Teurlings Catholic High School Personal Laptop/Computer Device Usage Policy 2010-2011

The use of personal laptop computers on campus is a privilege which the school grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in this document. This is an addendum to the student's signed Acceptable Use Policy, which is on file with the administration, and does not replace that document in any way. All policies set in place in the Acceptable Use Policy continue to apply when the student uses his/her personal laptop computer on campus. Students must also submit the Laptop Permission slip signed by themselves and their parents.

- The following policies pertain to all electronic devices, including but not limited to laptops, PDAs, computerized pens/notebooks, and any other computerized device. Any such electronic device may be used in the classroom only with the express approval of the teacher. All audio/video functions must be disabled and may not be used on campus. **Web cameras and audio recorders may never be used on campus**. Teachers have the right to refuse to allow electronic devices, including laptop computers, in the classroom.
- Teurlings Catholic High School assumes no responsibility or financial liability for any damage the student or parent may incur, including but not limited to theft, physical damage, and loss of data or software malfunctions of the personal laptop computer. If a laptop computer appears to have been stolen, the student will immediately report the incident to an administrator, who will disable wireless access for the unit and notify the Disciplinarian, who will determine the appropriate extent to which an investigation should occur.
- **Students may only use their personal laptops in the Library or a classroom with a faculty member present and monitoring such usage.** The student must adhere to any additional guidelines that the faculty member may require. The use of the laptop may in no way disrupt or distract from the learning environment.
- The student is responsible for coming to school with a fully charged laptop and may not connect his/her laptop to any classroom outlets. He/she is responsible for his/her personal laptop; it should not be used by or left in the care of others on campus.
- **Student use of a personal laptop on campus must be in support of education and research.** It must be consistent with the educational objectives of Teurlings Catholic High School. On campus, students may not use personal laptops for games, chat, Skype, music, DVD viewing or other forms of entertainment. Students may not store, much less access, files containing inappropriate materials on their laptop. **At no time should the student use the device for anything but an educational purpose under the direction of a faculty member.**
- Students may connect wirelessly (and only wirelessly) to the school's network, so they will be able to access the Internet. However, they may not do so in a classroom without **explicit** teacher approval. Students are strictly prohibited from using peer-to-peer software, file sharing programs, telnet, or messenger programs as well as other resource intensive applications, including but not limited to Kazaa, Lime Wire, Morpheus and Napster.
- Personal laptops and electronic devices and the content of the devices are subject to search by a teacher or administrator at any time.
- If a student is suspected of violating the above policies or the Acceptable Use Policy, a school administrator will determine the appropriate course of action, including but not limited to:
    - Picking up the laptop or device and holding it in the front office until a parent or authorized adult comes to school to pick up the item
    - Prohibiting the laptop from being brought on campus
    - Standard disciplinary actions such as detention, suspension, probation, and expulsion

We have read the above policies and ask permission for _____ **(print name)** to bring a computer device onto the Teurlings Catholic campus. We understand that the device may only be used in designated areas and for designated purposes under the direct supervision of a faculty member.

Type of device_____

Date:_____

Student's signature_____

Parent's signature _____

This device has been approved for use in the Library and in the following classrooms: _____