



## COMPUTER DAMAGE AND VANDALISM POLICIES

Dear Parent/Guardian:

Due to the high cost of providing and maintaining electronic devices, such as laptops and ipads, for all students in their core classes the following procedures must be followed to ensure safe and effective use of the devices.

- Classroom teachers are accountable for checking all computers daily for damage and/or vandalism, including damage to keyboards, screens, batteries, hinges, etc. Staff will notify tech staff and the dean of students if any damage or vandalism is observed.
- **All** students must sign on and off computers for all computer-based curriculum use.
- **All** students are assigned an electronic device in classrooms where they are accessible and must **ONLY** use the device they are assigned to.
- **NO** food, drinks, game playing, music CDs, or Internet surfing will be allowed.
- **NO** student will be left unattended in any of the classrooms.

Any vandalism or damage may result in loss of privileges and/or criminal fine. The following in school consequences may occur:

- Verbal warning and loss of computer privilege
- Written warning and loss of computer privilege
- Suspension of Privileges and referral to the Dean of Students
- Referral to the Dean of Students and/or suspension from school

This form must be signed by above parties and returned at registration before your student will be allowed computer privileges. By signing this form, you have read and understood the above information. You will be held responsible for cost, repairs, or replacement for any vandalism or theft that occurs.

Student Name (Please Print) \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_