

## STUDENT TECHNOLOGY USE AND CARE EXPECTATIONS

The following expectations apply to students of Indianapolis Public Schools (IPS) and Innovation Network schools who are provided IPS technology resources which may include username and password, network, internet, computing device, or software. These expectations apply when a student is using IPS provided technology resources, no matter where they are being used.

1. Student technology resources are for instructional use and activities only.
2. Passwords must be guarded and protected. Do not share your password with anyone or let others use it.
3. Do not reveal your address or phone number or the address or phone numbers of others. Be cautious in responding to unsolicited online contact.
4. **IPS Internet resources and accounts will NOT be used to:**
  - a. access another person's materials, information, or files.
  - b. access, upload, download, or transmit pornographic, obscene, abusive, or sexually explicit material.
  - c. violate any local, state, or federal law.
  - d. vandalize, damage, or disable the property of another person or organization.
  - e. subscribe to or solicit information which incurs a cost.
  - f. harass, bully or intimidate another individual.
5. Do not attempt to bypass Internet filtering.
6. **Users will care for the IPS-owned device as if it were their own using the following standards of care.**

### General Care

1. **Do not leave your computing devices unsupervised or in unsecured locations at school or at home.** Avoid using the device in areas where damage or theft is likely.
2. Do not use your computing device while it is on a bed or carpet or pillow, as this causes overheating. Keep your device on a flat, solid surface when in use..
3. Do not set books or stack items on top of the device.
4. Do not write, draw, paint, or place stickers or labels on the device.
5. Do not place a magnet near the device.
6. **Do not place food or drink near the device. Liquids, food and other debris can damage it.**
7. The device should not be left inside a vehicle where temperatures can cause permanent damage.
8. Do not expose the device to direct sunlight, ultraviolet light, or extreme temperatures for an extended time..
9. Do not attempt repair or reconfiguration of a device. Do not open or tamper with internal components.
10. Immediately report any loss of a device to your school.

### Cleaning the Device

1. Wipe surfaces with a clean, dry, soft cloth. **Do NOT use liquids to clean the device.**
2. 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.**
3. Do not use the device in dusty, dirty, or sandy environments.

### Screen Care

1. Do not pick up a device by the screen.
2. Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
3. Do not lean on the top of the device or place excessive pressure or weight on the device screen.
4. Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT clean the screen with glass cleaner.

### Carrying the Device

1. Always close the lid and unplug cords and accessories before moving or carrying.
2. Do not leave the device in visible sight in a vehicle or in a vehicle for extended periods of time or overnight.