



LS Academic Technology Rules of the Road Policy

Lovett School Desktop computers, scanners, cameras, iPads, laptops, etc. are powerful tools for learning. Just like any tool, technological devices used at school need to be **respected, well cared for, and used appropriately**. The following "RULES OF THE ROAD" will help all of us make sure that our school's equipment is used properly to ensure that it lasts for years to come.

As a student of The Lovett Lower School, I understand and agree to the following Technology Rules of the Road:

The tools that are available for students to use on campus (and at home, when applicable) are on loan by The Lovett School. They should be used for educational purposes only. In order for me to access the tools in class and to earn the privilege of taking them home, my parents and I must be willing to accept the following terms and responsibilities:

Laptop-Specific Student Responsibilities

USE AND CARE

- The laptop will be treated with care and respect. The computer and case are the property of The Lovett School and will be kept clean and free of marks at all times.
- The carrying case will remain fully zipped when laptop is not in use.
- Placing stickers on, writing or drawing on, or otherwise defacing the laptop or carrying case is not allowed.
- A student will operate only his/her own computer.
- Siblings or friends are not permitted to use a student's laptop.
- The laptop will be used only on flat, stable surfaces such as tables or desks.
- The laptop will not be used while walking or while otherwise being transported.
- Shoelaces will be tied when transporting the laptop.
- The laptop will be protected from extreme heat and cold.
- The laptop will never be left in a car, even if the car is locked.
- The laptop will not be used at carpool or in the car.
- Food, drinks, and pets should be kept away from the laptop.
- Hands will be clean before using the laptop.
- Items will not be stacked on top of the laptop.
- The laptop will remain in the *24/7 Infocase* at all times unless otherwise directed.
- Items should not be stored underneath the laptop as this can cause the device to overheat.
- The use of keyboard skins is permitted unless otherwise directed by a teacher.

DAILY RESPONSIBILITIES

- Be sure your laptop case is closed and zipped when moving with your computer.
- Bring the laptop and power supply to school each day.
- Carry laptops in cases across your body at all times. Use two hands when transporting the laptop in the classroom.
- Recharge the battery nightly; return the laptop charged to at least 90% battery power.
- Use your laptop for educational purposes only (i.e. downloading personal iTunes music or games to the machine is not permitted in the Lower School, www.coolmath-games.com, etc).

MISCELLANEOUS

- Do not attempt to repair any school laptop. If you have difficulty at home, please alert a teacher first thing in the morning.
- Do not copy any software from a school laptop to any other computers.
- Do not turn the "Dock Hiding" or "Dock Magnification" features on.
- Do not create or use invisible folders on any school computer.
- Keep the "Desktop Change Picture" feature turned OFF on school computers.
- Do not choose the "tile" option when changing a computer's Desktop image.
- Do your part to keep the Desktops of school computers organized.
- Students are not permitted to empty the trash on school computers.
- Always preview your work before sending a job to print.
- Creating multiple Desktops is not permitted.
- Replacement power cords cost \$80. Lost power cords are handled through the IT Department using a student's Lovett ID number.

****REMEMBER THAT OUR INSTRUCTIONAL TECHNOLOGY TEAM CAN MONITOR YOUR MACBOOK AIR USE REMOTELY AT ANY TIME.****

Student Responsibilities for General Technology Use

- Students should not tamper with *any* school devices (in the Kinderlab, inGen Studio, library, or on shared carts). This means that settings, backgrounds, etc. should be left alone.
- Do not launch unrelated applications (i.e. Photo Booth) during class unless directed to do so.
- Help your peers learn to operate their devices using your voice instead of your hands.
- Follow your teacher's guidelines for listening during instruction.
- Raise your hand to ask questions or make comments during instructional time.
- Treat others the way you want to be treated by using good manners online.
- Abide by copyright laws as directed by your teachers.
- Adhere to Lower School guidelines every time your Lovett email is used.
- Do not attempt to remove keys or any other part of Lovett's devices.
- Do not change, nor attempt to change, the way the software on any device is set up.
- Do not download any programs from the Internet or other sources to a Lovett device.
- Do not remove a programs or file from any school device unless it is a personal document.
- Do not clear the browsing history on any school device.
- Report any technology problems or damage to a teacher as soon as it is discovered.

