

## CODE OF CONDUCT APPENDIX

### LAPTOP AND PERSONAL ELECTRONIC DEVICES RULES AND CONSEQUENCES

The Raymond School District has developed the following rules and consequences in order to provide your child with the best technology training and access possible. Since this technology is very costly, consequences for misuse have been developed to promote the highest level of student responsibility.

Any reference to “laptop” in these Rules and Consequences shall be construed, where appropriate, to include laptops, computers, cell phones, PDA’s, i-pods and other personal electronic devices, either owned by the Raymond School District and used by a student, or privately owned and used by a student in school or to access a school network.

Each student is responsible for their own laptop. At no time should a student allow another student to use their laptop. Every effort shall be made to identify the actual perpetrator of any damage to a laptop, however, ultimately, such damage is the owner’s or using student’s responsibility, whether or not they did the damage. The Raymond School District will not be responsible for damage done to a laptop, whether owned by Raymond School District or privately owned.

Penalties for infractions of the following conditions, in the form of loss of use of a laptop, are listed below (this list is not exclusive, other infractions not listed here shall incur penalties at the principal’s discretion):

<b><u>Infraction</u></b>	<b><u>Maximum Penalty</u></b>	
1. Student generated hardware problems or damage	1 <sup>st</sup> offense	1 week
	2 <sup>nd</sup> offense	1 month
2. Internet histories found empty or erased when periodic checks are done	1 <sup>st</sup> offense	verbal warning
	2 <sup>nd</sup> offense	1 week
	3 <sup>rd</sup> offense	1 month
3. Use of unapproved programs or sites	1 <sup>st</sup> offense	verbal warning
	2 <sup>nd</sup> offense	1 week
	3 <sup>rd</sup> offense	1 month
	4 <sup>th</sup> offense	loss for remainder of year
4. Intentional destruction of any part of a laptop	1 <sup>st</sup> offense	1 month
	2 <sup>nd</sup> offense	loss for remainder of year
5. Food and drink around laptop	1 <sup>st</sup> offense	verbal warning
	2 <sup>nd</sup> offense	1 week
	3 <sup>rd</sup> offense	1 month

6. Laptop left in another room or location at the end of the day	1 <sup>st</sup> offense	verbal warning
	2 <sup>nd</sup> offense	1 week
	3 <sup>rd</sup> offense	1 month
7. Laptop not shut down properly	1 <sup>st</sup> offense	verbal warning
	2 <sup>nd</sup> offense	1 week
	3 <sup>rd</sup> offense	1 month
8. Laptop not put away and/or plugged in at day's end	1 <sup>st</sup> offense	verbal warning
	2 <sup>nd</sup> offense	1 week
	3 <sup>rd</sup> offense	1 month
9. E-mail without teacher approval	1 <sup>st</sup> offense	verbal warning
	2 <sup>nd</sup> offense	1 week
	3 <sup>rd</sup> offense	1 month
10. Laptop and peripherals not brought to class when needed	1 <sup>st</sup> offense	verbal warning
	2 <sup>nd</sup> offense	1 week
	3 <sup>rd</sup> offense	1 month
11. Printing without teacher approval	1 <sup>st</sup> offense	verbal warning
	2 <sup>nd</sup> offense	1 week
	3 <sup>rd</sup> offense	1 month
12. Internet article printed whole instead of being cut and pasted to an Apple works document	1 <sup>st</sup> offense	verbal warning
	2 <sup>nd</sup> offense	1 week
	3 <sup>rd</sup> offense	1 month

Any serious, habitual misuse of a laptop by a student will result in confiscation or permanent loss for the remainder of that school year. All student incidents will be recorded on the Electronic Use Incident Record Sheet by the teacher and turned in to the MLTI teacher leader who will record the incident in the database. When any student reaches the point where confiscation or loss of privileges occurs, the student will be given a Parent Information Form stating the specific offense and penalty. This form shall be taken home for parents to sign and then returned to school.

Privileges will not be restored to a student until the signed Parent Information Form has been returned to the MLTI teacher leader.

Additional disciplinary action may be pursued if a student has purposefully or willfully damaged a laptop.