



## Student Personal Computer Use Policy

### 1. Purpose

- a. To have a clear policy on students' personal computer and Laptop use at HPS/Br.

### 2. Policy

- a. It is HPS/Br. policy to permit the use of personal computers and Laptops under the below stated guide

### 3. Scope

- a. HPS/Br. Students

### 4. Definition

- a. EMS/HS Coordinator: Middle School/ High School Coordinator

### 5. Procedure

- a. Students need a previous permission from their teacher(s) in order to bring in their personal laptops and computer tablets to school
- b. Students' personal computers are intended for educational use only
- c. Any use that interferes with educational purposes is a violation to this policy and will result in disciplinary action
- d. Students who observe a violation to this policy are required to report another user's misbehavior on computers to the teacher immediately
- e. Laptop Guidelines
  - i. Laptops should be kept inside the school bag until permitted use
  - ii. Students should only use their own laptop unless given permission by the owner and the teacher
  - iii. Teachers should be able to see the laptop screen at all times
  - iv. Laptop volume should be muted unless otherwise instructed by the teacher
  - v. Students should NOT listen to music nor stream videos unless it is part of the class assignment and with the teacher's permission
  - vi. Students should tilt their screens when the teacher instructs "Screens down"
  - vii. Wallpaper and themes should be school appropriate
  - viii. Movement around the room should be limited when laptops are in use
  - ix. Laptops will ONLY be used to complete the relevant classroom assignment(s)



- x. Students should NOT check email, visit a social networking site, chat, or play games while using the laptop in class
- xi. Students should not take the laptop down to recess
- f. Consequences:
  - i. Any student violating directions will receive a warning
  - ii. With the second violation to directions, the student will be required to put the laptop away and will receive a zero for the” in class activity”
  - iii. As a consequence and upon the teacher’s discretion, the laptop may be confiscated and turned in to the office of the MS/HS Coordinator

## 6. References

- a. Related documents:
  - i. MS/HS code of Conduct
  - ii. Intervention Ladder

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