

St. Paul's School Personal Laptop Agreement for Students

Middle School students are allowed to use personally owned laptops and netbooks to access the school's wireless network. This wireless access by personally owned laptops or netbooks is to be used as a means to enhance the student's education experience and is for educational purposes only. Permission to bring and use personal laptops or netbooks is contingent upon adherence to the following guidelines. The use of a laptop computer at school is optional, students have access to the computer lab. **Students are not required to bring a laptop computer to school.**

Guidelines

- 1. Students will only be allowed to bring laptops to school upon return of this agreement signed by the parent and student. Students with laptops at school will have access to the internet. A St. Paul's School authorization label for approved access will be placed on the laptop and must always be visible for use at school.**
2. No personally owned laptop should ever be connected by cable to the school system network. This network access is through the **wireless connection only**. No one is allowed to connect a personal laptop to the network by an Ethernet cable plugged into a wall jack in the school.
3. Teacher permission is necessary for student use of a personal laptop in the classroom.
4. The laptop must be turned off and put away as requested by the teacher.
5. The use of the laptop is solely limited to support the instructional activities currently occurring in the instructional environment. The laptop may be used for educational purposes only; email, social networking sites, iTunes, etc. are not permitted on campus.
6. All sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities. Headphones of any type are not permitted.
7. Video filming or webcams are not permitted.
7. Students may use laptops in the library with the librarian's permission. Laptops are not permitted on the playground, lunch tables, or during detention.
8. The personal laptop/netbook owner is the only person allowed to use the laptop.
9. Failure to follow these rules will result in a loss of laptop privileges.

Laptop/Netbook Security Risks

Laptops and other portable electronic devices are especially vulnerable to loss and theft. The student must be responsible and aware of all risks. Students who bring personally owned items on school property must assume the total responsibility of these items. **Laptops and all other**

portable or digital electronic items that are lost, stolen or damaged are the responsibility of the student and their parents or guardians.

Laptops, netbooks, and all other portable electronic devices should NEVER be left unattended for ANY period of time by the owner. If a laptop is found unattended, it will be turned into the school office. It is recommended that all laptops use an antivirus program with regular updates.

Parent and Student Agreement

I have read the Personal Laptop Policy and understand that all personal laptops and netbooks brought on to St. Paul's School campus are to be used for approved educational projects only.

I understand that violation of these provisions may result in the confiscation of a personal laptop/netbook or other portable electronic device by the school. Confiscated laptops will be returned to parent or guardian.

I give my permission for my student, (please **print** name) _____
to use a personally owned computer on the wireless network at St. Paul's School

Parent signature _____ Date _____

I understand the above rules and policy for using a personally owned computer on the wireless network at St. Paul's School and agree to follow the rules outlined.

Student signature _____

Date _____

Laptop brand _____

Identifying serial number _____