

Student Laptop Computer Policy

Introduction and Purpose: This policy describes the expectations, care, and software policies for laptop computers supplied by Saint Paul Lutheran School to enrolled students.

These laptop computers are supplied by the Sentry Foundation Technology Grant for students in fifth through eighth grade as an education tool. If a student is furthering their education at Wisconsin Valley Lutheran High School or another private institution they will be permitted to keep their laptop at the end of their eighth grade year after maintenance is performed.

Laptops will be stored and maintenance performed on them at the school during the summer. Laptops will be checked in at the end of each school year.

Saint Paul Lutheran School retains the right at any time to investigate or review accounts, laptops, and any email or other media accessed, created, or stored on the laptops. The school has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason. Users have no right or expectation of privacy for any use of the laptop or the school network.

Expectations: Laptops are provided as an educational tool. Each educational tool supplied to a student carries responsibilities (eg. textbooks must be available daily and well cared for). The students' responsibilities for their laptops are:

- Ensuring that these policies are followed on their assigned laptop whether in school or out of school and regardless of who is using the laptop.
- Ensuring that their laptop is charged and ready for school each day. Students are responsible for charging their laptop each night.
- Bringing their laptop to school each day. A computer left at home will be treated the same as if textbooks or homework were left at home.
- Secure their laptop. Laptops are easily stolen. Laptops should not be left in an unlocked car, when travelling do not check through as luggage, and they should not be left unattended in a public area.
- If a laptop is lost or stolen the family is responsible for replacement cost.

Laptop Care: Laptops will carry an extended warranty which will cover their repair during the period they will be in use at Saint Paul Lutheran School. However, replacement costs and/or the repair for damages that are not covered by the warranty and that occur to the laptop while it is in the possession of the student is the responsibility of the parent/guardian.

If the laptop is stolen, it should be reported to the local police authorities and St. Paul Lutheran School personnel immediately.

Other notes:

- Do not expose the laptop to excessive heat or cold.
- Do not carry the laptop in an open position. Always close the lid/screen.
- Use the supplied carrying case to transport the laptop.

Software Policies

The laptop is supplied as an educational tool. As an educational tool it is imperative that the laptop is capable of functioning as expected.

- The software originally installed must remain on the laptop, be maintained in usable condition, and be easily accessible at all times.
- Students are responsible for maintaining the integrity of software required for facilitating academic activities. Do not install any software to the laptop without prior coordination and approval; it could change the systems setup and make the laptop unusable. Attempts to disable installed software on the laptops are forbidden. Only licensed software is allowed to be installed on a computer.
- Games are not to be brought to school on your laptop or external media.
- Obscene images are not allowed to be displayed or stored on your laptop.
- File sharing programs (i.e. Limewire, BitTorrent, etc.) are not allowed on the laptops or external media.

Disciplinary Policies

Violation of the laptop policies and procedures may result in any of the following actions:

- Depending on the seriousness of the violation, the laptop may be wiped and all software reinstalled, laptop privileges may be suspended, parent notification or other school disciplinary procedures may be used including pink slips, detentions, suspension, or expulsion.
- A fee of \$30 may be charged to wipe and reinstall laptop software if it is determined that a student willfully violated these policies.