



Dear Bodine School Students and Parents,

Telecommunications affords tremendous advantages and opportunities in all aspects of modern life. The Bodine School has developed the following laptop policy to provide your child with the best technology training possible. Since this technology is very costly, consequences for misuse have been developed to promote the highest level of student responsibility.

In order to improve the technological proficiency of our students with regard to academics, Middle School students are **required** to use a laptop for assignments this year. Bodine has ten laptops for student use. Students may elect to bring their own laptops from home instead, but they must be loaded with programs that are compatible with our school equipment. (Please see the attached document for specifications if you choose to use a laptop from home.) Students who choose to use school laptops at any time must sign this user policy.

Acceptable Use Policy:

- Only teachers are authorized to check laptops in or out.
- Once the student checks out a laptop, he/she is the only authorized user of that laptop until it is checked back in with a teacher.
- Student must recognize that laptops are school property, and all content (software, internet use, network use) will be monitored by staff of the school. Messages and/or Internet content relating to or in support of illegal activities will be reported to authorities.
- Students will be held personally responsible for any problems caused by their negligence as deemed by the Executive Director.
- Students should not attempt to install software or hardware or change the system configuration including network settings.
- The laptop is an educational tool and should be used in that capacity only. Use of personal email, social networking, or accessing any personal accounts or files without specific teacher permission and supervision is strictly prohibited.
- The laptop should not be used to copy, download, or share copyrighted materials without the owner's permission. This includes the reproduction of music files (CD's) and software applications.
- Laptops must be treated in accordance with teacher instructions. For example, students should use the laptop on a flat, stable surface, avoid eating or drinking near the laptop, and avoid touching the screen.
- Students have no expectations of privacy and can expect teachers to conduct spot checks of their Internet history, documents, e-mail, etc.
- Students may not mark the laptop in any way with markers, stickers, or remove or disfigure any markings placed on the laptop by the tech staff.
- Students may not use the network in any way that would disrupt its use by other users.

- Students may not use, access or move any other student's folder for any reason. (If a file belonging to another student is accessed or moved by mistake, the student should exit the file and report the mistake to the supervising teacher immediately.)
- Students may not access or use inappropriate or obscene material or language.
- Students should not reveal the personal addresses, telephone numbers or other personal information of any person.
- Students should back up their work onto their network folder and USB regularly.
- Laptops should be closed gently from the center of the lid. To prevent unnecessary wear, avoid repeatedly opening and closing laptops or engaging in any repetitive activity that is not part of a specifically directed academic task.

Minor infractions of laptop privileges will be subject to a 3 strike rule:

First violation - phone call home & 1 week without school technology privileges

Second violation - 6 weeks without school technology privileges

Third violation - termination of network access and computer privileges at school for the remainder of the school year, followed by more serious disciplinary action (such as legal action) if deemed necessary.

Major infractions of the laptop policy will be treated immediately as a third violation.

The Bodine School accepts no legal responsibility for activities conducted on school computers in violation of the Acceptable Use Policy.

We have read and agree to **The Bodine School Laptop Acceptable Use Policy** and we understand the responsibilities of the students and the parents/guardians.

Printed Student Name _____

Student Signature _____

Printed Parent/Guardian Name _____

Parent/Guardian Signature _____

DATE _____

Please return this signed form by Monday, August 24th, 2009.