



Shawsheen Valley Technical High School

Educational Technology Department

LAPTOP PROTOCOL

By receiving this laptop you accept responsibility for safeguarding it while it is signed out to you. Please adhere to the following guidelines:

- Laptop should be locked at all times even when you are in the classroom.
- Laptop should not be left unattended even in a locked classroom.
- Do not leave the laptop in a car for extensive periods of time--heat and cold can impact its performance.
- Only licensed district software is to be on the laptop that has been preinstalled by the Ed Tech Department. Loading of unlicensed software is prohibited. This includes but is not limited to peer to peer file sharing. Installing of free programs could potentially impact the performance of your laptop.
- Keep food and drinks away from the laptop.
- The laptop is for educational purposes only.
- The assigned user of the laptop is the sole user, unless under certain circumstances student access has been granted by the district.
- Do not put anything on the laptop that will deface the surface i.e.: stickers, markers etc.
- Permissions are set giving administrative rights to the user. You can add home printers; connect to your home network or wireless network. The Ed Tech Department is responsible for connectivity to the district network only. The technicians do not troubleshoot issues beyond the district building.
- If damage to the laptop or laptop components occur due to misuse by the user, and it is not covered by the manufacturer's warranty replacement, it is to be replaced at the user's expense.
- Upon your separation from the school district, the laptop is to be delivered directly to the Educational Technology Department or the building principal. A release form will be issued to you upon return of the laptop.
- Report stolen or damaged laptops immediately to the Educational Technology Department.
- Reference the District's Acceptable Use Policy for additional guidelines.