



## Technology Acceptable Use Policy 2021-2022

Daniel Ortiz Middle School is a Verizon Innovative Learning Schools campus that provides access to Chromebooks for on and off campus use in addition to desktop computers and other technology equipment. In order for students to use HISD devices and accounts (both on and off campus), we require all students to comply with our technology policies. Please read this document carefully before signing the agreement page, and contact us if you have any questions.

As an Ortiz M.S. student, I will...	As an Ortiz M.S. student, I will not...
<p><b>Use educational technology for educational purposes.</b></p> <ul style="list-style-type: none"> <li>I will bring my Chromebook to school every day.</li> <li>I will follow directions for assignments and submit my work in the digital format requested by my teachers.</li> <li>I will use the sites and programs assigned by my teachers.</li> </ul> <p><b>Communicate respectfully and responsibly.</b></p> <ul style="list-style-type: none"> <li>I will use my school email and HUB tools to communicate and collaborate with teachers and classmates.</li> </ul> <p><b>Use all devices carefully and responsibly.</b></p> <ul style="list-style-type: none"> <li>I will follow all directions from teachers and administration regarding technology use.</li> <li>I will only use my fingers on the keyboard (not pencils, pens, or other devices.)</li> <li>I will keep my Chromebook in my Chromebook case when I transport my device to and from school.</li> <li>I will leave all devices in the condition they were in prior to my use or better, so that other students will have the opportunity to use school technology.</li> <li>I will be careful when accessing and putting away devices.</li> </ul> <p><b>Be a safe and conscientious digital citizen.</b></p> <ul style="list-style-type: none"> <li>I will log into devices and programs using <u>only</u> my school account and password.</li> <li>I will log out of my account when finished.</li> <li>I will give credit to the authors and owners of content by citing my sources.</li> <li>I will be mindful of what I post or submit online.</li> </ul> <p><b>Ask for help when I need it.</b></p> <ul style="list-style-type: none"> <li>I will ask a teacher for guidance if I am not sure that I am using technology the right way, or if the website I am using is appropriate.</li> </ul> <p><b>Return equipment and accessories on time.</b></p> <ul style="list-style-type: none"> <li>I will return the Chromebook and all accessories during my designated "end of year" campus collection dates, or pay for any unreturned items.</li> <li>I will return the Chromebook and all accessories if I withdraw, or transfer from Key M.S. to another school, or pay for any unreturned items.</li> </ul>	<p><b>Use technology to interrupt learning.</b></p> <ul style="list-style-type: none"> <li>I will not use school technology for games, social networking, or anything other than educational tasks.</li> </ul> <p><b>Harass or abuse others.</b></p> <ul style="list-style-type: none"> <li>I will not use technology to be unkind or abusive in any way.</li> <li>I will not write, post, or view anything that I would not want my teachers, parents, and administration to see.</li> </ul> <p><b>Use any technology without permission.</b></p> <ul style="list-style-type: none"> <li>I will not use technology in class unless instructed to do so.</li> <li>I will not use employee equipment or applications without prior authorization and proper supervision.</li> </ul> <p><b>Damage or alter technology equipment and programs.</b></p> <ul style="list-style-type: none"> <li>I will not vandalize any school property.</li> <li>I will not change settings or programs on school devices without authorization from IT Administration.</li> <li>I will not remove inventory tracking tags such as HISD asset and serial number stickers.</li> <li>I will not download files or install programs on school workstations or laptops without permission from my teachers.</li> <li>I will not use unauthorized USB drives from home on campus workstations because they present a risk of virus infection.</li> <li>I will not physically damage technology equipment including but not limited to: scratching, marking, dropping, bending, writing on, or otherwise misusing them.</li> <li>I will not store additional items in the Chromebook compartment other than the laptop itself.</li> <li>I will not eat or drink near technology equipment.</li> </ul> <p><b>Avoid unsafe or dishonest internet practices.</b></p> <ul style="list-style-type: none"> <li>I will not share my login and password.</li> <li>I will not log into computers or programs with anything other than my school account.</li> <li>I will not use technology to cheat or copy someone else's work.</li> <li>I will never share my personal information such as my phone number or home address online or in emails.</li> </ul>

**\*Note: Failure to comply with the above acceptable use policy and district policy will result in disciplinary actions which may include the collection of technology equipment and the revocation of network access and privileges.**

Student signature \_\_\_\_\_ Student ID \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_