EASTON JR/SR HIGH SCHOOL LAPTOP ACCEPTABLE USE AGREEMENT

2019-20 SCHOOL YEAR

The use of technology is essential to the success of a students' education. For this reason, Easton Jr./Sr. High School provides computers, a network, and access to the Internet for all students. Students in grades seven to twelve are issued laptops for use in accordance with the Student Computer and Internet Use policy and Student Computer and Internet Use Rules (Codes IJNDB and IJNDB-R). Students are responsible for complying with the terms of this policy and the accompanying rules at all times. The policy/rules may be accessed via the school's website under the technology tab. Parents may also request a paper copy of the policy and rules by request to the school office.

Proper Care of Laptops
Students are responsible for the proper care of the laptop issued to them at all times, on and off school property.

- Do not permit anyone other than school staff or your parents/guardians to use your laptop. You are responsible for all actions involving your laptop.
- Do not use a another student's laptop.
- Do not use a teacher's or a school staff's laptop.
- Use two hands when handling your laptop.
- Ensure your laptop case is zipped when storing and transporting your laptop.
- Store only your laptop in your laptop sleeve. Store your charger, and charging cord in your laptop case.
- While using your laptop, all drinks should be placed on a different surface than your laptop.
- Keep your laptop in your possession, locked in your locker, or placed in its assigned station.
- Do not store your laptop in bathrooms or locker rooms.
- Do not leave your laptop in damp areas or extreme temperature (Left in a vehicle in the winter or on a hot summer day).
- Any and all damage to, or loss or theft of your laptop, charger, or case is to be immediately reported to the Technology Coordinator.

Proper Use of Laptops

- **Educational Use** – The laptop you are provided with is to be used for educational use only.
- **Laptop Issues** – It is your responsibility to ensure your laptop is in good working order. If you need assistance, speak with or email the Technology Coordinator directly, who will help you resolve any issues you might have. If you are unable to send an email and the technology coordinator is unavailable, use the desktop computer in the library to email the Technology Coordinator. Please do not report your computer related issues to the main office unless your laptop is missing.

- **Printing** – It is your responsibility to ensure that you can print. Do not print for others. Do not ask others to print for you. If you need assistance, email or speak with the technical coordinator.
- **Settings** – Users may not change settings in a manner that conflicts with the administration of the computer or the ability of staff to access their assigned computer.
- **Games** – Educational games listed on the Allowed Games List on the school website under Technology are allowed. Teacher approval is required to play games on this list during class and study halls.
- **Video** – Video viewing is allowed for educational purposes. Headphones are required and the volume must be low enough to not be heard by others. Videos viewed must not be in violation of copyright laws.
- **Music** – You may listen to music when allowed by a teacher. Headphones are required and the volume must be low enough to not be heard by others. Music must not be in violation of copyright laws.
- **Communication** – Email and chat are to be used for educational purposes to communicate with fellow students, parents/guardians, and staff regarding school activities and class work.
- **Privacy** – There is no expectation of privacy while using school computers, all activity is subject to being monitored.
- **Installing Apps and Browser Extensions** – Do not download or install apps or browser extensions not found in the Self Service Portal, or on the Approved Download List without pre-approval from a teacher or the Technology Coordinator. The Approved Download List can be found on the school website under Technology.
- **Communication** – Email, chat, message boards are to be used for educational purposes only.
- **Internet** – Use Internet access to enhance learning.
- **Internet Filter** – Do not bypass or attempt to bypass the school's Internet filter.
- **Online Safety** – Think before you click or type. Make sure you have permission before you act.
- **Accounts** – Do not create online accounts without permission. Do not provide personal information online without permission.
- **User Accounts and Passwords** – Your user account logins and passwords should remain private to you. Do not share your passwords with fellow students or friends. Never email account logins and/or passwords.

EASTON JR/SR HIGH SCHOOL LAPTOP ACCEPTABLE USE AGREEMENT

2019-20 SCHOOL YEAR

Inappropriate use of the Internet or your laptop will result in disciplinary action.

Student's name (please print) _____

Student's signature _____ Date _____

Parent/guardian's name (please print) _____

Parent/guardian's signature _____ Date _____