

INSTRUCTION**Rules and Regulations - Laptop Computer Access and Use**

The Bannockburn School District has a program in place to allow staff and students to use school laptop computers in order to enhance, enrich and facilitate teaching and learning. A one to one laptop program for student use in grades 5 – 8 is currently in place. Students are to use school laptops only within the school building. The School's laptops are to be used as a productivity tool for school-related business, curriculum enhancement, research and communications. Staff members only may use the School's laptops for limited personal purposes at school or home subject to this policy's rules and regulations and its limitations therein.

Staff and students shall exercise appropriate judgment and common sense when using the School's laptop computers. All laptops and related equipment and accessories are School property and are provided to the staff and students for a period of time as deemed appropriate by the school's administration. As a condition of their use of the School's laptop computers, staff and students must comply with and agree to all of the following:

- Prior to being issued one of the School's laptop computers, staff and students will sign the Laptop Computer Acceptance Form and agree to all outlined policies.
- Staff and students should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with the technology administrator.
- Staff and students are expected to protect school laptops from damage and theft.
- Each staff member and student is monetarily responsible for any hardware damage that occurs and/or software damage (including labor costs) that are not covered by the laptop warranty program.
- Staff and students will not be held responsible for computer problems resulting from regular school-related use; however, staff and students will be held personally and financially responsible for any problems caused by their negligence as deemed by the School's administration. Staff and students will provide access to any laptop computer, equipment and/or accessories they have been assigned upon the School's request.
- If you have important data on the laptop you must back it up on your network folder, or other storage device, as a safety precaution against hard drive failure. The district will not be held responsible for data loss.