

# Use Policy for Laptop Computers (LUP)

The Mirman School  
Education Technology Committee  
September 2009

## **A. Introduction**

All statements and policies set forward in the existing Mirman School Acceptable Use of Computers and Networks are binding upon students who use Mirman School laptop computers on- and off-campus. The following additional policy details specifics pertaining to the use of laptop computers and is intended to support and/or extend existing policy. Implicit in signing this policy is the agreement to uphold all standards set forward here and those in existing acceptable use policies. The following is a list of the major topics covered in existing policies: acceptable activities, consistent environment, respect, privacy and safety, plagiarism, piracy, and positive representation. Remember, by signing this policy, you acknowledge that you have read and agree to uphold the standards of this and pre-existing policies.

## **B. Student Responsibilities**

The use of laptop computers is expressly for school related educational activities. By accepting a school-owned laptop computer, students agree to use it for this purpose only. By signing this agreement, students acknowledge that the consequences for not adhering to these standards (as judged by school personnel) are at the discretion of The Mirman School. Students also acknowledge that using any computer and/or network technology at The Mirman School is a privilege that may be revoked at any time by the school.

- Students are responsible for the safety and well-being of the laptop, its case and all its components. It should remain in its case when not in use unless it is in a school approved location for charging. When passing between classes, the zipper on the case should be closed, so the laptop remains secured. Students should avoid placing loose pencils, paper clips, staples, and other school supplies in the laptop case. While minor “wear and tear” is acceptable, families will need to take financial responsibility for breakage outside the normal range as determined by the Technology Department.
- Students are responsible for staying on task when working on the laptop. Students may not play games, listen to music without the permission of the teacher, visit unauthorized or questionable web sites, watch DVDs, e-mail, chat, instant message, or engage in any other counter-productive behavior employing technology, whether in or out of class. Students engaging in these or related behaviors will experience consequences for this type of misuse.
- Students may not download, stream or listen to Internet-based music, video and large image files not required for schoolwork, as this slows down the performance of the network for all users. The school will monitor for network violations.
- Students should avoid sending email attachments through the school’s system that are greater than 50MB as the transfer process can hinder network speed and access to others. If you need help transferring large files, contact a member of the Technology Department.
- The installation and/or use of any Internet-based file-sharing tool is explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa and Acquisition, and others may not be used to facilitate the illegal sharing of copyrighted materials (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Technology Department.
- Laptops may be used outside the classroom in a designated sitting area and with the permission of a teacher. Laptops should not be used in close proximity to play courts or yards. For instance,

do not sit on the edge of the main court and watch your friends play basketball while you are working on an English paper.

- Students are responsible for charging the laptop at home each evening and bringing it to school with a full charge. Laptop chargers should be carried at all times since there may be periods during the daily schedule when the laptop is not in use and may be plugged in for additional power. If laptops are left on campus to charge over night, they must be in one of the school's alarmed buildings such as one of the Computer Labs, the Library, or US Science Lab. At no time should the cable for the charger be extended across classroom.
- Laptop batteries may be replaced or swapped for malfunction or in other limited instances at the request of a teacher. Students should not attempt to swap or replace batteries; please allow school personnel to do this.
- Laptops may not be "loaned" to other students. The laptop is the student's responsibility and should be under his/her supervision unless safely stored.
- Students are held responsible for the health and integrity of the software on the computer. Students may not add software programs to their computer, nor may they attempt to copy school licensed software onto other machines. If a program is necessary for schoolwork and it is not on the school-owned computer, students should make the request to a member of the Technology Department.
- Students should not leave a laptop unattended for any reason, unless it is charging in an acceptable and approved location. Your laptop should be either locked (in your school locker or in your home where others do not have access) or attended (within your sight) at all times. If school personnel find an unattended laptop, they will take it to a member of the Technology Department for quarantine, and consequences will follow. Repeated failure to secure the laptop will ultimately result in its confiscation for the remainder of the school year.
- Students are responsible for any loss, damage or theft of a laptop computer.
- Students are responsible for backing up their school related data onto the school server or to a portable hard drive at home. It is recommended that students also purchase a thumb drive (or other portable storage device) and use it to secure additional copies of their data.
- Adhere to all school policies regarding appropriate computer use. When in doubt about what constitutes acceptable use, ask a teacher, an administrator, or one of the members of the Technology team.
- Students should practice responsible and respectful behavior when using the laptops. Students should refrain from any activities that may be portrayed as vulgar, cruel, threatening, harassing and/or critical of the school, teachers, school administrators or fellow students.

## C. Laptop Care

- Students are expected to treat their laptops with care and respect. Students should not deface the laptop or its carrying case in any way. This includes, but is not limited to, marking or marring any surface of the MacBook and its case. Stickers or any other decorative markings are prohibited.
- Always close the lid and wait for the computer to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard drive and therefore the loss of all data. Sleep mode is sufficient.
- When moving between classes, the computer should be in sleep mode and placed in its carrying case. The case should be zipped.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid or food. Students should not eat or drink while using their laptop or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments or sports equipment. Pressure or squeezing can damage the screen and other components.
- Computers should not be placed on or under soft items, such as pillow, chairs or sofa cushions. This will cause the computer to overheat and may result in damage to the computer.
- Computers should be charged only in locations where the power cord is not strung across a pathway where the computer might be pulled off the desk.
- To maximize battery life, do not leave it constantly charging. Charge to 100%, disconnect from the charger and then use until you see the “low battery” warning. Repeat.
- Do not touch the computer screen with anything other than the approved screen cleaners; a KlearScreen brand cleaning kit is available upon request from members of the Technology team.

## D. Consequences

Students who violate any standard in the acceptable use policies may experience some or all of the consequences below. Discipline will be at the discretion of the school personnel involved with the offense.

- Students may experience natural consequences for not meeting their responsibilities. These may include not being able to complete their work on time or being required to complete work on time without the use of technology.

- Receive unsatisfactory, incomplete or failing grades on assignments.
- Laptop computer and network use suspended or revoked. That is, you may be asked to return your laptop for a period of time commensurate with the infraction (including full loss of privileges for the remainder of the year).
- Students can be suspended or recommended for expulsion if using digital media for acts that may be portrayed as vulgar, cruel, threatening, harassing and/or critical of the school, teachers, school administrators or fellow students.
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- Serious infractions may result in suspension or expulsion from .

### **E. Student Acknowledgement**

I have read the policy on the use of laptop computers. I understand the expectations above and agree to behave according to the standards of this policy.

I understand that The Mirman School supports the privacy of electronic communications, but I also understand that it cannot guarantee the privacy of electronic mail or files I keep on the school's computers.

Finally, I agree to return the laptop in its original working condition or pay for the cost of repair or replacement when the loss or damage resulting from my carelessness or negligence.

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Student's signature

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Student's name

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Class

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Date

### **F. Parental Acknowledgement**

I have read the policy on the use of laptop computers. I understand how my child is expected to behave, and I agree not only to convey these expectations to them but also to help my child behave in compliance with the standards set in this agreement.

I am aware that some students—often those with substantial experience with computers— may attempt to demonstrate their prowess and impress their classmates by engaging in inappropriate and/or destructive behavior, such as guessing other students' passwords and browsing in their private files (or altering their documents), sending unkind or annoying messages to others, changing the software or hardware configuration on school machines so that other students cannot complete their work, or attempting to defeat security or other data protection measures. Actions of this sort are a serious violation of school policy and will be treated seriously as described in the Parent/Student Handbook.

I understand that the Internet is a global network linking schools, universities, libraries, museums, research labs, commercial entities, and other groups and individuals, providing great potential for educational benefit. I also understand that the Internet is unregulated, and that neither Mirman School nor any other entity can eliminate the potential for abuse, such as the existence of or access to material that is illegal, defamatory, inaccurate, or offensive to some people. I acknowledge that as a parent or guardian, I have the primary responsibility for setting and conveying the standards that my child should follow when using media and information sources.

I agree to accept full responsibility and to hold The Mirman School, its employees and its volunteers harmless for any legal, financial or other liability arising from my child's use of the laptop computer in school or at home. Finally, I agree to return the laptop in its original working condition or pay for the cost of repair or replacement when the loss or damage results from my child's carelessness or negligence.

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Parent's signature

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Parent's name

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Date