

Computer Lab, Computer Usage, Damage & Vandalism Policies

Kenosha eSchool use of Lab and Equipment

Dear Parents/Guardian/Mentor:

The following policies are effective immediately:

- Students must sign in at main office
- Computers will only be used for Kenosha eSchool curriculum only.
- Before using the computer, students should do a visual check to make sure there is no damage to the computer or area. If anything does not look right, report it immediately.
- Students must stay in the Lab and notify office personal if they leave the room for any reason. Remember this is a privilege, and **STUDENTS WILL LOSE THEIR PRIVILEGE IF CAUGHT ROAMING AND/OR MISUSING EQUIPMENT.**
- **NO GAME PLAYING ALLOWED.**
- **ALL CELL PHONES SHOULD BE TURNED OFF WHILE STUDENTS ARE TESTING IN THE LAB**—If a student needs to be contacted, please call our office at (262) 359-7715. We will relay the message, or we will have the student step out of the Lab and answer or call you.
- **NO FOOD OR DRINKS ALLOWED WHILE WORKING ON THE COMPUTERS.**

Any vandalism or damage may result in loss of privileges and/or other disciplinary consequences. The following **consequences** may occur depending on the severity of the incident:

- Written warning and possible loss of computer privileges
- Suspension or expulsion from the school

This form must be signed and returned at registration before student will be allowed computer privileges.

By signing and dating this form, you indicate that you have read and understand the above information.

Students will be held responsible for cost and/or repairs and/or replacement for any vandalism or theft that occurs.

Student Name (Please Print) _____ Date _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____