

Student Notebook Computer Regulations

USD 268- Cheney Public Schools

The Notebook computer and carrying case that have been issued to each Cheney High School student are the property of the USD 268 School District. This computer is on loan to the student and must be used in accordance with the following guidelines:

- Notebook Computer Security Policy during the school day:
 - Students must have notebook computers with them, or locked in their school lockers. Notebook computers must never be left unattended. Faculty will pick up and give unattended notebook computers to the Office.
 - Notebook computers must be kept in the carrying case issued by the school..
 - It is recommended that notebook computers go home with students each evening for recharging. Students are responsible for bringing their notebook computer, fully charged, to school each day.
- Students are not to customize or alter the appearance of their notebook computers or carrying cases in any way, for example, with stickers, white-out, etc. If there are any questions, check with the administrators.
- Students should protect their notebook computer from extreme heat or cold. Notebook computers should never be left in a car.
- E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
- Use of the computer (including “Instant Messaging”) for anything other than a teacher-directed or approved activity is prohibited during instructional time.
- The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- Unauthorized use of games are prohibited in classes, activity period, and the library during regular school hours.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
- Students are not allowed to download or install any software.
- Computers may not be used to make sound recordings without the consent of all those who are being recorded.
- Sound must be turned off at all times, except when being used as a part of a class.
- Students may use their own headphones to listen to music, etc., if they have the instructor’s permission.
- Deliberate attempts to degrade the USD 268 network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized

activity.

- Students should copy data files to the server for backup purposes. If computers become inoperable, files not stored on the server may be lost.
- Cheney High School reserves the right to define inappropriate use of technology.
- If the computer is damaged or not working properly, it must be turned in to the District Technology staff for repair. Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the notebook computer.
- Before a student is issued a notebook computer, both student and parent/guardian must have signed the Acceptable Use of Technology Agreement. The student will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the computer is damaged or returned with any accessories missing, USD 268 may charge the student the lesser of the repair or full replacement value which at this time is \$1100.