



Cleary School for the Deaf

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RESPONSIBLE/ACCEPTABLE USE OF TECHNOLOGY

This document should be reviewed in conjunction with the Device User Agreement. You are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect your assigned 1:1 device. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

General Device Responsibilities

- Treat the equipment with as much care as if it were your own property.
- Bring the charged 1:1 device, case and charging unit every school day, unless otherwise instructed.

Securing your Device

- Keep the 1:1 device either secured (i.e., locked in your locker, classroom, or other secure place where others do not have access) or always attended (with you or within your sight). For example, during athletic events, games, practices, and trips, store the 1:1 device in your school locker/classroom and arrange to return to school to retrieve it after the activity. Devices left unattended may be confiscated by school personnel as a protection against theft.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the 1:1 device in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the 1:1 device in a car other than in a locked trunk.
- Do not let anyone use the 1:1 device you have been assigned. Loss or damage that occurs when anyone else is using your assigned 1:1 device or accessories is your full responsibility.
- Always adhere to the Student Device User Agreement and in all locations. When in doubt about acceptable use, ask a teacher, principal or member of the tech support staff.
- Read and follow general maintenance information from school personnel.

How to Handle Problems

- Promptly report any problems to a teacher.
- When in doubt, ask for help.
- Any repairs needed must be done through Cleary.

General Care

- Do not force anything (e.g., connections, charging cables, etc.). Seek help instead.
- Do not attempt to remove or change the physical structure of the 1:1 device, including the screen cover or school provided case. Doing so will void the warranty.
- Do not remove or interfere with the serial number or any identification placed on the 1:1 device.
- Do not do anything to the 1:1 device or accessories that will permanently alter it in any way.

- Keep the equipment clean. For example, avoid eating or drinking while using the 1:1 device.
- Do not expose the 1:1 device to extreme temperatures or elements including water.

Carrying the 1:1 device

- Do not grab and squeeze the 1:1 device, as this can damage the screen and other components.
- When moving with the 1:1 device, be sure to hold it securely with both hands.

Screen Care

- The 1:1 device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Always check to make sure no objects such as pencils, pens or headphone plugs have been left on the keyboard prior to closing the 1:1 device. Closing the 1:1 device with an object on the keyboard can damage the screen.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you completely charge your 1:1 device, but do not leave it plugged in after it is completely charged.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Do not let the battery completely drain. Charge when the battery reaches 10% capacity. Immediately shutdown if you are unable to connect to the charger.

Personal Health and Safety

- Avoid lengthy use involving repetitive tasks. Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

General Use of Instructional Technology

Use of Instructional Technology which violates any aspect of the School's Code of Conduct; and federal, state, or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable school guidelines and/or federal, state, and local law including, but not limited to, suspension and/or revocation of access to the Instructional Technology.

Prohibited Student Conduct includes the following prohibitions:

- Violating any law.
- Displaying, performing, sending, receiving, or storing any content that is obscene, inappropriate, offensive, or otherwise objectionable, even if the material or its dissemination is lawful.
- Harassing any person or advocating or encouraging violence of any kind against any person, entity, or government.
- Infringing, violating, or misappropriating another's rights.
- Obtaining unauthorized access to, or interfering by any means with, any user, system, network, service, or account, including evasion of filters or violation of the security or integrity of any network or system.
- Distributing computer viruses or malware of any kind.

- Sending, receiving, or supporting email messages that are unsolicited, deceptive, anonymous, excessively, voluminous or that contain falsified identifying information, including spamming and phishing.
- Inappropriate use of 3-D printers.
- Violating the School's Acceptable Use Policy.

In addition to the general requirements governing student behavior (Code of Conduct), specific activities shall be prohibited by student users of the Instructional Technology including, but not limited to, the following:

- Damaging, disabling, or otherwise interfering with the operation of computers, computer systems, software, or related equipment through physical action or by electronic means.
- Using unauthorized software on Cleary's Instructional Technology.
- Changing, copying, renaming, deleting, reading, or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
- Violating copyright law, including the illegal file sharing of music, videos, and software.
- Employing the Instructional Technology for non-educational, commercial purposes, product advertisement or political lobbying.
- Disclosing an individual password to others or using others' passwords.
- Accessing personal, interactive sites (such as Facebook) unless under the direct supervision of a staff member. This includes the use of a student's personal cell phone or digital device to access such social networking sites.
- Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others.
- Using digital devices (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.
- Network accounts are to be used only by the authorized owner of the account. Any user of the Instructional Technology that accesses another network or computer resources shall be subject to that network acceptable use policy.