

# NYOS Charter School

## Guidelines for Personal Use of Student-Owned Laptops in School

NYOS Charter School provides all students in grades 7-12 access to a wireless network and the option of bringing in a personal laptop as a means to enhance their education. The purpose of this policy is to assure that students recognize the limitations the school imposes on their use of personal laptops. In addition to this policy, the use of any school computer, including personal laptop computers, also requires students to abide by the *NYOS Acceptable Use Policy* (AUP).

During the course of the school year, additional rules regarding the use of personal laptops may be added. If this occurs, any new rule will become a part of this policy.

### Guidelines for General Usage

NYOS Charter School provides the opportunity for students to bring a personal laptop to school to use as an educational tool. **The use of these laptops will always be at teacher discretion.**

1. Students should fully charge their laptop prior to bringing the equipment to school. If a student laptop is in need of a charge, it is under the discretion of the student's teacher.
2. Students must obtain teacher permission before using a personal laptop during classroom instruction.
3. Student use of a personal laptop must support the instructional activities currently occurring in each classroom and lab.
4. Students must turn off and put away a personal laptop when requested by a teacher.
5. Students should be aware that their use of the laptop could cause distraction for others in the classroom, especially in regards to audio. Audio must be muted. If an assignment requires audio, a teacher may request or allow audio through headphones.
6. Students may use their personal laptop before school, at lunch, and after school for instructional purposes in classrooms or library with adult **supervision only**. If an adult asks a student to put his/her laptop away because of games or other non-instructional activities during these times, the student must comply.
7. Students should not loan their computer to others. The content and the files management on a laptop is the sole responsibility of each owner –at all times.

### **Additional Software**

Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Only software that is licensed to a laptop is to be on a laptop
- Games are not to be brought to school on your laptop or external media. Computer images that are obscene, violent or pornographic are not allowed to be displayed or stored on your laptop.
- File sharing programs (i.e. Limewire, BearShare, KazaaLite, etc.) are not allowed on the laptops or external media.

8. The school reserves the right to access an individual's laptop at any time. Students engaged in off-task activities during a class may have their laptops taken for inspection.
9. Students must keep their laptop in a backpack or computer safe bag.
10. Students should not leave their laptop unattended in hallways, classrooms, cafeteria, or unlocked lockers.
11. Students will not be allowed to access school printers from their laptops. Students must continue to use individual flash drives to save their work.
12. NYOS Charter School technology department does not support the hardware or software on personal laptops.
13. Students may register only one laptop. If the laptop becomes dysfunctional, the technology department must be notified.

### **Consequences of General Usage**

If students refuse to comply with the above guidelines, the laptop will be confiscated and personal laptop privileges may be denied.

Any student who violates the AUP, risks losing access to all school computers as well as the privilege of bringing in their own computer.

### **Laptop security risks**

#### **1. Student Responsibility**

NYOS Charter School accepts no responsibility for personal property brought to the school by students. This includes laptop computers and other personal digital devices.

Students who choose to bring a laptop to school assume total responsibility for the laptop. Laptops that are stolen or damaged are the responsibility of the student and their parents or guardians.

Students should take all reasonable steps to protect against loss or damage of their personal laptop.

#### **2. Access Control and Authentication**

1. To use a laptop within the school, students must register the MAC address and serial number of the laptop with the Technology Department.
2. Students can only access the internet and the school network via a wireless connection using "guest" access. **Any student found connecting his/her laptop to the network using an Ethernet cable plugged into a wall jack will have his/her laptop confiscated and lose personal laptop access privileges.**
3. No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school personnel.

**Complete & Return this page for registration purposes. Registration with the technology staff will be offered in the library on Thursday mornings from 7:45 a.m. – 8:20 a.m.**

I have read the *Guidelines for Personal Use of Student-Owned Laptops* in School. I recognize all responsibilities that are involved for student use. I understand that any violation of the Acceptable Use Policy or the guidelines specific to personal laptops will result in the immediate loss of network access privileges at NYOS Charter School. I recognize that parents will be contacted if a violation occurs, and any consequences delineated in NYOS Charter School Code of Conduct will be enforced.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **Contact Information**

Required parent contact information:

Email: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Tech Specialist Use Only**

Date: \_\_\_\_\_

MAC Address: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Computer Name: \_\_\_\_\_

Signature of Technology Dept: \_\_\_\_\_