

## **Plymouth High School Laptop Rules and Procedures**

- All Plymouth School District Computer Use Policies, Procedures, and Rules are applicable when Laptops are being used.
- Laptops are owned by the Plymouth School District and are issued to students as a required resource for learning. Use of the Laptop for non-educational purposes, may cause administrators to restrict access based on academic and disciplinary performance.
- Laptops will not be issued until the parent and student has signed the Laptop Rules and Procedure Agreement.
- Laptops will not be issued until all outstanding debts from any previous occurrences relating to the Laptop have been paid or a written payment plan has been arranged with the school.
- Laptop take home privileges will be revoked for students who do not regularly attend school or have violated their personal computer contract.
- Laptop protection Plan is intended to cover accidental damage. It does not cover lost or stolen Laptops. See details attached to Protection plan form. If Laptop is lost or stolen you or your parent or guardian will be responsible to replace Laptop.
- Laptops will not be allowed to go home over summer vacation except by special permission.
- No modification or alterations to any of the software or hardware or to any of the equipment or services are permitted. In the event alterations are made, students will be charged a repair fee (includes stickers or any other cosmetic alterations).
- Students are expected to come to school with their Laptop batteries fully charged. Having a dead battery will not be an acceptable excuse for nonparticipation.
- Laptops should not be stored in the physical education locker rooms.
- Defacing Laptops, including the use of stickers or decorations is prohibited. Students will be charged for repair and replacement of equipment.
- Students will be required to produce their Laptops for periodic software and communications audits.
- There should be no expectation of privacy.
- Students will not access or save any images and/or text that violate school policies including but not limited to alcohol, tobacco, drug policies, and inappropriate or obscene action or speech.
- Students are expected to bring their Laptops to ALL classes.
- Students are responsible for regularly backing up all documents and files.
- When using the internet, if a student mistakenly accesses inappropriate material, he or she will immediately inform a teacher. If a teacher is not informed, the student may be found in violation of the Computer Use Policy and disciplined accordingly.

- **Unattended Laptops are the responsibility of the student. This includes but is not limited to Laptops left unattended in hallways, locker rooms, and on school busses.**
- **Sharing the Laptops is prohibited unless specifically advised otherwise by their teachers in the classroom. Students will always be responsible for the Laptop issued to them.**
- **Intentional damage to Laptops, networks, or other technology equipment will be treated and carry the same consequences as vandalism.**
- **Students may not use the Laptop to:**
  - **Download or use instant messaging programs**
  - **Download or exchange copy written materials such as software, music, videos, etc.**
  - **Use unapproved peer-to-peer file sharing programs**
  - **Play or download games including widgets**
- **Students may not use Laptops**
  - **In gymnasium except under the direct supervision of a teacher**
  - **In the cafeteria except under the direct supervision of a teacher**
  - **In school hallways and corridors except under the direct supervision of a teacher or other staff member**
  - **On school buses or in any other moving vehicle**
- **Use of non-school computers must be approved with an approved virus protection before using in school. Non-school issued computers will not be able to access all of the school/network resources.**