

## Computer and Technical Device Acceptable Use Policy

revised August 2020

Alma School District is excited to offer your child a chromebook or digital device for use at school as well as at home. The guidelines below provide guidance for use of a device at home and at school.

1. Digital devices are loaned to students as an educational tool and for use in completing school assignments.
2. Each device and charger have a unique barcode and are assigned to a specific student. Students and parents assume the responsibility for care, use, condition and return of the device and charger assigned to the student.
3. Individuals who are granted email accounts or use an ASD device accept responsibility with such access. Each user is expected to use accounts or resources within the District approved educational, research or administrative purposes for which they are granted. **ACTIVITIES BEYOND THESE STATED PURPOSES ARE STRICTLY PROHIBITED.**
4. Parents of K-5<sup>th</sup> graders will be informed of their child's login password. Parents are responsible for supervising the child's use of the device and internet access at home.
5. Students and parents should not share logins or passwords with anyone, except each other.
6. Users are responsible for their computer accounts. They should take advantage of protection measures provided such as passwords, changing of passwords, Log Out of network, and other precautions against others obtaining access to their computer resources.
7. If lost, stolen or broken, please report the incident immediately to the school's library media specialist and the classroom teacher.
8. Digital devices and chargers must be returned in acceptable working order at the end of each use, or whenever requested by school staff.
9. School issued accounts, gmail, etc. are monitored by the Alma Technology Department and the classroom teacher(s) – the same for devices utilized at home and at school.
10. Chromebooks must be charged each night and brought to school fully charged so that the student is ready to start using the device when classes begin.
11. Chromebooks or laptops must never be carried by the screen or while opened, as this could damage the device.
12. Desktop computers in classrooms or computer labs are available on campus. These devices are subject to the same guidelines for use, access and privacy.
13. Students are expected to follow internet safety guidelines, school rules and policies regarding technical devices.