

West Hollywood Elementary Laptop Use Expectations

Parent Responsibilities	Student Responsibilities
<p>Your child has been issued a laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's laptop computer:</p>	<p>Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop computer home each day to retain its use throughout the school year, you must be willing to accept the following responsibilities:</p>
<ul style="list-style-type: none"> *I will supervise my child's use of the laptop computer in an open area at home. *I will discuss family values and expectations regarding the use of the Internet at home and will supervise my child's use of the Internet. *I will not attempt to clean or repair the laptop computer. *I will report to the school any problems with the laptop computer the following school day. *I will not load or delete any software from the laptop computer including any instant messaging software. *I will make sure my child recharges the laptop computer battery nightly. *I will make sure my child brings the laptop computer and charger to school every day. *I understand that if my child comes to school without his/her laptop computer I may be called to bring it to school. *I understand that my student should only use the school's Internet connection for research or information gathering that is directly related to academic assignments. 	<ul style="list-style-type: none"> *I will treat the laptop computer with care by not dropping it, getting it wet, leaving it outdoors or in vehicles, or using it with food or drink nearby. *I will carry the laptop computer at all times in the carrying case provided including passing between classes. *I will always carry the laptop with two hands when outside the bag. *I will set the laptop bag down gently to avoid damage to the laptop and bag. *I will not loan the laptop computer to my friends; it will stay in my possession at all times. *I will not load software from CDs or the Internet onto the laptop computer; this includes any email or instant messaging software. *I will not remove programs or files from my laptop computer. *I will save all my work on my network space provided by the school or on a CD backup or jump drive (flash drive); further, I am responsible for my saved information in order to meet assignment deadlines. *I will follow the Acceptable Use Policy when using the Internet on the laptop at home and at school. *I will honor my family's values when using the Internet. *I will not give personal information when using the Internet. *I will not attempt to clean or repair the laptop computer. *I will recharge the laptop computer's battery each night, including weekends. *I will bring the laptop computer and charger in the laptop bag to school everyday. *I will follow the directions of each classroom teacher and West Hollywood Elementary staff member. *I will abide by the rules of the classroom, school, and school district. *I will only use the laptop computer in class or in the Library during the school day. *I will not attach or affix any decals or stickers that may deface or damage the laptop or other components. *I will place files, documents and projects in their appropriate folders to keep the desktop orderly. *I will not attempt to clear the Internet history folder. The internet will be accessed at home only under the supervision of a responsible adult. *Unless part of a school project, I will not use email, instant messaging, enter chat rooms or online forums at school and at home. *No attempt will be made to alter parental controls and passwords on the Administrator account. Computer settings such as desktop backgrounds and display settings under System Preferences will not be altered to help maintain uniformity.
<p>Please sign below indicating that you agree with and accept West Hollywood Elementary's laptop expectations.</p> <p>Parent signature _____</p>	<p>Please sign below indicating that you agree with and accept West Hollywood Elementary's laptop expectations.</p> <p>Student signature _____</p>