

Code of Ethics
Be Respectful, Be Responsible, Be Resourceful
“With great power comes great responsibility.”

In addition to the provisions of the Los Angeles Unified School District Acceptable Use Policy, the following items apply to students participating in the West Hollywood Learning Program:

1. Students will use their laptops during the school day and at home **for school-related purposes only**. Laptops may only be used in class or in the library during the school day.
2. Students will bring their laptops to school each morning with the batteries fully charged.
3. Students will transport their laptops to and from school in their protective sleeves or cases and will store them in a secure location when not in use. Students will their laptops at the check-in/check-out desk after school.
4. Students will keep their laptops clean. Students may use protective cases (without logos) on their laptops but may not adhere stickers or other items that might deface or damage the laptop or other components.
5. Files, including documents and projects, must be placed into appropriate folders, and desktops will be kept orderly.
6. No attempt will be made without permission to load additional software on the laptops that interferes with the educational purpose of the program.
7. Students will **immediately report** all malfunctions, damage, or loss of a computer to a classroom teacher or technology support staff member.
8. Students will only access the Internet at school while under the supervision of a staff member. **No attempt will be made to clear the history folder**. The Internet will be accessed at home only under the supervision of a responsible adult.
9. Unless part of a school project and with the knowledge of a school staff member, students will not use email, instant messaging, or enter chat rooms or online forums at school and at home.
10. No attempt will be made to alter parental controls and passwords on an Admin account. Computer settings such as desktop backgrounds and display settings under System Preferences will not be altered to help maintain uniformity.

Students: I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action and or/the suspension of my technology access privileges.

Student Name

Student Signature

Parents: As the parent or guardian of this student, I have read and agree to the provisions of this agreement and will monitor my child's use of the laptop in order to ensure appropriate usage at home.

Parent Signature