

PERSONAL LAPTOP USE AT SCHOOL

COMPLETE THE ATTACHED AGREEMENT - RETAIN THIS POLICY FOR REFERENCE

INTERNET USE REQUIREMENTS

Students will:

- be given flexibility in the use of the internet unless they violate their rights and/or the internet code of conduct – will not use social media sites unless instructed by teacher
- practice network etiquette at all times
- will not reveal personal data (home, address, phone numbers, or numbers of others)
- will be allowed use of head phones only as directed by instructors or administrators
- will be allowed to download music for school projects only **with** teacher approval. (inappropriate music will result in discipline)
- not be allowed to download software to the laptop w/o Tech Director approval
- not be involved in inappropriate use of e-mail
- not delete any folders or files that you did not create or that you do not recognize.
 - (deletion of certain files will jeopardize the operation of the computer)
- not play or download games on the laptop
- not violate copyright laws (including installation of copyrighted software)
- not create, access or process offensive or pornographic messages, pictures; use obscene or threatening language; harassing, hate related or discriminatory remarks

Policy violations may result in the following disciplinary action:

- 1 Removal of laptop use pending parent conference
- 2 Mandatory Parent Conference
- 3 Behavior Contract &/or loss of computer rights
- 4 In-school suspension
- 5 Suspension
6. Notification of outside authority/police (charges filed if appropriate)
7. Administrators discretion

The laptop is considered to be a school supply or resource – just like a textbook. Students will be required to bring their school issued laptop or their own laptop to EVERY class EVERY day – just like they would be expected to bring their books, pencils and paper. Students who do not bring their laptop to class will face the following penalties:

- 1st time: student will be verbally warned & asked to go get it if it is in their locker
- 2nd time: student will be given 1 hour detention
- 3rd time: student will be given 2 hours of detention
- 4th time: student will be given 3 hours of detention & Meeting with Parent
- 5th time: student will be given 3 days ISD
- 6th time: student will be given 5 days ISD
- 7th time: student will be given 10 days ISD
- 8th time: Principal discretion

PERSONAL LAPTOP – INTERNET USE POLICY AGREEMENT

Student Section

Student Name (print)

Grade

I have read the Student Acceptable Use Guidelines /Internet Use Policy. I agree to follow the Prague technology rules. If I violate the rules I will lose my access privilege to the Prague Public School's network and computer resources and may face other disciplinary action and will not be allowed to bring my computer to school.

Student Signature

Date

Parent Section

I have read the Student Acceptable Use Guidelines/Internet Use Policy. I understand if my child violates the Acceptable Use Guidelines and the Prague technology rules, his or her access privilege to Prague Public School's network and computer resources will be revoked and he or she may be subject to disciplinary action and will not be allowed to bring their own device to school.

I also grant permission for examples of my child's schoolwork & honors to be published on the World Wide Web as an extension of classroom studies, provided that the home address, home phone number, or student's last name are not disclosed.

***Note: Parents, who do not want their child's schoolwork or images published on the web, should submit this request in writing annually to their child's principal.**

Parent or Guardian signature

Date

Parent name (print)