

Archbishop Rummel High School
Personal Laptop Usage Policy

The use of personal laptop computers on campus is a privilege which the school grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in this document. This is an addendum to the student's signed Acceptable Use Policy, which is on file with the administration, and does not replace that document in any way. All policies set in place in the AUP continue to apply when the student uses his personal laptop computer on campus. Students must also submit the Laptop Permission slip signed by themselves and their parents.

- ❖ Archbishop Rummel High School assumes no responsibility or financial liability for any damage the student or parent suffers, including but not limited to theft, physical damage, loss of data or software malfunctions of the personal laptop computer. If a laptop computer appears to have been stolen, the student will immediately report the incident to the Technology Director, who will disable wireless access for the unit and notify the Disciplinarian, who will determine the appropriate extent to which an investigation should occur.
- ❖ Students may only use their personal laptops in the Library or in a classroom with a teacher present. The student must adhere to any additional guidelines which the classroom teacher or library personnel may require. The use of the laptop may in no way disrupt or distract from the learning environment.
- ❖ The student is responsible for coming to school with a fully charged laptop and may not connect his laptop to any classroom outlets. He is responsible for his own laptop; it should not be used by or left in the care of others on campus.
- ❖ Student use of a personal laptop on campus must be in support of education and research. It must be consistent with the educational objectives of Archbishop Rummel High School. On campus, students may not use personal laptops for games, chat, DVD viewing or other forms of entertainment. Students may not even store, much less access, files containing inappropriate materials on their laptop.
- ❖ Students may connect wirelessly (and only wirelessly) to the school's network backbone, so they will be able to access the Internet. However, they may not do so in a classroom without **explicit** teacher approval. Only appropriate materials as described in the AUP should be accessed. Students are strictly prohibited from using peer-to-peer software, file sharing programs, telnet or messenger programs as well as other resource intensive applications (e.g. Kazaa, Lime Wire, Morpheus, Napster).
- ❖ Students must surrender their laptops to any teacher or administrator upon request and must allow these authorized personnel to examine the system to determine whether established policies have been violated. Such action may require that the laptop be taken to the Technology Director.
- ❖ If a student is suspected of violating the Laptop Policy or the AUP, the Disciplinarian will consult the Technology Director to determine the appropriate course of action, including but not limited to
 - disallowing Internet connectivity by revoking the network registration
 - prohibiting the laptop from being brought on campus
 - prohibiting laptop use in specific areas
 - standard disciplinary actions such as detention or probation