



**BASD Student Laptop Use Policies**  
2007-2008 School Year

1. Students are never to leave their laptops in an unsecured location nor take laptops off school grounds.
2. Middle school students must carry their laptop in the carrying sleeve when transporting it. Carrying the laptop outside of the sleeve or while it is open is prohibited.
3. Students must open and close the computers carefully. Students should not touch or force the LCD screen farther back than it was made to go.
4. Eating and drinking around the laptops is prohibited.
5. Students should be gentle with the trackpad and keyboard.
6. Students must use the laptop on a flat stable surface. Computers should not be placed on paper, books, notebook etc.
7. Students are not allowed to insert anything into openings (ports) of the laptop unless directed by a teacher.
8. Students are not allowed to leave papers, pencils or pens inside the laptop.
9. Students are not allowed to touch, share or swap another student's laptop unless directed by a teacher.
10. Students should notify the teacher immediately of any problems with their laptop. Students are not permitted to attempt repairs themselves.
11. Students are not to deface the laptop in any way. This includes, but is not limited to, putting stickers on the laptop, marking, painting, drawing, or marring any surface of the laptop. Students are not permitted to remove the BASD nametag from their computer.
12. Students should back up important documents to the student server on a regular basis. Music and photos that are part of a class project may be backed up to the server if directed by a teacher. When the project is completed, it should be saved to a CD or DVD and the files removed from the server. Movies are not to be saved to the server in any situation.

13. Changing the configuration of the computer is not permitted. Adding and deleting software is not permitted.
14. Students may not download/install pictures unless it is within the context of a lesson and within copyright guidelines. Illegal use or transfer of copyrighted materials in any way is prohibited.
15. Listening to music is at the discretion of the teacher. The teacher will determine what music is appropriate.
16. Students should not use streaming audio (for example, iTunes radio stations) or video unless directed by a teacher and it is for educational use.
17. Students are not permitted to play games unless it has a specific connection to the curriculum.
18. Students are not permitted to access chat rooms or send instant messages.
19. Laptop misconduct will be treated in the existing Code of Conduct categories of defiance, insubordination, vandalism, etc. Teachers and/or administrators may suspend the use of a student laptop per the Code of Conduct and the Classroom Management policy. Students should use the laptops within the guidelines of the BASD Acceptable Use Policy.