



## Policy for Personal Use of Student-Owned Laptops in School

St. Anthony Junior-Senior High School (SAJSHS) will allow students the option of bringing a personal laptop to school as a means to enhance their learning. SAJSHS defines a laptop computer as portable microcomputer including electronic tablets and notepads. The purpose of these guidelines is to ensure that students recognize the limitations that the school imposes on their use of personal laptops for the purpose of safety classroom integrity. In addition to these guidelines, the use of any computer in school, including laptop computers, requires students to abide by the school's Computer-Use Policy found in the student handbook and available on the school's webpage. Any questions regarding this policy should be directed to the Dean of Students.

### Acceptable Use of Computer Network/Computers and Resources

During the course of the school year, additional rules regarding the use of personal laptops may be added. If this occurs, any new rule will become a part of this policy, and parents and students will be given ample notification.

### General Usage

SAJSHS is providing the opportunity for students to bring a personal laptop to school to use as an educational tool to increase learning and achievement. **The use of these laptops will be at the classroom teacher's discretion.**

1. Students must obtain teacher permission before using a personal laptop in class.
2. Students will use only their assigned and authorized laptops.
3. Student use of a personal laptop will support the instructional activities occurring in the classroom/lab.
4. Students will turn off and put away a personal laptop when requested by a teacher.
5. Students will not use their personal laptop outside of the classroom.
6. Students found in violation of this policy may have their laptop confiscated, subject to teacher discretion.

### Expected Student Behaviors and Responsibilities

SAJSHS accepts no responsibility for personal property brought to the school by students. Students who choose to bring a laptop to school assume total responsibility for the laptop. Laptops that are stolen or damaged are the responsibility of the student and their parents or guardians.

Students should take all reasonable measures to protect against the theft or damage of their personal laptop.

1. Internet use is not permitted.
2. Ask teacher for permission to use laptop in classroom.
3. Only access or share other people's data after permission has been given. Assume the group will share files during collaborative projects.





4. Never distribute personal information regarding yourself or anyone else – such as, but not limited to
  - Phone numbers, addresses, or last name
  - Arrangements to meet someone online unless this is part of approved school assignments, pre-approved by school personnel, and with a teacher present
  - Photos or videos of anyone – as per the media policy
5. Immediately report threatening, discomforting, or indecent or inappropriate materials, found on the laptop or in a file, to a teacher or someone in authority.
6. School IT personnel will not be responsible for fixing, repairing, or downloading programs to student laptops if there is a problem with their laptop.

**Physical security**

Users should take the following physical security preventative measures. Laptop computers should not be:

1. Left unattended at any time (If a laptop is left unattended it will be picked up by staff and turned into the Dean of Students.)
2. Left in view in an unattended vehicle

No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school personnel.

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**Detach & Return to the Main Office by August 15, 2011**

Agreement -

- To comply with the rules and regulations in the guidelines
- To hold SAJSHS harmless in the event of theft, damage or confiscation of a student's laptop
- That school technicians will not troubleshoot or install software on personal laptops
- That students are not to use the internet on school grounds.
- That using my laptop at school is a privilege and can be revoked at any time
- Understand this agreement can be modified at anytime and a new agreement would need to be signed

Students and their parents/guardians wishing to take advantage of this program must comply with all rules and regulations set forth in this Policy. By choosing to participate in this program, you are consenting to monitoring and verification of use, and to examination of the student's laptop as set forth above.

All violations of the above procedures may result in the confiscation, loss of privileges, the student's parents contacted, and any consequences delineated in the school's code of conduct. We have reviewed these rules and regulations with my child.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

**Contact Information**

Parents, please provide contact information below:

Email: \_\_\_\_\_

Home phone:	Laptop Brand:
Work phone:	Laptop Model:
Cell phone:	Laptop Serial Number:

