

Laptop Regulations for Students

- Only USD #489 laptop computers and wireless peripherals are allowed in the building during the instructional day unless approved by school officials.
- Students should not deface the iBook in any way. This includes but is not limited to marketing, painting, drawing, or marring any surface of the iBooks. Students may use the provided sticker for identification of their laptop.
- Do not leave the laptop unattended in hallways, classroom, lunchroom, unsecured locker or other unsecured school spaces. This practice also applies after-school during sports practices, musical rehearsals, or other after-school activities. If any student needs help finding a secure place after-school, he/she should ask the teacher/sponsor of the activity.
- Do not walk in hallways with laptop open or monitor up. Always keep the laptop secure as you are walking in the HHS building or at your home.
- Do not leave computer unattended in vehicles. Avoid leaving computer in extreme hot or cold temperatures, such as in a car.
- Do protect the laptop LCD screen from damage from pointing, poking, or other abrasions. Do not touch the screen. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be smashed into the monitor screen when the top is closed. LCD screens can be cleaned with a static-free soft cloth. Do not spray window cleaner on the screen.
- Any malfunctions of the hardware or software should be reported to the ICU at HHS, located in the library.
- Do not install additional anti-virus software such as Norton or McAfee. Any additional anti-virus installation will corrupt the existing configurations.
- When a system has to be rebuilt, the computer will be returned to the student with the operating system and the original software only.
- Use the electrical adapter to the laptop whenever possible so that battery life is extended. Teachers may provide specific battery-charging areas in the classroom and guidelines for use.
- Classroom teachers will establish standards for laptop use in their respective classrooms.
- File sharing must be approved and directed by the teacher.
- Any personal information such as name, address or phone number should not be revealed online without a parent or teacher's permission.
- No online chatting at school, or downloading of chat software unless required by a specific assignment and under a teacher's supervision.

- Laptops may not be used to play music (audio CDs, online music sources, etc.) during the school day unless approved by a teacher and under a teacher's supervision.
- No games should reside on the computer hard drive. Interactive online games reduce network bandwidth, and are not allowed.
- Personal email is not allowed at school. Only HHS email is allowed at school.
- **DO NOT GIVE OUT YOUR INTERNET PASSWORD TO ANYONE.** The ICU staff will assign your internet password to you at the beginning of the year.
- No music or video files including MP3, AVI, MPEG, MP4 (or similar types) may be downloaded via USD #489 network and none can be stored on the hard drive of the school-owned laptop due to issues of copyright ownership and access provided by online sources.
- Backup of document files is the responsibility of the student.