

**Bishop Feehan High School
Technology Department
Personal Notebook/Laptop Guidelines**

Bishop Feehan High School (BFHS) embraces the use of technology to enhance the teaching and learning experience to all of its students, faculty and staff. In today's technologically driven society, the accessibility of technology is essential. The technology department at Bishop Feehan High School has invested in over 300 state-of-the-art computers and network infrastructure to support internal and external connectivity. As of this year, there are two wireless networks at BFHS. The "BFHS_Gold" network allows students, faculty and staff to access networked resources anywhere on campus via a username and login provided by the technology department. This "level" of access allows users to store files on a network hard drive, access the internet and printers. The technology department recently installed a guest wireless network ("BFHS_Green") that encourages students, faculty and staff to access the internet with their personal notebooks/laptops. BFHS realizes that the use of personal laptops provides individuals with additional access to existing resources that sustain and encourage research, collaboration, communication and data access to further knowledge. Therefore, the following guidelines are set forth to define acceptable use for students, faculty and staff who bring their own personal notebooks/laptops to school. Each student (and parent/guardian), faculty and staff member must comply with the following guidelines by reading and signing the agreement below.

Laptop Program Guidelines for students, faculty and staff

- individuals must abide by the school's acceptable use policy (AUP)
 - Examples of AUP violations:
 - attempting to access or having pornographic, sexually explicit or illegal content
 - using or posting threatening, abusive, harassing, insulting language to another individual, or posting threats to anyone (blog, wiki, chat, email)
 - accessing or attempting to access inappropriate websites
 - using proxy sites to circumvent the school's firewall
 - violating fair use and copyright laws
 - sharing of network username and password
 - forwarding bulk emails (i.e. jokes, etc) to other students and staff
 - listening to non-educational music, viewing streaming video or personal digital photos on campus
 - downloading music from peer-to-peer networks such as Limewire, Kazaa, etc.
 - posting false information on wiki's and/or blogs
 - individuals must fully charge their laptops prior to bringing them to school. If a student laptop is in need of a charge, it is under the discretion of the student's teacher
 - each individual is responsible for his/her own content and file management
 - the school reserves the right to access an individual's laptop at any time
 - laptops must be kept in a backpack or computer safe bag
 - students may only use their notebooks/laptops during quiet study in the cafeteria, in the library/media center, or during class with teacher permission
 - laptops should not be left unattended in hallways, classrooms, the cafeteria, the auditorium, locker rooms, unlocked lockers, etc.
 - the technology department **does not support** hardware or software on personal laptops
 - Bishop Feehan High School accepts no liability to personal laptops*
- * Bringing a laptop to school is a privilege and not a right. Any student that violates the AUP as noted in the *Student Handbook*, or the personal notebook/laptop guidelines will NOT be allowed to bring in their personal computer. These actions may include, but are not limited to, loss or limitations to network services, loss of notebook/laptop privileges, school disciplinary actions and/or referral to appropriate law enforcement agencies.

I agree to the personal notebook/laptop guidelines:

Student: _____
(print) (signature)

Parent/Guardian permission: _____
(print) (signature)

