

PLEASE BE SURE TO SIGN THIS DOCUMENT

Student Use of Personal Laptops at International Academy – Okma Campus

Starting May 17, 2010, students will be allowed to access the wireless network at International Academy, Okma Campus, with their personal laptops. For this policy, a laptop is defined as an electronic communication device capable of internet access, word processing, and other school-related applications. This may include iPod Touch and other small internet devices. Use of cell phones or any of these devices for non-academic communication during the school day is prohibited.

Management and Supervision of Laptops

There will be no expectation that every student will have a personal laptop.

Permission to use laptops and charging of the laptops in any instructional area, including but not limited to classrooms, will be at the sole discretion of the supervising adult and/or classroom teacher.

Use of laptops in common areas will be allowed but subject to the restrictions stated in the code of conduct. If a student appears to be in violation of any Bloomfield Hills Schools district policy or IA policy, staff members should refer the student to an administrator.

Safeguarding personal electronic devices and/or laptops is the sole responsibility of the user. Students should monitor their own belongings at all times. IA is not responsible for storage of personal devices.

District Policies

Access to the wireless network at IA is governed by the Bloomfield Hills Schools district policy, *Electronic Information Access and Use Policy* (Policy 6710).

Excerpts from this policy:

The District...expects the staff and students to conform to ethical and legal standards in the use of technology and to demonstrate knowledge and responsibility in the use of resources, processes and systems of technology.

The District has the right to review and edit all publicly posted material and may remove any content that it finds to be objectionable or not in support of the District's goals. Nevertheless, because the District cannot comprehensively monitor the content of the equipment, the District is not responsible for unauthorized actions or resources.

The District does not warrant that the equipment meets any specific requirements or that it will be error free. The District hereby disclaims liability for any direct, indirect, incidental or consequential damages, including lost data, information, or time, sustained or incurred in connection with the use, operation, or inability to use the equipment. The District shall have no liability for any cause or action or other claim arising from the use of the equipment, whether from authorized or unauthorized uses.

Users are responsible for:

Using the equipment only for facilitation of learning and enhancing educational information exchange consistent with the goals of the District. Use of the equipment for private business, product advertisement, political lobbying, unauthorized entry into other computer systems, or for making any financial commitments is strictly prohibited.

Using only approved contamination free software that is properly purchased. Users are advised that unauthorized use of software may violate the copyright laws of the United States, that they are strictly prohibited from using any software in connection with District equipment unless such use is authorized by copyright owner and such authorization is fully documented in accordance with standards established from time to time by the system administrator. Users are advised to use extreme care in the transfer of files to avoid contamination of the system with viruses and that they will be held responsible for damages to the equipment resulting from inappropriate transfer of files.

Maintaining the integrity of the equipment, including the electronic mail system, reporting violations of privacy and making only those contacts that facilitate learning and enhance educational information exchange. Use of the equipment to make discriminatory or harassing statements, vulgarities, obscenities, or disparaging comments, including the transmission of pornography, is strictly prohibited.

Users acknowledge that there is no expectation of privacy in the use of the equipment. The District reserves the right to retrieve and review any message composed, sent, received, or stored through the use of the equipment.

Consequences of Inappropriate or Unauthorized Behavior

Users are liable for all consequences, including any monetary damages, resulting from unauthorized use of the equipment or failure to comply with this Electronic Information Access and Use Policy. The system administrator may, in his/her sole discretion, revoke the privileges and close the account of any user who fails to comply with any provision of this Electronic Information Access and Use Policy. Users violating this Electronic Information Access and Use Policy may be subject to additional disciplinary action in accordance with District disciplinary policies and guidelines.

General Usage

The Okma Campus of the International Academy 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 teacher discretion.**

1. Students must obtain teacher permission before using a laptop during classroom instruction.
2. Student use of a personal laptop must support the instructional activities currently occurring in each classroom and lab.
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 should be muted, since headphones should not be used during instructional time.
5. Students may use their personal laptop before school, at lunch, and after school in common areas only, such as the Media Center and ISC, or classrooms with the teacher present. The laptop should be used for educational purposes only during these times. If an adult asks a student to put his/her laptop away because of games or other non-instructional activities during the student must comply.

Consequences of General Usage Offence

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.

1st offense – Student offense will be documented and applicable consequences from the Code of Conduct will be enforced.

2nd offense – Student laptop privileges will be revoked for one week, a letter will be sent home to parents, and applicable consequences from the Code of Conduct will be enforced.

3rd offense – Student laptop privileges will be revoked for the remainder of the semester, and applicable consequences from the Code of Conduct will be enforced.

Laptops Security Risks

Laptops and other portable computing devices are especially vulnerable to loss and theft. Opportunistic and organized thieves may target laptops in school, on school grounds, and on transportation to and from school. Sensitive data can be harvested from a lost or stolen laptop that could cause embarrassment, loss of reputation, or have significant financial or commercial impact. To counter these risks, laptop security must be addressed in three ways:

1. *Student Responsibility*

The International Academy and Bloomfield Hills Schools accept 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 of or damage to their personal laptop.

2. *Physical Security*

Users should take the following physical security preventative measures:

- Personal laptops should **never** be left unattended for **any** period of time. Laptops must not be:
 - left unattended at any time.
 - left in sight in an unattended vehicle.

3. *Access Control and Authentication*

- Students may only access the internet via a wireless connection using “guest” access.
- 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.

Please sign and return below, and return this entire packet to the main office. A copy of this policy is available on the school website, as well as on Moodle.

All violations of the above policies and procedures will result in the immediate loss of network access privileges, the student’s parents will be contacted, and any applicable consequences delineated in the International Academy’s Code of Conduct will be enforced.

Student Name (Printed)

Grade

Student Signature

Date

Parent/Guardian Signature

Date