

## **LAPTOP COMPUTER USE**

The following rules/regulations apply to student use of laptop computers in the MLTI program at the Brunswick Junior High School:

### **Part I: Students' Responsibilities**

Laptops issued to students are the property of the State of Maine and are registered to the Brunswick School Department (BSD). Students are not allowed to install software programs without school tech. department authorization. All laptop software must be authorized by the school tech. department.

1. Students are responsible for any information sent from and received on their assigned laptops. Students must report ANY violation of computer/laptop policies and/or regulations to the nearest BJHS staff person immediately.
2. There is no right to privacy and laptops may be checked at any time by BSD personnel. Use of Internet resources should only be for educational purposes.
3. Students are responsible for the security of passwords.
4. Students are responsible for obeying all copyright laws and for properly citing sources.
5. Students are responsible for the replacement cost of the charging unit for any loss or intentional damage.
6. While using the Internet or e-mail, students should not reveal their full name, phone number, address or social security number to anyone.

### **Part II: General Use Rules for Laptops**

1. Students may not share their passwords with anyone other than their parents/guardians.
2. No stickers or marks of any kind are permitted on the laptop or case. Students may decorate the "open" portion of the laptop case label.
3. "Hacking" into any computer or the network is strictly forbidden.
4. Students may send and/or receive e-mail only with the permission of their teacher or during designated periods. Instant messaging and discussion forums may be used only for educational purposes and only with the permission of the teachers. E-mail and forum content is the property of the BSD and can be read by any tech. department personnel or by those designated by the Superintendent.
5. Laptops may not be left unattended anywhere, anytime. They must be carried with the student, placed in a recharging station, or locked in a locker. Unattended laptops will be confiscated and secured in the office.
6. Laptop cases must be carried separately from backpacks. Students must not let laptop cases drop to the ground.

7. Laptops must be in their cases at all times. They are designed to be used and recharged while in the cases.
8. Laptops may not be used outside the classroom or library without the permission of a teacher.
9. Students must abide by the Student Acceptable Use Policies: must not download, store or view pornographic, violent or otherwise unacceptable material. If a student accidentally accesses one of these sites, he/she must report the incident to a teacher immediately.
10. No food or beverages are allowed near laptops while in use.
11. The screen must not be touched with any object; the laptop must not be closed with an object between the keyboard and the screen.
12. Students must not loan their assigned laptop to anyone for any reason.
13. Students should keep laptop sound levels muted unless they need sounds for a particular program (and then keep sound levels low to avoid disturbing others).
14. Students should back up the files stored on the laptop hard drive to their network folder at least once a week.

### **Part III: Student Use of Laptops at Home**

1. Laptops will not be allowed to leave the school until a parent/guardian has attended an orientation session and signed a release form (File: INJDBA-E). The goal of this orientation is to familiarize parents/guardians with the use and capabilities of the equipment and establish responsibility for student use of laptops at home.
2. Parents/guardians are responsible to ensure that their children do not use laptops for unauthorized activities such as downloading MP3 music or other information outlined in the Student Computer Use Policy. Use of these laptops should be monitored by parents/guardians. Students will provide their parents/guardians with their password to facilitate this monitoring.
3. Students/Parents/Guardians may be responsible for any costs resulting from loss or damage caused by intentional or negligent behavior.
4. If a laptop computer is lost or stolen, it is the responsibility of the parents/guardians to report the loss/theft to the Police Department immediately and provide Brunswick Junior High School with a copy of the police report.
5. The laptop computers should be fully charged every night so they are available for classes the following day.

*Adopted: 10/9/02*