



## EQUIPMENT and TECHNOLOGY ACCEPTABLE USE POLICY

The Joint Science and Technology Institute (JSTI) loans laptops and/or iPads which will be used to access the user's home internet connection. This resource will provide opportunities to access remote instruction, perform independent research, facilitate communication, and meet the educational goals of the Institute. Through the Institute's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. Acceptable uses of technological resources are limited to activities that support learning and teaching.

Additional equipment, such as but not limited to, 3D printers, drones, robotics, electrophoresis devices, or mini PCR thermal cyclers, will be loaned to participants of JSTI Virtual as needed. The wellbeing of all loaned laptops, iPads, and equipment is the responsibility of the participant. The following procedures should be followed at each stage of usage:

### OWNERSHIP

- All computers, printers, and other technology equipment are the property of Oak Ridge Institute of Science and Energy (ORISE) and will be shipped back to ORISE by the participant at the completion of the program.

### CHECK OUT

- Before equipment will be sent, participants must sign the Personal Property Removal Request (PPMR) which will list all pieces of equipment being checked out. By signing the PPMR, the participant is accepting responsibility of the wellbeing of the equipment and agreeing to return it at the conclusion of the program.

### DURATION OF USE

- Participants should use the equipment according to the instructions of their mentor or ORISE staff.
- If at any time the equipment becomes broken or malfunctions, the participant will contact ORISE staff immediately.

### PERSONAL SAFETY

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- If you see or receive a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult immediately.

### CYBERBULLYING

- Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors will result in your dismissal from the program. In some cases, cyberbullying is a crime.

## RETURN

- At the conclusion of the program, participants will return all equipment that is ORISE property.
- Participants will repack the equipment using the shipping boxes that the equipment arrived in, following the packing directions provided by ORISE staff. ORISE will pay for the cost of the shipping.
- Once all equipment has been received by ORISE, the participant will receive their stipend.

## RESPONSIBILITY OF LOST/DAMAGED ITEMS

- Participants are liable for the equipment in the event of negligent actions or inactions.
- Participant stipends may be withheld partially or in full in the event equipment is damaged or not returned.

## DURING THE INSTITUTE, I WILL NOT...

- Use JSTI-provided technologies to engage in or threaten violence or bully, intimidate, or harass others.
- Attempt to find inappropriate images or content (including sexual content, violence, racism, bullying, gambling, etc.) on the Internet.
- Engage in disrespectful conduct toward others.
- Plagiarize content I find online.
- Use equipment in a manner that is not consistent with instructions from the mentor or teacher(s).
- Post personally identifying information about myself or others.
- Discuss inappropriate content using Institute-provided technologies.
- Use language online that would be unacceptable in a classroom setting.
- Use Institute-provided technologies for illegal activities.
- Attempt to hack or access sites or content that isn't intended for my use.
- Sign up on third-party websites without the permission of Institute staff.
- Use false information to sign up on third-party websites.
- Contact JSTI staff on social media or in any other form outside of the program.

This is not an exhaustive list. JSTI staff may add additional guidelines throughout the program.

I authorize ORISE and JSTI staff to record all virtual sessions. The student and I understand and agree to abide by the JSTI's Technology Acceptable Use Policy and any verbal instruction given by JSTI staff. I further understand that should the student or I violate the Acceptable Use Policy, the student may not receive a portion or all of their stipend and disciplinary action and/or legal action may be taken against me or the student. By signing below, I acknowledge that I have reviewed the Acceptable Use Policy with the student. I understand and agree that ORISE has the right to dismiss my student from the Institute without any prior warning for violating any of the terms of the Acceptable Use Policy.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_