

# METROPOLITAN ARTS INSTITUTE

## Technology Policy

The use of technology resources is a privilege, not a right. The Technology Policy makes students, parents, and educators aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a student violates this policy, privileges may be terminated, disciplinary action could be applied, and financial reimbursement may be necessary. Metro Arts' Student Code of Conduct will be applied to student infractions.

### STUDENT

1. Students will be assigned use of one IPAD or COMPUTER during a class period and are responsible for the care of this technology during their class period.
2. Student is responsible to check device for damage as soon as it is assigned and initial the sign out form prior to the staff initial.
3. Pictures that are downloaded, copied or scanned must be for classroom use only. NO USE OF THE CAMERA IS PERMITTED.
4. Absolutely no social media will be used on devices without the express permission of the teacher.
5. The HOME and LOCK screens are not to be changed; additionally, the WALL PAPER/DESKTOP PICTURE is not to be changed on any computer.
6. Student will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
7. Sound must be muted at all times unless permission is granted from the teacher for instructional purposes. Music is allowed with headphones at the discretion of the teacher.
8. Games are not allowed to be played on school devices.
9. Apps can be used at the discretion of the teacher. These apps need to be directly related to the curriculum.
10. No food or drink allowed near technology devices.
11. Students are responsible for saving their work by emailing it to themselves or uploading it to a free cloud service (Dropbox, Google Drive, etc.). Documents may be deleted at anytime from a device.
12. Students are responsible for coming to school prepared. Do not depend on printing an assignment the day it is due.

### DISCIPLINE PROCEDURES

1. Student will be responsible for the cost of repair resulting from negligence or abuse to a device.
2. Any violation of the technology policy will result in disciplinary action, which may include having technology privileges revoked for a determined period of time.