

Student Laptop Policies

First Name: _____

Last Name: _____

Student ID: _____

Teacher: _____

Grade: _____

I have read the Student Laptop Policies. I understand and will follow these rules. I am aware of the consequences for misuse of my laptop which could result in my laptop privileges being revoked (taken away).

Student Signature:

Date: ____/____/____



The following procedures should be followed when using your laptop:

1. Always login and logout properly when using your laptop.
 2. Respect the rights of others by not changing anyone else's work or files.
 3. Do not change the laptop settings.
 4. Ask permission before downloading ANY programs. No games, music or video downloads.
 5. Be aware that every website or link you visit is recorded. Make sure that you are on the website that the link was meant to take you to.
 6. Administration has the right to inspect all of the files on your laptop.
 7. Follow copyright laws.
 - Copying software, music, or movies from laptop onto CD is not allowed.
 - Loading or copying software programs from a CD/ DVD onto your laptop is not allowed.
 - Copying copyrighted graphics, text, photographs, or files is not allowed.
- ☞ You should only use your own work. If plagiarism or electronic cheating (copying text or pictures from a website and pasting them into a document and using it as your own work) occurs, then a major referral will be written.

- ☞ Protect yourself always by not sharing your password, address, phone number or personal information with anyone. Be aware of Follow you Fiona.
- ☞ Use appropriate language on your laptop. Be aware of Hot Heads. Rude and mean language is inappropriate.
- ☞ Be aware of Oogles that try to sell or give you prizes or things online.



Always tell an adult you trust if anything makes you feel scared, uncomfortable, or confused.

- ☞ The laptop should look like it did when you received it. If damage occurs to the laptop, then a major referral will be written, and the student will be held responsible for charges incurred in repairing it.
- ☞ Only appropriate files and materials should be saved on the laptop. If inappropriate files or materials are found on the laptop, then a major referral will be written.
- ☞ Only access your own account or files. If you access unauthorized accounts or files on the network including:
 - Using another student's password
 - Accessing or damaging another student's or teacher's filesthen a major referral will be written.