

Laptop/Tablet Use in Yavneh Academy **General Rules, Reminders & Guidelines Agreement**

We at Yavneh Academy are pleased that many students wish to integrate technology into their studies, and that many choose to use their laptop/tablet in school. Therefore, the following rules have been put in place to protect both the students and Yavneh Academy. Inappropriate use exposes Yavneh Academy to risks including computer viruses, malware, compromise of network systems & services, and legal issues. Effective security is a team effort involving the participation and support of every Yavneh Academy student who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Any laptop/tablet used in Yavneh Academy must receive approval from the technology department.

- Once the laptop/tablet is approved for the student, the student is responsible for it at all times. This laptop/tablet may only be used by the student who owns it.
- Never share or swap with others.
- Keep passwords confidential.
- Expect regular checkups by teachers. Yavneh Academy cannot guarantee the confidentiality of information stored on or passing through any network device belonging to Yavneh Academy.
- While in school, use only the applications/programs assigned or approved by a teacher.
- When at home, the technology department of Yavneh Academy recommends that the laptop/tablet ALWAYS be used in a common family location with adult supervision.
- NEVER use it on the bus, or while walking or riding to and from school.
- The laptop/tablet may not be used during practices, games, and other extracurricular activities unless the activity is specifically designed to use a laptop/tablet and is supervised by a teacher.
- Ask permission before printing. Print only the necessary amount of copies for the homework assignment; students abusing the printer will have their privilege revoked.
- The laptop/tablets should NEVER be left unattended. They are ultimately the student's responsibility.

Yavneh Academy will not be responsible for any loss or damage to the laptop/tablets.

Internet Rules, Reminders, and Guidelines:

· The school’s acceptable use policy as signed by you and your parent should be complied with at all times.

Unacceptable Use - The following actions could result in cancellation of computer/laptop/tablet privileges, I therefore agree never to:

- Use another account other than the one assigned @yavnehacademy.org
- Allow anyone else to use my laptop/tablet
- Use the computer/laptop/tablet for playing games or participating in Internet chat rooms
- Access any email service other than my Yavneh Academy account without the explicit permission of the technology teachers

· The school has access to your computer at any time to view your Internet history and if any inappropriate software is installed.

· If you are “accidentally” linked to an inappropriate web site, you should report it immediately to a teacher.

Failure to comply with these guidelines may result in privileges being revoked.

I understand that the use of a laptop/tablet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

Please identify the student’s Laptop/Tablet by Make & Model:

This agreement is only valid for the 2012-2013 school year.