

**MIDDLETOWN SCHOOL DISTRICT**  
**Guidelines for**  
**Personal Use of Student-Owned Laptops in School**

PURPOSE: Middletown Schools will provide students access to a wireless network and the option of bringing in a personal laptop as a means to enhance their education. The purpose of these guidelines is to assure that students recognize the limitations that the school imposes on their use of personal laptops. In addition to these guidelines, the use of any computer in school, including laptop computers, requires students to abide by the District Policy and Regulation Code 2316 Acceptable Use of Computer Network/Computers and Resources.

During the course of the school year, additional rules regarding the use of personal laptops may be added. If this occurs, any new rule will become a part of this policy.

### **General Usage**

Middletown Schools provide the opportunity for students in grades 4 to 12 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 personal laptop during classroom instruction. Student's using laptops will be allowed access to the Internet and note taking or word processing at the teacher's discretion.
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 may use their personal laptop before school and after school in **adult supervised areas only**, such as the Media Center or classrooms when the teacher is present. The laptop should be used for educational purposes during these times also. If an adult asks a student to put his/her laptop away because of playing games or other non-instructional activities during these times, the student must comply.

### **Expected Student Behaviors and Responsibilities**

The Middletown School District accepts no responsibility for personal property brought to the school by students. 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 measures to protect against the theft or damage of their personal laptop.

#### ***(Excerpt from Middletown School District Policy 2361)***

1. Use only the district assigned personal account (username and password)
2. Access appropriate information, images and data and use appropriate language, images and information

3. Ask for permission before accessing the Internet with personal portable devices
4. Never view, use, or copy passwords of another user
5. Only access or share other people's data after permission has been given. Assume the group will share files during collaborative projects.
6. Never distribute personal information regarding yourself or anyone else, to anyone online – such as, but not limited to
  - Phone numbers, addresses, or last name
  - Arrangements to meet someone online unless this is part of an approved school assignments, pre-approved by school personnel, and with a teacher present
  - Photos or videos of anyone – as per the media policy
7. Immediately report threatening, discomforting, or indecent or inappropriate materials, found on the Internet or in a file, to a teacher or someone in authority.
8. Never buy, sell advertise or otherwise conduct business, unless this is approved as a school assignment.

### **Physical security**

Users should take the following physical security preventative measures.

- Your laptop should NEVER be left unattended for ANY period of time.
- Laptop computers must not be:
  - Left unattended at any time **(If a laptop is left unattended it will be picked up by staff and turned into the principal.)**
  - Left in view in an unattended vehicle

### **Access Control and Authentication**

1. To use a laptop within the school, students must register the MAC address and serial number of the laptop with the Technology Specialist.

**YOU WILL BE NOTIFIED OF DATE FOR LAPTOP REGISTRATION. DO NOT BRING YOUR LAPTOP TO SCHOOL UNTIL YOU ARE NOTIFIED.**

2. 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.

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**Detach and return:**

Agreement –

- To comply with the rules and regulations in the guidelines
- That any staff member may examine the laptop at any time for the purpose of verifying that my personal laptop is in compliance with this agreement
- That Middletown School District is not responsible for any possible damage in connection to using a laptop in Middletown High Schools
- To hold Middletown School District harmless in the event of theft, damage or confiscation of a student’s laptop
- That the district technicians will not troubleshoot or install software on personal laptops
- That students are to only use the Middletown School District wireless access points to connect to the Internet from within school grounds. Specifically, cellular Internet service is prohibited. It is understood that connection to third party access points or the establishment of ad-hoc network access via home or other internet devices is not permitted
- That using my laptop at school is a privilege and can be revoked at any time
- Understand this agreement can be modified at anytime and a new agreement would need to be signed

**Students and their parents/guardians wishing to take advantage of this program must comply with all rules and regulations set forth in these Guidelines and the applicable Board Policy and Regulation. By choosing to participate in this program, you are consenting to monitoring and verification of use, and to examination of the student’s laptop as set forth above.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

All violations of the above procedures will result in the immediate loss of network access privileges, the student’s parents will be contacted, and any consequences delineated in High School’s code of conduct will be enforced.

**We have reviewed these rules and regulations with my child.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Contact Information**

Parents, please provide contact information below:

Email: \_\_\_\_\_

Home phone: \_\_\_\_\_ work phone \_\_\_\_\_ cell \_\_\_\_\_

**Serial Number:**

**Laptop Brand**

**Laptop Model**

**Laptop Name**

**Tech Specialist Use Only**

Wireless MAC Address: \_\_\_\_\_