

Bradley Student Technology Use Contract 2019-2020

Technology given to students at Bradley is a privilege, and along with that privilege comes many responsibilities on the part of all students. This policy is intended to explain the responsibilities and limitations of technology use at Bradley. Additional rules may be added as necessary. As technology is integrated into the fabric of much instruction at Bradley, appropriate use is critical.

What students should know

- The Bradley IB values of integrity and respect apply to any use of Bradley technology (iPads, desktops, laptops, Chromebooks, etc.). Breaking these values will lead to disciplinary action and/or fines.
- Bradley staff has the ability and the right to view anything on your computer at any time.
- In classrooms, technology can only be used as directed by a teacher or staff member.
- Bradley has the right to take back the device of any student if they do not use it and care for it appropriately

Bradley Policies

1. Inappropriate use of technology/tech hardware could lead to disciplinary actions.
2. Bradley staff reserves the right to define inappropriateness in the context of this policy and to check any student device at any time.
3. General school rules and expression of core values apply to all use of technology.
4. All work created on, by or stored on any Bradley equipment belongs to Bradley and may be reviewed and/or retained for any purpose in line with its educational mission.
5. Computer and network storage areas may be accessed by network administrators as needed for school purposes. All files (including email and internet) viewed and stored on Bradley servers or computers will be considered public, and may be viewed by a Bradley staff member at any time.
6. At school and/or during school hours, students will use computers and other technology resources for school related purposes only, unless they receive specific permission to do otherwise. Only visit websites whose content is educational and ethical.

Appropriate Student Use

It is the student's responsibility to ensure the following:

1. Materials printed at school are to be academic in nature. Documents not pertaining to school are not to be printed from a Bradley device and teacher permission is required to print.
2. Students will respect the intellectual property of others by using appropriate citation, refraining from all forms of plagiarism, and abiding by federal copyright laws.
3. Students must not attempt to access or tamper with files, folders, programs, drives or any equipment on the network that do not belong to them.
4. The Internet is available to students for academic pursuits. Students may not use it in an inappropriate manner, or give out personal information about yourself or classmates over the Internet without specific staff permission. Students may not use their device for any streaming content unless it is specifically for an academic class
5. The school will provide students with access to the Internet. These are privileges and may be rescinded if

A copy of this policy may be found on the Bradley website at www.bradley.dpsk12.org.

used in an inappropriate manner. Any student who uses inappropriate language or uses the Internet or his/her e-mail to harass, attack or defame another person or send inappropriate pictures in any communications faces disciplinary action.

7. Students will take all precautions with their devices to avoid damage or theft, and report any damage, theft or malfunction immediately.

8. Report any damage to your device to your teacher right away.

Bradley - Device Care and Maintenance/Physical Security (keeping your laptop physically safe):

1. Treat your device like it is your own or your parents 😊! It is very expensive!!!
2. DO NOT eat or drink near your computer. You may not have a water bottle at your desk if you are using your device.
3. DO NOT leave devices unattended or on the floor.
4. Always hold the laptop by the bottom (keyboard half), NEVER the screen. Use two hands when carrying.
5. DO NOT twist the screen on its hinges (could crack the screen).
6. DO NOT scratch or push on the screen, **do not** lay the lid flat and **do not** slam the lid.
7. **Never** close the lid on a pencil, pen, papers or other items left on the keyboard.
8. Be careful when removing the power cord.
9. DO NOT wrap the cord tightly around itself or tie it in knots.

******* PARENTS WILL BE RESPONSIBLE FOR THE COST(S) OF DAMAGED OR LOST TECHNOLOGY *******

Violation of these policies will be treated as a disciplinary issue and may result in loss of privileges and/or payment. If equipment is damaged or destroyed, the student will be responsible for payment for repairs or replacement.

Students and parents must sign and return, upon receipt, the Bradley teacher will send a signed copy of the agreement with the device and checkout date.

_____	_____	_____	_____
Student Signature	Date	Parent/Guardian Signature	Date
_____	_____	_____	_____
Bradley Teacher	Bradley Device	Checkout date	