

IPS STUDENT LOANER TECHNOLOGY ACCEPTABLE USE AGREEMENT

The following expectations apply to students of Indianapolis Public Schools (IPS) and Innovation Network Schools who are provided IPS technology resources including, but not limited to, access credentials (username and password), network, internet, computers, tablets or software. This Agreement applies when a student is using IPS-provided technology resources, regardless of physical location and is outlined in accordance with state policy (IC 20-26-5-40.5 and IC 35-49-2-2).

All users have the responsibility of complying to a strict, ethical, and legal standard of conduct. Instances of abuse will be subject to administrative review. Abuse or violation of this policy by a student may result in suspension of Internet access privileges. Further disciplinary action for student violations may include but not necessarily be limited to removal from a class or an activity, after-school detention, in-school or out-of-school suspension, or expulsion.

1. Student technology resources are for instructional use and school-related activities only.
2. Passwords must be guarded and protected. Users shall not share their password with anyone or let others use it.
3. Users shall not reveal their home address or phone number or the addresses and phone numbers of others. Users must be cautious in responding to unsolicited online contact.
4. IPS internet resources and accounts may not be used:
 - a. To access another person's materials, information or files.
 - b. To access, upload, download, distribute or transmit pornographic, obscene, abusive or sexually explicit language or material.
 - c. To violate any local, state or federal law.
 - d. To vandalize, damage or disable the property of another person or organization.
 - e. To subscribe to or solicit information.
 - f. To harass, bully, discriminate against or intimidate another individual.
 - g. To upload or create a computer virus.
 - h. To respond to unsolicited online contact.
 - i. To subscribe to listservs.
 - j. To make purchases through the Internet.
 - k. To violate any local, state, or federal law including copyright laws.
 - l. To gain unauthorized access to any IPS system, gateway, account or device.
5. Users will care for the IPS-owned device following standards of care.

General Care

- a. Devices should not be left unsupervised or in unsecured locations at school or at home. Avoid using the device in areas where damage or theft is likely.
- b. When using the device, keep it on a flat, solid surface. Using a device directly on a bed or carpet can cause damage due to overheating.
- c. Do not set books or stack items on top of the device.
- d. Do not write, draw, paint or place stickers or labels on the device.
- e. Do not place a magnet near the device.
- f. Do not place food or drink near the device. Liquids, food and other debris can damage it.
- g. The device should not be left inside a vehicle where temperatures can cause permanent damage.
- h. Do not expose the device to direct sunlight, ultraviolet light, extreme temperatures or moisture, all of which can cause damage.
- i. Do NOT attempt repair or reconfiguration of a device. Do not open or tamper with the internal components of the device.
- j. Immediately report any loss of an IPS computer, iPad, or MiFi hotspots to the School Police at 317.226.4633.
- k. Immediately report any suspected security breach of the user's device or IPS account, including compromised password, and any possible phishing attempts or other internet scams to IPS Technology Department at 317.226.3600.

- l. There is a technology fee included in the textbook rental rate approved by the IPS Board of Commissioners annually. Students and or their parent/guardian may be subject to additional financial penalty in cases of extreme destruction or excessive breaks of IPS devices.

Cleaning the Device

- a. Wipe surfaces with a clean, dry, soft cloth. Do NOT use liquids to clean the device.
- b. Be sure your hands are clean when using the mobile device to avoid buildup on the touch pad and keyboard. Grease and dirt buildup can cause problems with the device.
- c. Do not use the device in dusty, dirty or sandy environments.

Screen Care

- a. Do not pick up a device by the screen.
- b. Avoid touching the screen with fingers, pens, pencils or any sharp instrument.
- c. Do not lean on the top of the device or place excessive pressure or weight on the device screen.
- d. Clean the screen with a soft, dry cloth or antistatic cloth. Do NOT clean the screen with glass cleaner.

Carrying the Device

- a. Always close the lid and unplug cords and accessories before moving or carrying the mobile device.
 - b. Do not leave the device in visible sight in a vehicle.
 - c. Do not leave device in a vehicle for extended periods of time or overnight.
- 6. Users will not misrepresent themselves or other users on the network.
 - 7. Users will not use sites or software which knowingly attempt to bypass internet filtering systems in place.
 - 8. Use or development of programs to harass others or infiltrate and/or damage a computing system is strictly prohibited.

The educational value of student Internet access is the joint responsibility of students, parents, and employees of the school corporation. Students will be supervised by a faculty or staff member and must have faculty or staff permission to use a school account or resource to access the Internet. Parents must sign the school corporation Acceptable Use Agreement to indicate parental permission for student use of district technology, access to internet at school, and district provided access to internet outside of school. **The signed agreement must be on file with the school corporation before the student may use the Internet at school or with school corporation-owned technology devices including district issued laptops, iPads, and MiFi hotspots.**

Student

Parent/Guardian

Printed Name: _____ Printed Name: _____

Signature: _____ Signature: _____