

Ludlow Independent Schools

Student Technology Contract/Acceptable Use Policy

Student Technology Contract & Acceptable Use Policy

The use of computer and other technology at Ludlow Independent Schools is a privilege that comes with a large responsibility. Failure to abide by the following guidelines may result in revoked privileges, or further consequences.

- CARE OF DEVICE: Students are responsible for the proper care and maintenance of the laptop computer AT ALL TIMES.** I will make arrangements to ensure that the laptop computer travels safely between school and home (when given permission) I will ensure that my student is exercising proper care and maintenance of his/her laptop computer. Student is not to leave his/her laptop computer unattended unless it is properly stored in a secure place. Student will keep the laptop computer lid fully closed whenever it is moved from one point to another. Student will ensure that laptop is safely transported to and from school (when given permission) and while at school during passing and non-use times. I will not write on or place any type of adhesive stickers or labels to the laptop.
- BATTERY: It is the student's responsibility to ensure that their laptops are plugged into the charging station at the end of the day so that they have a fully charged laptop each day.**
- CARE OF FILES: Student is responsible for backing up his/her own files.** Files may be stored in two locations: the local hard drive on the laptop or Google Drive.
- VANDALIZATION: Tampering with or vandalizing hardware, software, or data will not be tolerated.** It is each student's responsibility to check the computer and report problems to the teacher immediately.
- WHEN TO USE DEVICE: Students may use personal devices with teacher permission for educational purposes only.** Any device used on school premises must follow all Ludlow Independent Schools Acceptable Use guidelines. To use a personal device, the student must have a signed copy of this contract on file with the teacher(s) in whose class(s) the device will be used.
- HEADPHONES: Students may not use personal headphones or use school headphones** unless given explicit permission or instruction by the teacher of current class.
- APPLICATIONS AND SOFTWARE: Students will only use applications, software and programs required to complete assignments/projects and only those that have been approved by the teacher of the current class.** Failure to stay "on task" may result in loss of technology privileges and/or further discipline actions. Students should not use personal or school equipment to play online or video games.
- FOOD/DRINK: No food or drink is allowed near any technology.**
- Students may use the Internet only when authorized,** and they must abide by the conditions of the Ludlow Independent Schools Internet Acceptable Use Policy.
- INTERNET: A student using the Internet may visit only teacher-approved sites.** Game sites are not allowed.

•**PRINTING/SHARING:** No web sites, software, apps or media should be printed, shared, E-mailed or downloaded without teacher approval.

•**DAMAGE:** All damage to laptops must be reported to the school office. If the damage is deemed a result of student carelessness or intentional vandalism, compensation for damages may be requested for from student's family. Students will be issued a loaner device to use while maintenance is performed not relating to negligence.

I understand that if I violate any of the rules stated above or perform any other disruptive technology-related actions I will be subject to loss of technology privileges, could receive a written referral (minor or major) and may be subject to further administrative discipline actions.

I also understand that I may be financially responsible for the repair or replacement of stolen or abused hardware or materials.

****Please provide signature on Ludlow's School Form Signature Sheet.****