

# Lincoln Middle School Acceptable Use Policy

## **Expectations for CARE of Device**

Device stays in protective carrying case provided by LMS at all times when not in use.

No other items should be carried in the case, i.e. notebooks, pencils, etc.

Place device on desk/table when in use, unless otherwise specified by teacher.

Close cover when not in use.

Keep food and drink away from device.

Place in book bag ONLY when in case.

Take care not to bump against lockers, walls, car doors, floors, etc., as it can crack and/or break the screen.

Insert cords and cables carefully into devices in order to prevent damage.

## **Expectations for USE of the Device**

When at school use device only with teacher permission; use only for teacher's instructed purpose.

Use only internet sites allowed within the PPS web filter while at school.

Device use is for educational purposes only. Devices contain only school approved apps/programs.

Headphones use only with permission when at school.

Remove headphones or any peripherals before transporting device.

Use of approved messaging apps (imessage, email, etc.) is with teacher permission only, and for educational purposes only.

## **Expectations For RESPONSIBILITY for the Device**

Know where your device is at all times. Keep it with you, and do not leave it unattended.

Do not place the device on the floor or in sitting areas such as couches or chairs; do not leave the device near table or desk edges; do not stack objects on top of your device.

Store device securely in carrying case when walking in the hall.

Report problems/theft to a staff member immediately. This includes problems with updates and storage.

Make sure the battery is charged at the beginning of each school day.

Bring to school each day.

Take home only with school and parent permission.

Use ONLY your own device, charger, and cords, unless otherwise specified by teacher.

Do not loan your device charger, cords or any other device related items, unless otherwise specified by teacher.

Be careful about what you share online; maintain the privacy of your personal information, such as name, address, phone number, account passwords, and birthdays.

Respect the privacy of others.

Passwords must be shared with School Staff. Any student to whom a device is issued must share with the school department any passwords, codes, or keys to allow the technology staff unlimited access to any and all materials on the device. THERE IS NO EXPECTATION OF PRIVACY.

Do not clear or disable browsing history on the device.

### **TAKING IPADS HOME**

In order to take iPads home, students must return the iPad take home form and the iPad protection plan for and view the informational video on the LMS Technology blog.

Students may take iPads home weeknights and weekends.

IPads stay at Lincoln over vacations.

Students may lose permission to take iPads home on weekends if they use iPads inappropriately.