



HEMOPHILIA OF SOUTH CAROLINA

DEVICE ACCEPTABLE USE AGREEMENT

TECHNOLOGY/ACCEPTABLE USE GUIDELINES - Hemophilia of South Carolina (HSC) members issued a technology device, iPad, for their educational use.

Members are expected to follow the specific guidelines listed below and take any additional common-sense precautions to protect the assigned device. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

- The device and its accessory equipment are the property of Hemophilia of South Carolina (HSC).
- The member is responsible for the daily care and maintenance of the device. Any damage or theft must be reported within one day.
- The member is responsible for all repair/replacement charges caused intentionally through a lack of reasonable care or precaution.
- Keep the device secure when not attended. Do not allow others to use your device. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
- Unattended and unlocked devices, if stolen - even at HSC events or meetings - may be the member's full financial responsibility.
- Report problems to Hemophilia of South Carolina (HSC) immediately. Do not attempt to remove, add, or change the physical structure of the device, including keys, memory, battery, screen, charger, ID labels, etc. Doing so will be cause for financial liability for repair.
- Carry the device carefully at all times and do not stack items on top of it.

By using Hemophilia of South Carolina's iPad device, members have agreed they have read and agree to follow the user guidelines included on these sheets.

Hemophilia of South Carolina (HSC) recognizes that access to technology gives members greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, managing their bleeding disorder and advocacy. We are committed to helping members develop 21st century technology and communication skills. To that end, we look to provide access to technologies for member use.

The Acceptable Use Guidelines listed below outlines the behaviors that members are expected to follow when using Hemophilia of South Carolina technologies.

- The Hemophilia of South Carolina (HSC) network is intended for educational purposes.
- All activity over the network or using HSC technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Members are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of HSC resources can result in disciplinary or legal actions.
- Hemophilia of South Carolina makes a reasonable effort to ensure user safety and security online, but will not be held accountable for any harm or damages that result from use of HSC technologies.
- Members are expected to alert a HSC staff member immediately of any concerns for safety or security.

Technologies Covered - Hemophilia of South Carolina may provide Internet access, devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Hemophilia of South Carolina maintains a web page at <http://hemophiliasc.org/>. From time to time, pictures of activities at Hemophilia of South Carolina may be posted on the web page. These pictures may include members. Our organization does not sanction or guarantee the accuracy or propriety or any information, offered services or products contained in any website linked directly or indirectly to ours. As new technologies emerge, HSC will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Guidelines - All technologies provided by HSC are intended for education and advocacy purposes. All members are expected to use good judgment and to follow these guidelines as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access and Security - Hemophilia of South Carolina, at times, provides its members with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and organizational policies. Web browsing may be monitored and web activity records may be retained indefinitely. Members must keep in mind their use of technology may be supervise/monitored by staff members, computer programs and filters.

Email - Members should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; and should use appropriate language. Members are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.

Social/Web 2.0 & Collaborative Content -Recognizing the benefits collaboration brings to education, HSC may provide members with access to web sites or tools that allow communication, collaboration, sharing, and messaging among members. Members are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information. Online comments disrespectful to Hemophilia of South Carolina, staff, members, and activities are unacceptable.

Mobile Devices - Hemophilia of South Carolina may provide members with other devices to promote, HSC mission, program and meeting attendance, education, and advocacy. Members should abide by the same acceptable use policies when using HSC devices. Members are expected to treat these devices with extreme care and caution; these are expensive devices that Hemophilia of South Carolina is entrusting to your care. Users should report any loss, damage, or malfunction to HSC staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of HSC-issued mobile devices may be monitored and may have a corporate filter agent installed.

Security -Members are expected to take reasonable safeguards against the transmission of security threats. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

Downloads - You may be able to download apps, and file types, such as images or videos. For the security reasons, download such files only from reputable sites, and only for HSC mission, program and meeting attendance, educational, and advocacy purposes.

Netiquette -Member should always use the, Hemophilia of South Carolina technology, it's website and the Internet, network resources, and online sites as a whole in a courteous and respectful manner. Members should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Members should use trusted sources when conducting research via the Internet. Members should also remember not to post anything online that they wouldn't want Hemophilia of South Carolina, their fellow

members, family, or current and future employers to see. Once something is online, it can be shared and spread in ways that were never intended.

Personal Safety -Users should never share personal information, including, medical information, type and brand of Factor your family uses, phone number, address, social security number, birthday, or financial information, over the Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of law enforcement immediately.

Not Intentionally Access -Cyberbullying, transmit, copy, or create material that are pornographic, threatening, rude, discriminatory, or meant to harass will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying and transmitting pornographic images can be a crime. Remember that your activities are monitored and retained.

Acceptable Use Guidelines

I will only use the Hemophilia of South Carolina device assigned to me to and I will:

- o Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- o Treat Hemophilia of South Carolina resources carefully, and alert staff if there is any problem with their operation.
- o Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- o Alert a Hemophilia of South Carolina staff member and local authorities if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- o Use Hemophilia of South Carolina technologies at appropriate times, in approved places, for educational, support of HSC's mission, program and meeting attendance, and advocacy pursuits.
- o Recognize that use of Hemophilia of South Carolina technologies is a privilege and will treat it as such.

Name: _____

Signature: _____

Date: _____

Policy received by staff member: _____