



Laptop and Internet Acceptable Use Policy Laptop Home Use Rules and Regulations

The laptop that a student is issued is the property of St. Mary's Parish School leased through Archangel Tablets. The cost for this lease to the parents is \$10 per month. Like textbooks and other school property, a laptop is assigned to a student and will be returned at the end of each school year.

The use of a laptop is a privilege that can be revoked due to failure to adhere to the rules and regulations that St. Mary's has established for use. Before being issued a laptop, students are expected to sign and follow the policy stated below.

Acceptable use policy:

- The laptop is an educational tool and should be used in that capacity only. Once issued, you are responsible for the laptop at all times.
- The laptop should not be used to copy, download, upload, or share copyrighted materials without the owner's permission. This includes the reproduction of music and video files and software applications.
- You are the only authorized user of your laptop. Laptops may never be shared or swapped with another user.
- Passwords must be kept confidential.
- The laptop must be used on a flat, stable surface.
- Do not eat or drink near the laptop.
- Avoid touching the screen. When necessary, wipe the screen surface lightly with a soft cloth.
- Do not rest writing utensils on the keyboard. Accidentally closing the laptop with items on the keyboard damages the screen.
- Do not mark the laptop in any way with pictures, graphics, stickers, markers, etc.
- Do not insert objects into the ports or openings of the laptop.
- Back up your work regularly.
- Close the laptop gently from the center of the lid.
- Charge the laptop each night by establishing a secure power cord connection.
- Do not pull on the laptop when cables are connected.
- Do not recharge the laptop in a case.
- Do not leave the laptop in a vehicle.
- Laptops will not be used to record audio or video on school premises unless written permission is granted by the teacher or administration.

Internet acceptable use policy:

- Be polite and courteous.
- Do not use the network in any way that would disrupt its use by other users.
- Do not use or access any other person's account for any reason.
- Do not access inappropriate or obscene material. This behavior is cause for immediate loss of laptop use and/or other disciplinary action.
- Realize that email, and social media sites are not private. Messages relating to or in support of illegal activities may be reported to authorities.
- Chat rooms or chat software may not be used.
- Social networking sites may not be used.
- Students have no expectation of privacy and should expect teachers or administrators to conduct spot checks of their internet history, documents, email, etc.

Inappropriate use of the internet/network will include but is not limited to the following:

- Use of any method to bypass the content filters.
- Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit content of any kind.
- Transmitting obscene, abusive, sexually explicit or threatening language.
- Accessing another individual's materials, information, or files without previously being given permission.
- Using or attempting to discover another's password.
- Violating copyright or using the intellectual property of another individual or organization without permission.
- Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks, as well as, including the destruction or attempt to destroy data of another user by creating, uploading, or intentionally introducing viruses into the network/internet.
- Intentionally wasting limited resource and storage space.
- Harassing, insulting or attacking others.
- Using, disclosing, or disseminating personal information online, such as full name, home address, phone number etc.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of others.
- Improperly and/or intentionally altering the setup of computers as determined by administration.
- Using software that has not been pre-approved or assigned by the school.
- Seeking to gain or gaining authorized access to the network, software, internet, or computer devices.
- Failure to follow school policy.
- Any issues the administration deems as inappropriate use.

Laptop home use rules and regulations:

- Student laptop and internet acceptable use policy and laptop home use rules and regulations must be followed at all times.
- Students taking their laptops home must have an approved case.
- Students are responsible for taking care of their laptops and chargers.
- Every laptop must be secured in its assigned case while in transit.
- Laptops are not allowed to be used in bus-rooms.
- The laptop is to be used by assigned student only. The student agrees to give parents/guardians their student login password to the desktop in order for parents to supervise student usage at home.
- Parents/guardians are encouraged to be “nosy” and interact with their student about laptop work.
- Laptops must be recharged before returning to school.
- Do not recharge laptop in its case.
- Laptops and power cords must be returned to school every day, secured in their cases.
- If technical difficulties or issues prevent homework completion, a parent note is required.
- If a laptop is stolen, the police should be notified immediately and the school should be notified ASAP.
- In the case of negligent or intentional damage the parent/guardian is responsible for the total cost of the repair or replacement.



STUDENT LAPTOP INSURANCE

Laptop insurance is provided by Archangel Tablets.

Lost power cords are not covered under the deductible. If a student loses the cord a replacement fee of \$25.00 will be charged.

Laptops will not be sent home with students until payment is received and a copy of this statement is on file.



**Laptop and Internet Acceptable Use Policy
Laptop Home Use Rules and Regulations**

We have read and agree to the Acceptable Use Policy, Internet Use Policy and Home Use Policy listed above. We understand the responsibilities of the students and parents/guardians. I have explained to my child what is expected and I give my child permission to use the technology resources according to the regulations set forth in this agreement.

Printed student name _____

Student signature _____

Printed parent/guardian name _____

Parent/guardian signature _____

Date _____

Please sign both above to acknowledge having read this document. Thank you.