charging.

11. Keep Devices and Equipment in safe and secure places (a locker, when locked, is considered a safe place).

    i. Devices and Equipment should not be left on the floor where they might be stepped on or are within reach of small children or pets.

    ii. Devices and Equipment should not be left in a car or anywhere they might be exposed to extreme temperatures. The locked trunk of a car could be an acceptable storage place so long as it's not excessively hot or cold.

    iii. Devices and Equipment left in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. Unattended and unlocked Devices and Equipment, if damaged or stolen, will be the student's financial responsibility.

    iv. Devices and Equipment should never be left in school vehicles (bus), in the gym, in a locker room, on playing field, or in other areas where they could be damaged or stolen.

12. Not remove Devices from protective cases.

13. Keep Devices and Equipment away from all liquids. Exposure to liquids will severely damage Devices and Equipment and may result in large repair costs.

14. Maintain a 100% working Device at all times. If a Device is not working properly, refer to Section IV, Damage or Loss of Technology, below.

15. Bring a Device to class each day, fully charged. Students who take a Device home, whether because they are assigned one or on an FID, must return it to school on the next school day, fully charged. Teachers will be designing lessons based on students having access to their Device. When a Device is not being used in class, it is to be closed/covered (as determined by the teacher).

    i. Students should establish a routine at home for the charging of their Devices.

    ii. Students shall only use the charging unit provided by MUASD.

    iii. It is the student's responsibility to maintain the power adapter and cable. The student or parent/or legal guardian will be charged for the replacement of lost or damaged power adapters. It is recommended that students not use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.

16. Read and follow any maintenance alerts from MUASD.

17. Shutdown a Device when it won't be used for an extended duration. Simply putting a Device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

18. Completely close a Device lid when moving it from one point to another. Make sure no foreign objects are in-between the screen and keyboard when the lid is closed; otherwise the screen may break or become damaged.

19. Never carry a Device by the screen. Be sure to use proper handling techniques and carry a Device by holding the entire unit.

20. Avoid extended use of Devices resting directly on his/her lap. The bottom of the Device can generate significant heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or items made specifically for this purpose, when working on a Device. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.

21. Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Students should take frequent breaks as well as alter their physical positions (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, it is recommended that students set up a workstation at home with an external keyboard and mouse that allows them to situate the screen at eye level and the keyboard at lap level.

22. Return Devices to MUASD at the end of the school year for updates and reimaging of the Device.

Students and their parent/guardian are strongly encouraged to review the user information for Devices to understand more about their issued Device, its capabilities, and required care. Copies of the user information manuals may be available in the MUASD offices or online at:

iPad User Guide - Apple Support
https://support.hp.com/us-en/products

F. LIABILITY WAIVER

No warranties, expressed or implied, are made by MUASD for the Devices, Equipment or Network Resources provided. MUASD is not responsible for damage or harm to persons, files, data, hardware; delays; non-deliveries; mis-deliveries; or service interruptions. While MUASD employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Individual users are solely responsible for making backup copies of their data. MUASD is not responsible for the accuracy of information that users access on the internet and is not responsible for any unauthorized charges students or staff may incur as a result of their use of MUASD's Devices, Equipment or Network Resources. Any risk and/or damage resulting from information obtained from and/or with MUASD's Devices, Equipment, or Network Resources is assumed by and is the responsibility of the user. MUASD will not be responsible financially or otherwise, for unauthorized transactions conducted with MUASD's Devices, Equipment or Network Resources.

At school, students will have access to the internet through MUASD's Network Resources. MUASD will not provide students with internet access outside of school. Students who take a Device home, whether because they are assigned one or on an FID, can access the internet on their Device if they have the internet available to them in their home or other location(s). As with any other internet-enabled device, MUASD recommends that parents/guardians monitor their student's time and activities on the Internet when their student is not at school. MUASD is not responsible for providing a content filter for internet access on a student's Device outside of school. Parents are encouraged to contact their internet service providers for information on setting up content filters at home.

III. USE AND CONDUCT

A. MONITORING OF DEVICES

In compliance with the Children's Internet Protection Act (CIPA), MUASD is and will continue to do everything practicable to keep students safe when using MUASD's Devices and Network Resources. This includes filtering content through MUASD's Network Resources and Devices when students are at school. It is possible that restricted content may not always be stopped by filtering technology. MUASD does not have control of content posted on the internet, nor does it have control of incoming email. Sites and content accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of MUASD. MUASD expects students to use technology appropriately and follow all policies when using the internet, and believes that parent/guardian supervision of technology use outside of school is critical to ensure student safety and compliance with District policies as well as state and federal laws. Students found in violation of MUASD policies may be subject to disciplinary actions. If prohibited or inappropriate web pages or content are accessed by accident, students should immediately leave the site and report the incident to an adult.

There is no reasonable expectation of privacy while using MUASD Devices or Network Resources. Devices and Network Resources are the property of MUASD, and MUASD has the right to determine what is appropriate and when and how to search Devices and Network Resources.

B. EDUCATION OF STUDENTS ON SAFE AND APPROPRIATE USE

Students will receive instruction on the safe, ethical, and appropriate use of technology. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others. Topics covered in technology learning sessions will include information on cyberbullying and cyber-harassment, digital footprint, inappropriate websites, online safety including use of social networking platforms and chat rooms, plagiarism, and misuse of the equipment. Students will also learn how to respond to inappropriate or unsafe situations that may arise on the Internet.

C. PROHIBITED USE

The following is a list of rules and guidelines that govern students' use of MUASD Devices and Network Resources. Students must follow these rules and guidelines at all times.

Students shall:

1. Not do anything illegal or anything that adversely affects MUASD's legal interests, the educational needs of its students or the efficiency of MUASD

operations. All illegal and disruptive activity is prohibited, and MUASD will cooperate fully with any law enforcement officials and/or agencies investigating and/or prosecuting such activities.

2. Not post personal contact information about themselves or other people: first and last names; home, school or work addresses; telephone numbers; etc. School contact information may be allowed as part of approved projects.

3. Not agree to meet with someone they have met online without the approval of a parent/guardian.

4. Promptly disclose to a teacher, administrator or school employee any message they receive that is inappropriate, offensive, or makes them feel uncomfortable.

5. Not attempt to gain or gain unauthorized access to MUASD's Network Resources or any other computer system through MUASD's Network Resources or go beyond their authorized access. This includes, but is not limited to, attempting to login through another account or accessing or attempting to access another person's files without authorization.

6. Not deliberately attempt to disrupt MUASD's system performance or destroy data by spreading computer viruses or by any other means.

7. Not use MUASD's system to send, receive, view, or download any illegal materials or engage in other illegal acts (e.g., arrange for the sale/purchase of drugs, engage in criminal gang activity, cyber bully, or threaten the safety of another individual).

8. Be responsible for the use of their individual account and should take all precautions to prevent others from being able to use their account.

9. Take appropriate precautions to prevent viruses from entering MUASD's Network Resources.

10. Conduct themselves in a manner that is appropriate and proper as representatives of MUASD. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

11. Not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

12. Not post information that, if acted upon, could cause damage or a danger of disruption.

13. Not harass or cyber bully other individuals. Harassment in this context is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, they must stop. Continued online harassment and/or cyberbullying is punishable under Code of

Student Conduct or other Board policies.

14. Not post personal information about another person on MUASD Network Resources.

15. Not post false or defamatory information about a person or organization in MUASD Network Resources.

16. Be mindful that all e-mails are subject to Pennsylvania Public Records Law (unless there are personnel or student privacy issue exemptions).

17. Not engage in "spamming," which includes sending annoying or unnecessary messages to a large number of people.

18. Check their e-mail frequently and delete unwanted messages promptly.

19. Use MUASD's system only for educational activities during school hours.

20. Not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Students will use proper bibliography formats.

21. Respect copyright laws. Copyright infringement occurs when an individual reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, students should request permission from the copyright owner.

22. Not use MUASD's Network Resources to access or share material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people. A special exception may be made for hate literature only if the purpose of such access is to conduct research and access is approved both by the teacher and the student's parent/guardian.

23. Not illegally download, stream or listen to Internet-based music, or videos.

24. Not conduct any commercial business, unless such commercial business is authorized by a teacher or MUASD administrator.

25. Not conduct any activity that violates MUASD rules, Board Policies, as well as state or federal laws.

26. Not install any non-approved apps/software onto the Device.

27. Not copy MUASD school software (copying school owned software programs is considered theft).

28. Not videotape staff or students without their consent or knowledge.

29. Not use earbuds/headphones in class or during study times unless such use is first approved by a teacher.

30. Only print materials from or with MUASD Network Resources that are related to and required for schoolwork.

31. Not allow anyone else to use their specifically issued Device. Parents or guardians may utilize the Device for the sole purpose of monitoring a student's use or classwork; personal or business use of the Device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using it will be the student's responsibility.

32. Not intentionally bypass the school district's web filter by way of proxy bypass websites, browser add-ons, or use of personal networks during the school day.

D. DISCIPLINE

Any student who violates the rules and expectations relative to this Handbook and/or District AUP policy will be subject to disciplinary action, up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, then an MUASD administrator or designee will decide appropriate consequences in accordance with Board policies and the law. MUASD will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through or with MUASD's Devices or Network Resources.

Any student violations may also result in the student's access to MUASD technology being limited or revoked, the student losing the privilege of taking a Device home, or students having their hard drives restored to original settings. The first time a Device or Equipment is confiscated, the student will receive a warning before getting the Device or Equipment back. If a Device or Equipment is confiscated two or more times, the student may be required to get a parent/legal guardian signature acknowledging financial responsibility before getting the Device back, along with any other appropriate consequences.

Use of MUASD Devices and Network Resources is a privilege, not a right. MUASD administration will have the ability to restrict a student's internet access due to behavioral issues and/or academic performance.

E. WAIVER OF TAKE-HOME USE

Parents/guardians have the right to waive their student's take-home use of a Device, including on FIDs, by completing the "Take-Home Device Opt Out Form" (Attachment C) and filing it with the school's main office. A record of that waiver will be kept on file. A student whose parent/guardian has waived take-home use will still have access to a Device while at school, but will not be allowed to remove a Device from school. The decision to either waive or participate in take-home use of a Device can be made at any time during the school year. A parent/guardian who wishes to cancel a previously filed opt out may do so by notifying the school's main office in writing.

IV. DAMAGE OR LOSS OF TECHNOLOGY

A. DAMAGE TO TECHNOLOGY

If a Device or Equipment is damaged, MUASD administration or the MUASD Technology Department must be notified immediately. MUASD reserves the right to charge a student and/or parent/guardian the full cost for repair or replacement of a Device or Equipment when damage occurs due to negligence or misuse. Examples of negligence or misuse include, but are not limited to:

1. Leaving Devices or Equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Device while at school or at home.
2. Lending Devices or Equipment to others.
3. Using Devices or Equipment in an unsafe environment.
4. Using Devices or Equipment in an unsafe manner.
5. Caring for and/or using Devices or Equipment in a manner that is prohibited in this Handbook or Board policies.

All MUASD Device and Equipment repairs and replacements must be done through the MUASD Technology Department. If a Device or Equipment is damaged/lost, the student is responsible for same-model replacement.

In the event that damage to a Device or Equipment is not covered by a warranty or insurance and such damage occurred while the Device or Equipment was within a student's control, the student and his/her parent/guardian will be billed according to the actual cost of the repair or replacement as determined by MUASD's Technology Department. MUASD administration has the authority to waive the charge if the cause of damage is judged to be beyond the student's control and is viewed as an accident.

B. LOSS OR THEFT OF TECHNOLOGY

Devices or Equipment that are lost or stolen need to be reported to MUASD's main office immediately. If a Device or Equipment is lost or stolen while not at a MUASD sponsored event, the parent/guardian shall file a police report and notify MUASD's main office as soon as possible.

Lost or stolen Devices and Equipment will be assessed the full replacement value. Students will be financially responsible for such loss or theft and may lose his/her right to take future Devices and/or Equipment home.

iPad Screen Replacement	$50.00
iPad Charger	$48.00
Laptop Charger	$45.00
Keyboard replacement for laptops	$25.00
Damage to all student laptops including but not limited to broken screens	$75.00
Total device replacement in the event of loss, water submersion, theft, etc.	$500.00

If a student leaves MUASD for an extended period, whether for a semester break or permanently, and does not turn in his/her Device and Equipment, MUASD will make a reasonable effort to obtain the Device and Equipment. If those efforts are unsuccessful MUASD will proceed as if the Device and Equipment were stolen and will notify the appropriate legal authorities.

V. WEB/SOCIAL MEDIA PUBLICATION

A. PUBLICATION OF STUDENT WORK AND INFORMATION

Access to Network Resources has dramatically expanded the teaching and learning opportunities for students and staff of MUASD. Primary source material, connections with experts, historical and scientific databases, graphics, images, and software are available instantaneously from places around the globe. Through its Network Resources, MUASD has also become a valuable source of information for others as it publishes school curriculum and instruction, school-authorized activities, and other information relating to MUASD and its mission on the World Wide Web via MUASD web pages (www.muasd.org) and on MUASD sponsored Social Media pages.

Publishing privileges are provided to students and staff through MUASD administrators or designee. Creators of web pages need to familiarize themselves with and adhere to the following guidelines and responsibilities. Failure to comply with the

following guidelines as well as with Board AUP Policy may result in the loss of authoring privileges or other more stringent disciplinary measures.

1. MUASD web pages and sponsored Social Media pages shall be developed and controlled under the supervision of staff designated by the MUASD administrators or designee.

2. MUASD web pages shall not contain information that is inappropriate, obscene, racist, sexist, or contains obscenities or inflammatory/abusive language. All MUASD web pages shall meet state and federal laws regarding student accessibility. MUASD web pages shall not be linked to sites that do not meet the same criteria.

3. MUASD web pages shall adhere to the following rules with regard to student information:

    i. Documents shall include only the first name of the student.

    ii. Documents shall not include a student's home phone number or the address or the names of other family members or friends.

    iii. Published e-mail addresses shall be restricted to those of staff members.

    iv. Decisions on publishing student pictures (digitized or video) and audio clips are based on the supervising teacher's judgment and implied consent of the student or his/her parent or guardian (see MUASD "Web Publication Opt Out Form").

    v. No student work shall be published if the student or his/her parent or guardian opted out of web publication (see MUASD "Web Publication Opt Out Form").

    vi. Documents shall adhere to copyright laws.

4. MUASD web pages shall be maintained and updated on a regular basis.

5. MUASD web pages are not to be used for personal purposes and may not contain links to personal web pages that promote a political cause or for-profit enterprise, or are not specifically related to education.

All web pages on the MUASD's server(s) shall become the property of MUASD. A signed form shall be on file before the web page is added to the server. Concerns about the content of any page(s) created by staff or students should be directed to an MUASD administrator or the MUASD Technology Coordinator.

B. WEB PUBLICATION OPT OUT FORM

For the purpose of sharing with the community the exemplary work and activities of MUASD students, MUASD may publish work recommended by staff and/or photographs of student work on its web page so long as permission of the student and parent are first obtained. Student work and photographs of student work featured on the MUASD web page reflect some of MUASD's best and serve as an educational resource for others. All published work and/or photograph of work must conform to MUASD Board policies and established school guidelines.

As per MUASD Board policies, directory data includes student names, a student's field of study, participation in District activities, photographs, degrees and awards received, and the name of the school in which a student is currently attending. Any parent, guardian, or eligible student (18 years of age or older) may request that their student's directory data not be published on MUASD web pages. This can be communicated by completing MUASD's "Web Publication Opt Out Form", provided that such notification is given to MUASD within thirty (30) days of receiving this Handbook and/or in compliance with Board Policy. This notification will serve for the upcoming school year only – any previous notices on file with the school district are void at the completion of each school year.

The "Web Publication Opt Out Form" is attached hereto as Attachment B.

ATTACHMENT A

Mount Union Area School District

Student Device and Technology Acceptable Use Handbook 2026-2027

ACKNOWLEDGMENT FORM

I, _____, acknowledge that the Mount Union Area School District Student Device and Technology Acceptable Use Handbook has been provided to me, that I have read it, and that I understand and agree to comply with the rules and procedures set forth within it. I understand the costs associated with damage, loss, or theft of a device.

Student Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

ATTACHMENT B

WEB PUBLICATION OPT OUT FORM

I have read the above Acceptable Use of Technology Rules and Regulations and I wish to opt out of my child's work or image being published to the Internet.

Date: _____ Circle One: Staff or Student

Building: _____ Students – Grad Year: _____

Printed Name: _____

Signature: _____

Parent Signature: _____ (required for students)

ATTACHMENT C

Mount Union Area School District

Student Device and Technology Acceptable Use Handbook 2026-2027

TAKE-HOME DEVICE OPT OUT FORM

I have read the Mount Union Area School District Student Device and Technology Acceptable Use Handbook and I wish to opt out of my child taking a school-issued Device home, including on Flexible Instructional Days (FIDs).

I understand that:

1. My child will still have access to a Device while at school, but will not be allowed to remove a Device from school.
2. This opt out will remain in effect for the 2026-2027 school year unless I cancel it by notifying the school's main office in writing.
3. I may change this decision at any time during the school year.

Date: _____ Building: _____ Grade: _____

Student Printed Name: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

For Office Use Only

Date Received: _____ Received By: _____

Technology Department Notified: Yes / No Date: _____