

Technology Use Guidelines

High school students will be provided with a school owned laptop and charger, and a single student owned laptop bag. Junior high school students will be provided with a school owned laptop.

All students will additionally be provided with access to the internet and appropriate school computer systems. Some classrooms will contain additional computer or electronic equipment specific to the class and for the student's use.

All provided equipment and services are subject to this agreement.

Physical Equipment

1. The student and parents / guardians are ultimately responsible for any loss or damage done to school owned equipment.
2. Maintain all the equipment such that it is returned in the condition it was received in.
3. Responsibility for returning the equipment and verifying it was received rests on the student and their parents/guardians. Equipment should be returned to the normal staff in the high school library, or the IT Manager. Procedures for returning equipment at the end of the year will be provided at that time. Do not leave equipment with teachers or other employees expecting them to take care of it.
4. Transport of the laptop and charger must be done using the school provided laptop bag, or a student or parent / guardian provided equivalent. No other gear of any kind should be kept in this bag. Always treat the bag and its contents with care to prevent damage to the computer.

Accounts, Services, & Usage

1. Internet access is filtered in accordance with local laws such as CIPA. Students will not circumvent this filtering in any way. This filtering is designed to protect the student from accessing inappropriate content while using the school network.
2. Students will maintain a unique password conforming to the current school password standards for any school provided accounts. This includes email (Gmail), and the student information system (Aeries). Passwords will never be shared. Passwords should not be used with other external services.
3. Lost passwords should be reported to the high school office. They will reset the password for you.
4. Student profiles, backgrounds, and themes must be school appropriate.
5. Audio in classrooms will remain off at all times unless permission is obtained from the teacher. Headphones may be used in classrooms with teacher permission.
6. Students may print to school printers when they receive permission. Printers for students will be provided in the library.