Acceptable Use and Accountability Procedures for Students

Meigs Academic Magnet
Laptops, iPads, & Personal Devices

Meigs Academic Magnet provides access/use of school laptops, iPads, and personal devices to students. Students will have access to the Internet and a variety of applications to enhance learning within the classroom using these devices.

- The devices are the property of Meigs Academic Magnet and MNPS. For students using a personal device, the following statements are still applicable, unless otherwise noted.
- iPads will be distributed and assigned to students according to the "Student List Notebook" on each cart.

Students must agree to the following statements in order to use of these devices.

1. I will use this device as a learning tool and understand that it can greatly enhance my ability to be an independent learner.
2. I am responsible for the device assigned for my use and am required to know where it is at all times.
   a. I will use only the device assigned to me, and will not share the device with another student unless I have teacher permission.
   b. I will keep the device in a safe place and in the case at all times. I will not leave the device unattended or in an unsupervised area. (Ex: table, floor, chair, hallway, etc.)
   c. I will immediately report any damage or issues with the device to a teacher.
   d. I will not download unauthorized apps, music, images, videos, etc. on the device.
   e. I will keep the device clean by having clean hands and wiping the screen with a soft cloth only (provided on each cart). I will not use cleansers of any kind.
   f. I will not eat (meals, snacks, or treats) or drink while using the device.
   g. I will not lean on the device, and will not place anything (books, binders, backpacks, etc.) near or on the device that could put pressure on the screen.
   h. I will carefully return the device to its proper place (and proper position) in the cart at the end of class, or when directed by the teacher.
3. I will not set or alter any settings on the device, including screensavers, passwords, folders, and/or bookmarks. This includes adding a website to the home screen.*
4. I will use the device in my classroom (education setting) only with my teacher's permission and only as my teacher directs.
5. I will use the camera only for pre-approved instructional purposes. Students and teachers may only photograph or record others from whom they have received permission to do so.
6. I will back up my work online (through email or saving to a cloud-based service (iCloud, DropBox, OneDrive, etc.). It is my responsibility to ensure that my work is not lost due to mechanical failure or accidental deletion. <u>Malfunctions of laptops, iPads and/or personal devices are not an acceptable excuse for not submitting work.</u>
7. I will not share ear buds with another student.
8. I understand that if I fail to follow these rules, I may lose the opportunity to use the devices as a learning tool.

Student Activities That Are Strictly Prohibited

a. Illegal installation or transmission of copyrighted apps, images, music, videos and/or text.
b. Any action that violates MNPS School Board Policy, Meigs Acceptable Use and Accountability Procedures for Students, or public law.
c. Changing of settings or passwords.*
d. Downloading apps, images, music, videos, etc. without teacher authorization.*
e. Spamming - sending mass or inappropriate emails.
f. Bypassing the MNPS web filter.
g. Any overt misuse of the iPad.

Digital Citizenship and Student Discipline

We expect that all students will be fully engaged in school work using these outstanding learning tools and that very few, if any, discipline issues will arise. We expect students to be responsible digital citizens at all times. However, if any student violates any part of the above guidelines, disciplinary action will be taken.

Consequences include, but are not limited to:

- 1st Offense - Student will not have the use of the device for 1 week. All work is expected to be completed during this time.
- 2nd Offense - Student will not have the use of the device for 2 weeks. All work is expected to be completed during this time.
- 3rd Offense - Student will not have the use of the device for a period of time determined by the Meigs Administration. All work is expected to be completed during this time.

*Not applicable to a student's personal device.