FLCOE

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Florida Conference Office of Education - Acceptable Use Policy

Welcome to Our Technology and Internet Rules!

We want you to use computers, iPads, and the internet safely and responsibly. Here are some important rules to follow:

1. **Be Safe Online**:

   - Don't share your personal information like your name, address, or phone number.

   - Only talk to people you know online.

   - Be careful about what websites you visit. Our school uses content filters to block inappropriate websites, but if you see something that makes you uncomfortable, tell a teacher or an adult right away.

2. **Be Kind**:

   - Treat others with respect. No bullying or saying mean things.

   - Help others if they need it.

3. **Use Technology for Learning**:

   - Use computers and iPads for schoolwork and learning.

   - Don't play games, use social media, or watch videos that are not related to school.

4. **Follow the Rules**:

   - Don't change settings or download anything without permission.

   - Don't use someone else's account or password.

   - Remember that all computer and internet use is monitored by the school to keep everyone safe.

5. **Ask for Help**:

   - If you see something that makes you uncomfortable or if you have questions, ask a teacher or an adult.

Device Care Rules for iPads and Laptops

1. **Handle with Care**: Be gentle with the iPads and laptops. Don't drop them, throw them, or use them roughly. Also, do not have food or drinks near the laptops or iPads to avoid spills and damage. Follow the school and teacher's instructions when moving a laptop or iPad from one place to another.

2. **Return and Charge**: Always return your iPad or laptop to the charging cart when you're done using it. Make sure to plug it in so it's ready for the next person.

3. **Carrying Laptops or iPads**: When you take your iPad or laptop home, make sure to carry it in a protective sleeve to keep it safe. Also, remember to charge it fully at home so it's ready to use when you bring it back to school.

4. **No Stickers**: Do not put any stickers or decorations on the laptops or iPads without permission from the school. We need to keep them clean and neat for everyone to use.

5. **Use Your Own Device**: Only use the iPad or laptop that is assigned to you. This helps us keep track of who is using which device.

6. **Report Problems**: If your iPad or laptop isn't working right or if something is broken, let your teacher know right away. This way, we can fix it quickly and make sure everyone has a working device.

7. **Financial Responsibility**: If you accidentally damage or lose an iPad or laptop, you and your parents will be responsible for paying to fix or replace it. So, please be extra careful!

Remember, using technology at school is a privilege. By following these rules, we can ensure that everyone has a working iPad or laptop and that they stay in good condition for a long time. Thank you for taking care of our school's technology and using it responsibly!

School Technology Procedures

(School Specific)