

Laptop Usage and Care

Windham Middle School 0809

Student Use Guidelines

- Desktops and the configuration of the desktop must not change.
- Dock must remain the same.
- No screen savers will be allowed other than the ones provided within the established system.
- Students should not take their laptop home unless homework has been assigned and there is a need for its use at home.
- Email is not allowed unless specific permission has been approved by the teacher for retrieval of an assignment.
- All athletes must not take their computers to practice, home games, or on the team bus to an away game. Athletes must store their computers within the laptop cart located within the gym or within their locker. Laptops can be retrieved after away games by coming to the school and seeking custodial help is necessary.
- Laptops must be hung on the assigned hooks during lunch for that grade having applied arts in the afternoon.
- Laptops must not be left on student desks while those students are in lunch.
- Histories must not be erased. Regular history checks will occur.
- **If students are caught with changes within the configuration of the laptop, they must stay for a detention and return all aspects to their original setting. If they can not, the laptop will be re-imaged with possible loss of work.**
- **Students who use the laptop for cyberbully will lose their laptops for at least one week on the first offense. The laptop will be returned with no airport access.**
- **Students can lose airport privileges at any time as a result of improper WEB use. If this occurs, the printing of assignments must be accomplished through the use of a disc drive and teacher assistance.**

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Teacher responsibilities and expectations

- Daily inventories must be maintained within the carts. A student can be assigned to monitor this practice.
- Carts must be locked at the end of the day.
- Loss of laptop privileges or perhaps lost work will occur if strikes exceed 5 or if the student is unable to reconfigure changes he or she has made to the original desktop and systems.
- Teachers must regulate take-home practice to ensure that students not having homework are not taking laptops home.
- Laptops not in use within the classroom must not be placed on the floor in a safe area where they can not be stepped on.
- Teachers will monitor and regulate minor infractions that exit within rules defined within their room that are separate from those outlined within the Laptop Disciplinary Procedures. Strikes applicable to the defined procedures must be reported to Sherry Dolloff.
- The strike database will be accessible to staff to allow the monitoring of behavioral history.