

TWIN VALLEY SCHOOLS USD 240
ACCEPTABLE USE POLICY
LAPTOP REGULATIONS FOR STUDENTS

- Only USD 240 laptop computers and wireless peripherals are allowed in the building during the instructional day unless approved by school officials.
- Students may not deface, mark or damage any surface of the iBook.
- Never leave the laptop unattended in hallways, classrooms, lunch room, unsecured locker or other unsecured spaces. This practice should also be followed during activities outside of school time such as sports practices, rehearsals or events.
- Always close the laptop before transporting it through school hallways, classrooms or at home
- Do not leave the laptop in unlocked vehicles. Also avoid leaving it in extreme hot or cold temperatures.
- Protect the LCD screen from damage. Do not touch the screen, place any foreign objects on the keyboard or spray with glass cleaner. Use only a static free soft cloth to clean the screen.
- Any malfunctions of the hardware or software should be reported to the school immediately.
- The laptop is owned by the school and can be checked at any time or taken away for disciplinary reasons.
- The school's internet connection should be used only for research or information gathering directly related to academic assignments or extracurricular projects supervised by the district.
- Any form of rude, abusive, threatening or otherwise inappropriate language is not permitted.
- Pornographic, obscene or vulgar images, sounds, music or other materials such as screensavers, backgrounds or pictures are prohibited.
- Do not install additional anti-virus software as it will corrupt existing configurations.
- Use the electrical adapter whenever possible to extend battery life.
- Follow all classroom standards and rules for use of the laptop as established by teachers.
- File sharing must be approved and directed by the instructor.
- Do not reveal personal information online.
- No online chatting at school or downloading of chat software unless required by a specific assignment and under a teacher's supervision.
- Laptops may not be used to play music from either audio CDs or online music sources during the school day unless approved by a teacher and under the teacher's supervision.
- Personal email is not allowed during class time except as a classroom assignment.
- No music or video files may be downloaded and stored on the hard drive.
- Backup of document files is the responsibility of the student.
- **Never** give your internet password to anyone!