



2020-2021
iPad/Laptop/Tablet
Student Care and Use Guide

The following guidelines will assist our students and parents with the proper use and care for the Electronic Devices, Laptops, and Tablets (“Electronic Devices”). **Reminder: If the Electronic Device goes home with the student, all students must arrive to school with the Electronic Device fully charged.**

Electronic Device Protection and Damage Prevention

- All Electronic Devices must be properly stored and used in accordance with the UCS Technology Policy and Technology Acceptable Use Agreement.
- Keep your Electronic Device secure at all times.
- When using a backpack to transport your Electronic Device, make sure it is the last thing in your backpack and first thing out.
- Do not store or place your Electronic Device on the floor where it can be stepped on, or in a chair where it can be sat on.

Electronic Device Care

- Do not leave your Electronic Device plugged in during an electrical storm, power surge or power outage.
- Do not eat or drink while using your Electronic Device. Do not have food or drink in close proximity to the Electronic Device.
- Do not allow pets or small children near your Electronic Device.
- Do not place your Electronic Device on the floor or in sitting areas such as couches or chairs.
- Do not leave your Electronic Device near table/desk edges.
- Do not stack objects on the top of your Electronic Device.
- Do not leave the Electronic Device outside in the heat or use near water including, but not limited to, a pool.
- Do not put stickers, adhesive items or skins on your Electronic Device.

Laptop Security

- Do not share usernames or passwords with anyone, except for parents/guardians who should have access to your current username and password at all time.
- Do not leave your Electronic Device in a car overnight or unattended.

- Do not loan your Electronic Device or charger to anyone.
- Do not leave your Electronic Device in plain view in vehicles when they are not occupied (sporting events, shopping centers, etc.). Loss or theft of the device off campus shall require a police report. If loss or theft occurs on campus, notify your teacher, principal or other staff member immediately.

Proper Use

- Students must follow all policies and procedures for the use of Electronic Devices.
- Violations of policy may result in loss of use of your Electronic Device, disciplinary action or other consequence.
- Students are to use the Electronic Devices for academic projects and for approved school-related use only.
- Students are responsible for all non-approved or improper use that takes place on his/her Electronic Device.

The Electronic Device, power cord/charger, krayon, keyboard and case are the property of UCS. UCS reserves the right to assign Electronic Device damage or replacement costs.

Technology Office: 205-652-3848

For your reference, your iPad is a 9.7 Electronic Device

For additional iPad support: www.apple.com/support/Electronic Device

**CONFIDENTIAL INFORMATION – STORE IN SAFE PLACE
(Print to Use)**

Child’s name: _____

Child’s student id#: _____

Child’s email: firstname.lastname@universitycharterschool.org

Child’s password: _____

Child’s device serial #: _____