

NADABURG UNIFIED SCHOOL DISTRICT #81

TECHNOLOGY USE AGREEMENT & ACKNOWLEDGMENT

Parents/Guardians • Students • Employees | 2026-2027

Nadaburg Unified School District provides technology resources to support teaching, learning, communication, and District operations. Use of District technology is a privilege and must be safe, responsible, ethical, and consistent with District policies, administrative regulations, school rules, and this agreement. This agreement applies to District-owned or District-provided technology and, when used to access District systems or conduct District/school business, personally owned devices.

1. TECHNOLOGY COVERED BY THIS AGREEMENT

Technology includes, but is not limited to: computers, laptops, tablets, smartphones, smart devices, telephones, wireless access points and networks, Internet access, email, cloud services, software and apps, USB/storage devices, digital assistants, wearable technology, communication devices, artificial intelligence (AI) tools, and future technologies accessed on or off District property.

2. RESPONSIBLE & ACCEPTABLE USE

- Use District technology for authorized educational, instructional, professional, or District-related purposes. Incidental personal use by employees must not interfere with District operations, productivity, safety, or security.
- Protect usernames, passwords, multifactor authentication information, and accounts. Do not share credentials, use another person's credentials, or attempt to access accounts, files, systems, or data without authorization.
- Use only District-approved devices, software, applications, extensions, and services when required by the District. Do not install unauthorized software or connect unauthorized devices to the District network.
- Follow copyright, trademark, licensing, and intellectual property requirements. Give appropriate credit for information and materials obtained online.
- Communicate respectfully. Technology may not be used to threaten, harass, intimidate, bully, discriminate, defame, or distribute obscene, sexually explicit, vulgar, or illegal content.
- Do not use VPNs, proxy-avoiding tools, or other methods intended to bypass District security, filtering, monitoring, or access controls.
- Do not hack, introduce malware, intentionally disrupt or damage technology, change shared settings without authorization, or interfere with District operations.
- Do not disclose confidential, sensitive, personally identifiable, student, employee, or District information except as authorized and appropriate for the user's role.
- Do not use District technology for unlawful activity, unauthorized commercial/for-profit activity, political lobbying prohibited by law or policy, or any activity that violates Board policy, administrative regulation, the Student Code of Conduct, or District practice.
- Do not misuse a District or school name, logo, account, or online presence in a way that suggests an unofficial site or communication is an official District communication.

3. PRIVACY, MONITORING & RECORDS

The District retains control, custody, and supervision of District technology and may monitor, access, record, retain, review, or disclose use of District systems as permitted by law and District policy. Users should not expect privacy when using District technology, including District email, accounts, Internet use, or stored files. District records must be handled, retained, and disclosed in accordance with applicable records-retention, student-record, public-records, and confidentiality requirements.

4. PERSONAL DEVICES, WIRELESS DEVICES & RECORDING

Personal devices used to access District technology or conduct District/school business remain subject to applicable District policies and this agreement. The District is not responsible for loss, theft, damage, vandalism, or unauthorized use of personal devices brought onto District property.

Students: Wireless communication devices may be used for educational purposes as directed by a teacher, during an emergency, or when needed for an approved medical purpose. Use may not disrupt the educational environment or violate the Student Code of Conduct. Students may not record students, employees, or proprietary classroom instruction without prior consent.

Employees: Use of a personally owned device for District business may make District-related communications or records subject to lawful records requests, subpoenas, retention requirements, or other disclosure obligations.

5. ARTIFICIAL INTELLIGENCE (AI)

AI tools may be used only in ways authorized by the District and appropriate to the user's role. Users must protect confidential and personally identifiable information and should not enter protected student, employee, or District information into an AI tool unless the tool and use are District-approved.

Students: Students must complete schoolwork using their own knowledge, skills, and resources unless a teacher gives prior permission to use AI. Unauthorized AI use may be treated as plagiarism or academic misconduct. When authorized, AI may supplement—not replace—learning and may be used for purposes such as research assistance, data analysis, translation, writing support, or accessibility. Students must be transparent about AI use and follow the teacher's directions.

Employees: Employees are responsible for reviewing AI-generated content for accuracy, bias, appropriateness, confidentiality, copyright concerns, and alignment with District expectations. AI output does not replace professional judgment, employee responsibility, or required review/approval processes.

6. REPORTING & CONSEQUENCES

Users must promptly report suspected security incidents, compromised credentials, inappropriate content, misuse, loss of District equipment, or other technology concerns to a teacher, supervisor, school administrator, IT, or other appropriate District administrator. Violations may result in restriction or revocation of technology privileges, disciplinary action under the Student Code of Conduct or employee rules, financial responsibility for unreasonable loss or damage when applicable, and/or referral to law enforcement or other agencies when appropriate.

7. ACKNOWLEDGMENT

By signing below, I acknowledge that I have read and understand this Technology Use Agreement and agree to follow applicable District policies, administrative regulations, school rules, and technology expectations. I understand that technology access may be limited or revoked for misuse and that the District does not guarantee uninterrupted or error-free technology services.

☐ **Student**

☐ **Parent/Guardian**

☐ **Employee**

Printed Name

School/Site or Department

Signature

Date

Student ID / Employee ID (if applicable)

Grade / Position (if applicable)

Parent/Guardian Signature (required for minor students)

Parent/Guardian Printed Name

Keep a copy of this agreement for your records. Questions may be directed to your school/site administrator or District IT.