

STUDENT LAPTOP EXPECTATIONS

1. CHARGE IT AND BRING IT

You are encouraged to take the laptop home every day after school. If for some reason you do not have a secure place to store your laptop, please contact your teacher to make arrangements to store/charge it at school.

Bring your laptop to school each day, fully charged and ready to use. Not doing so is the same as not coming to class prepared. Please leave the charging cable at home.



2. KEEP IT SECURE

Do not let others use your laptop, username, password, or locker. Also, do not leave the laptop unattended in common areas like the gym, locker rooms, cafeteria, hallway, bathrooms, library, unlocked classrooms, etc.

3. AVOID DAMAGE



Always keep your laptop in a safe place to avoid damage. This includes avoiding extreme temperatures (such as vehicles in the extreme heat or cold), sharp or heavy objects (even textbooks), food/drinks, and weather (rain and snow). It would be a good idea to carry your laptop in a plastic, waterproof bag in the event you are walking home in a downpour.

4. USE IT RESPONSIBLY

Pictures and videos taken on the laptops should be for instructional purposes only. They may not be shared, posted, or published without permission. If students are found to be in violation of this expectation, disciplinary action will result, as well as consequences such as having the camera feature disabled.

Keep all digital interactions and communication respectful and relevant to school. This is not the time or place to use social media.

Bandwidth is limited. Avoid usage of streaming music or videos unless it is assigned by a teacher.



5. REPORT ISSUES IMMEDIATELY

If your laptop becomes damaged, lost, or does not work properly, you must report it immediately to the media center/library. Do not take a district-owned laptop to an outside agency for repairs or maintenance.

6. USE IT RESPECTFULLY

Take your eyes off the laptop when others are speaking. Follow each teacher's rules for technology use.

Sound should be turned off on your laptop unless specific permission is given by the teacher. Earbud usage is also at the discretion of the teacher.



7. TAKE CARE OF IT

The laptops are school district property and may not be defaced, destroyed, or personalized in any way. This includes stickers, markers, labels, etc. Laptops will be collected at the end of each school year. If for some reason you withdraw or leave the district, you must return the laptop.



Clean the screen with a soft, dry cloth. Do not spray anything on the laptop to clean it. If necessary, lightly mist a cloth and then wipe the monitor and/or keyboards to clean.

You will be issued the same laptop at the start of each school year, so treat it with care. Carry it by the handle or with two hands, never by the lid/screen. Use the protective sleeve that was issued with the laptop when transporting your laptop in a bag.

8. BROWSE SAFELY

Internet access will be filtered while at home and at school. There are many ways to use the laptop offline if you do not have internet at home. Some of these things may require you download a document or turn on an "offline" feature while connected to the wi-fi at school.

All rules and guidelines are in effect before, during, and after school hours, for all CCSD computers whether on or off the school campus.

***** The district's Acceptable Use Policy must be followed at all times. *****