

Hope Elementary School

Laptop Misuse and Abuse Consequences

September, 2020

A. Leaving the computer unattended or in an inappropriate location:

1. The first offense will result in a phone call/email to parents.
2. The second offense will result in a letter home to parents.
3. The third offense will result in an office referral.

B. Downloading unauthorized material:

1. The first offense, (even if this is done at home), will result in the loss of the internet for minimum of 1 week and a phone call/email to parents.
2. The second offense will result in loss of the internet for minimum of 1 week, a letter home to parents, and a detention.
3. The third offense will result in an office referral.

C. Visiting unauthorized and inappropriate websites:

1. The first offense will result in the loss of the internet for minimum of 1 week and a phone call/email to parents.
2. The second offense will result in loss of the internet for minimum of 1 week, a letter home to parents, and a detention.
3. The third offense will result in an office referral.
4. Browsers are set to record internet history. A cleared internet history is considered evidence of visiting unauthorized or inappropriate websites.

D. Misuse /Abuse of the Computer:

1. The first offense will result in the loss of the computer for the remainder of the day and the following day and a phone call/email to parents.
2. Intentional, severe or repeated abuse will result in an immediate office referral and loss of computer privileges for a minimum of 1 week.

E. Inappropriate use of electronic communication in a non-threatening manner:

1. The first offense will result in the loss of electronic communication privileges for 1 week and a phone call/email to parents.
2. The second offense will result in loss of privileges for 2 weeks, a letter home to parents, and a detention.
3. The third offense will result in an office referral
4. These consequences apply to both the sender and receiver of such communication if it is not immediately reported to a staff member.

F. Inappropriate use of electronic communication in a threatening or degrading manner:

1. The first offense will result in the loss of electronic communication privileges for a minimum of 1 week and a conference with administrator and guidance counselor. At this time, administrators may take whatever steps are necessary to maintain the safety of all involved.
2. These consequences apply to both the sender and receiver of such communication if it is not immediately reported to a staff member.

G. Noncompliance with take-home guidelines:

1. The first offense, (i.e. the laptop is not returned), will result in the loss of take-home privileges for that day. Students will notify parents and be required to make arrangements to get the laptop back to school by the end of the day.
2. The second offense will result in loss of take-home privileges for 1 week and notification home.
3. The third offense will result in an office referral.

Laptops will be checked periodically to ensure they do not contain any unapproved software or files. District-wide filtering is in place to help monitor use at school and home, and internet histories will also be checked periodically to monitor all use. The computer may also be reformatted.

Any time computer privileges are revoked, the student continues to be responsible for completing any assignments. If necessary, school work may need to be made up in an after-school session.

We reserve the right to adjust and/or modify these rules at any time.