

RGCA LAPTOP USE POLICY

The school has laptops available for educational use only. In order to use a laptop or the computer lab, students must:

1. Check out a laptop from the school office.
2. Do not add personal pictures, or backgrounds to the laptops.
3. Save only to your flash drive, the laptops are school property and should not have any personal information stored to them.
4. No food or drink permitted around laptops.
5. The internet is for research use only, check with teacher for permission before going online.
6. If you get information off a website, be sure to use proper citation. Absolutely no social media sites or personal email should be accessed on a school computer.
7. Make sure that before returning the laptop to the office that you turn the laptop off properly.
8. Laptops will not be permitted to go home with a student.

Consequences for Violation of above rules: You will lose the ability to use the school laptops.

Supervision and Monitoring: Teachers and staff are watching and monitoring laptop use at all times.

Please sign this form and return to school. Keep a copy at home for reference.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIBAGATIONS:

Student Signature

Date

Parent Signature

Date