

GreatHearts

STUDENT MOBILE DEVICE USE

DOs & DON'Ts



DO:

- Ask questions.
- Treat the mobile device just as you would if using it in the classroom.
- Follow all Academy policies and procedures and the Code of Conduct.
- Be careful with the device and clean it properly.
- If the device is damaged or stolen, report it immediately.
- Lock the device when not in use to minimize access by non-authorized individuals.
- Password protect the device.
- Promptly provide the passwords to the system administrator upon request.
- If a virus is found upon scanning, immediately report to a systems administrator.
- Use appropriate language in all communication.
- Enjoy remote learning!

Remember: All email sent and received on a mobile laptop or tablet device belonging to the School is subject to inspection by the School at any time.



DO NOT:

- Leave the mobile device in any unsupervised area, including a car.
- Keep or store food or drink next to a mobile device when in use or in a backpack.
- Carry the mobile device while the screen is open.
- Place any writing, stickers, or labels on the mobile device that are not provided or directed by the School.
- Reconfigure or change the hardware of the mobile device in any way.
- Add software, programs or apps not specifically approved in writing by the School.
- Allow any person to fix, change or adapt the device in any way.
- Loan the device to anyone or borrow a device from another student.
- Use VPN or proxies.
- Download or save music on the mobile device.

GreatHearts

- Play Internet games on the mobile device.
- Download, save, or install any games or non-school related applications or programs on the mobile device.
- Enter chat rooms or send chain emails on school devices without *written* permission of a teacher or administrator.
- Send mass or chain emails, or spam emails.
- Engage in private chatting or emailing during class without express permission from the teacher.
- Compose/Transmit/Send/Forward any language or other material that is profane, lewd, obscene, abusive, bullying, or offensive to others.
- Open an email or any attachment from a sender that you do not recognize, without first consulting and receiving permission from a teacher or administrator.
- Open, use, or change computer files that do not belong to you.
- Loan a mobile device to or borrow a mobile device or share passwords or usernames with others.
- Reveal your full name, phone number, home address, social security number, credit card numbers, password(s), or any identifying personal information through use of a mobile device.
- Plagiarize the work of others from the Internet. Please give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possess hacking software. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the School.

Message approved by Great Hearts Academies.

www.greatheartsamerica.org