

Instruction

Administrative Procedure: Personal Use of Student-Owned Laptops in School

Kings High School provides students access to a wireless network and the option of utilizing a personal laptop as a means to enhance their education. The purpose of this procedure is to assure that students recognize the limitations that the school imposes on their use of personal laptops. In addition to this procedure, the use of any school computer, including laptop computers (personal or school owned), also requires students to abide by the Kings Local School District's, *Acceptable Use Policy – Access to District Computers and Electronic Networks*. Students will only have access to the internet in the posted "Hot Spots" throughout the school. Students must be seated and working independently while on their personal computer.

During the course of the school year, rules regarding the use of personal laptops may become a part of this procedure.

- **Cell phones are still prohibited during school hours.**
- **All other handheld devices are still prohibited. (i.e. iPod-touch)**

General Usage

Kings High School provides the opportunity for students to bring a personal laptop to school to use as an educational tool. **The use of these laptops will be at the discretion of the teacher.**

1. Students must obtain teacher permission before using a personal laptop during classroom instruction.
2. Student use of a personal laptop must support the instructional activities currently occurring in the instructional environment.
3. Students must turn off and put away a personal laptop when requested by a teacher.
4. Students should be aware that their use of the laptop could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio must be muted, and headphones should not be used during instructional time.
5. Students may use their personal laptop before school, at lunch, and after school. The laptop should be used for educational purposes during these times. If an adult asks a student to put his/her laptop away because of games or other non-instructional activities during these times, the student must comply, or appropriate consequences will be assigned.

Consequences of General Usage

If students refuse to comply with the above guidelines, the following consequences will apply. Student infractions will be documented as a referral for each offense. The consequences for these infractions are outlined below:

- 1st Offense = Laptop will be confiscated until the end of the school day, when the student may retrieve it.
- 2nd Offense = Laptop will be confiscated until the end of the day, when the student's parent must retrieve it.

- 3rd Offense = Loss of laptop privileges for the remainder of the year.

Laptop Security Risks

Laptops and other portable computing devices are especially vulnerable to loss and theft. Opportunistic and organized thieves will target these devices in school, on school grounds, and on buses.

To counter these risks, security will be addressed in same manner as outlined under “Student Personal Property” in the Student Handbook in addition to these steps detailed below;

1. Student responsibility; through increased user awareness of the risks.
2. Physical security; both in school, on school property, and when traveling to and from school.
3. Access control and authentication; do not give out login information or allow multiple users on student-owned equipment.

1. Student Responsibility

Kings High School or teacher accepts **no responsibility** for personal property brought to the school by students. This includes laptop computers and other personal digital devices.

Students who choose to bring a laptop to school assume **total responsibility** for the laptop. Laptops that are **stolen or damaged** are the responsibility of the student and their parents or guardians.

Students should take all reasonable steps to protect against the theft or damage of their personal laptop.

2. Physical Security

Users should take the following physical security preventative measures.

- Laptops should NEVER be left unattended for ANY period of time. When not in use, it should be locked in the owner’s school locker.
- Laptop computers must not be:
 - Left unattended at any time (**If a laptop is left unattended it will be picked up by staff and turned into the Office.**)
 - Left in view in an unattended vehicle.

3. Access Control and Authentication

- Students can only access the Internet via a wireless access. **Any student found connecting his/her laptop to the network using an Ethernet cable plugged into a wall jack will have his/her laptop confiscated and lose personal laptop access privileges.**
- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.
- No student shall install District-owned licensed software on their personal laptop.