

Miss Humphrey's Classroom Technology Policy

Policies regarding the handling and transport of classroom laptops:

- Keep your laptop closed, and hold it against your body with both hands when transporting it.
- Do not leave your laptop vulnerable-logged on, unattended, or not in your possession.
- Do not loan, share or trade your assigned laptop with anyone.
 - Each computer is numbered and assigned to a particular student. You must use only the laptop assigned to you.
- Inspect the condition of the laptop at the beginning of each use.
 - Report any concerns to Miss Humphrey immediately to avoid the risk of being held responsible for damage.
- Laptops are to remain on the desktops or tabletops.
 - Never place a laptop on the floor or on a book or binder.
- Use only appropriate and reasonable pressure on the keys to type.
 - Never hold down, rapidly tap, nor pound the keys, any way that could loosen the keys.
- Never use more than adequate pressure to open or close the laptop.
 - Neither are you to hyperextend the lid, slam it closed, nor close it with a pen/pencil/other object inside.
- Use only adequate pressure to attach peripherals.
 - Nothing is to be forced into the ports.
- No food or drink near the laptop.
- When returning the laptop, gently place it in its correspondingly numbered slot in the charging cart.

Appropriate use of classroom laptops:

- The computer is to be used only for assigned academic purposes.
- A specified Google Account will be created in class for collaborative e-communication and should be used for legitimate school business only.
 - Irrelevant e-communication is considered being off task and will be treated as a disciplinary infraction.
- Students are responsible for protecting their user accounts by logging off when not at their computer or at the end of use.
 - Anything that transpires under student's ID/password is the responsibility of the student assigned to use that computer.
- Students are responsible for his or her user IDs and passwords to their respective accounts.
- File storage is limited to academic coursework only.
- Students are responsible for saving or backing up their documents.
 - Lost data will not be an excuse for missing work.
- Users will not change any settings of school-supplied device or software.
 - Wallpaper, icons, or other settings.

Consequences for breach of these policies include crib sheet procedures, office referral, and/or suspension or termination of laptop privileges.

Dear Parents and Students,

Please sign and return this page of the policy to indicate understanding and agreement with the classroom policies for laptop use. Please keep page 1 for your records. Without this agreement, the student will be given alternative assignments to be completed by hand outside of class.

Thank you for your cooperation,

Jessica Humphrey
English 8, English 8 Pre-AP, ESL
Fulbright Junior High
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I have read, understand, and agree to the policies regarding laptop use in Miss Humphrey's English 8, Pre-AP, and/or Seminar class. As well, I understand these policies are in addition to and secondary to all BPS technology policies.

Student Name (printed)_____

Student Signature_____

Date_____

Parent/Guardian Name (printed)_____

Parent/Guardian Signature_____

Date_____