

Learning Unlimited Preparatory School Laptop/Tablet/e-Reader Usage Program.

The Laptop/ Tablet Usage Program provides the Learning Unlimited Advanced Placement and other selected classes within our community a tool to expand its members' learning opportunities. It opens limitless possibilities; users may go virtually anywhere and interact with anyone. With such opportunity comes responsibility. Use of the LUPS network and its related computer facilities is a privilege afforded to members of the schools AP and other specially designated digital communities. Accordingly, LUPS provides a set of guidelines for security and acceptable use. Violations of these guidelines will be handled by LUPS Administration when they involve the abrogation of student responsibility and subsequent violation of the Acceptable Usage Policy. The underlying principle of adherence to these guidelines is an understanding that the manner in which students use their computers reflects their strength of character. The LUPS notes that all members of the community must "uphold the values of honesty and integrity." This is true for all areas of life at LUPS, including use of the computers/tablets. All members of the LUPS community must understand that this tool should be used with good judgment, common sense, and integrity.

Acceptable Usage Policy: Students are responsible for their computers/tablets. They must keep their laptops/tablets/e-readers with them during their Advanced Placement or other specially designated classes. When NOT in an AP classroom or approved AP work area, or specially designated class, computers/tablets must be locked in student hallway lockers. Unattended computers/tablets/ Kindle in the halls/classrooms will immediately be picked up and taken to the Office of the Dean of Students for safekeeping. Only the owner may retrieve a computer/tablet/e-reader from that office. There will be no exceptions or exemptions from the usage rules.

Responsibility to keep the device (laptop computer/ tablet/ e-reader) secure rests with the individual owner. Learning Unlimited Preparatory School is not liable for any device stolen or damaged on campus. School Administration and Technology staff may search and seize the student's laptop computer/ tablet/ e-Reader device (inclusive of detachable memory devices and memory sticks) if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc. Learning Unlimited Preparatory School disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's technology use, and for any other consequences of a student's technology use.

To promote student responsibility and to increase laptop/tablet/e-reader security, all students enrolled in the AP Laptop/Tablet and specially designated class/ program must rigidly adhere to the following policy guidelines:

1. The Internet is to be used ONLY for scholarly research and as a means of obtaining needed information. The Internet offers access to inappropriate and unsanctioned sites such as those that are pornographic, militant/extremist, racist, and gambling-related, etc. Students should NOT access any information of this kind.
2. Students should be very cautious about disclosing any personal information over the Internet. No student should ever disclose another student's or faculty member's personal information without his or her express consent. In addition, email addresses of students, alumni, faculty, and staff should not be published without explicit consent.
3. Students will not access any social network sites. Furthermore, students will not gossip, insult, and/or engage in libelous, demeaning, threatening, harassing, bullying, or derogatory pictures/comments about others, especially students, faculty, staff, and the School. These actions are strictly prohibited.
4. Inappropriate Messages: Students will not use their LUPS digital access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos, or broadcast messages via our network.
5. Inappropriate Material: The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use their LUPS access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.

The first time a student violates the aforementioned policies, engages in off-task usage, improper usage or uses a computer in an unapproved location, that student will lose his/her laptop computer/tablet usage privileges for the remainder of the year. There will be no exceptions or exemptions from this policy. Using your laptop/tablet in the LU AP Laptop/Tablet Program is a privilege; please do not abrogate your commensurate responsibilities.

Learning Unlimited Preparatory School e-Reader Acceptable Use Policy

Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers, like Amazon’s Kindle, Barnes & Noble’s Nook, and Apple’s iTouch, are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. LUPS, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment. Therefore, our e-Reader Acceptable Use Policy is very specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy will immediately lose the privilege to use their e-Reader at school for the remainder of the school year. Any infraction or rule abrogation may result in student expulsion.

Responsibility to keep the device (laptop computer/ tablet/ e-Reader) secure rests with the individual owner. Learning Unlimited Preparatory School is not liable for any device stolen or damaged on campus. School Administration and Technology staff may search and seize the student’s laptop computer/ tablet/ e-Reader device (inclusive of detachable memory devices and memory sticks) if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc. Learning Unlimited Preparatory School disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student’s technology use, and for any other consequences of a student’s technology use.

1. All e-Readers must be registered with the LUPS Office and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. e-Readers are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of Learning Unlimited School. Please refer to the Student/ Parent Handbook for more details.
4. All e-Readers must have camera, cellular and network capabilities disabled (turned off or disabled) while the device is at school. A single image or digital communication undertaken at LUPS may result in student expulsion.
5. e-Readers must be used at appropriate times in accordance with teacher and administrative instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are not to be used during lunch, high-school or middle-school breaks, during playground/recess time, nor general assembly.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

I have read the details of the aforementioned Learning Unlimited Preparatory School Laptop computer/ tablet/ e-Reader Usage Policy. By signing below, I consent to following the preceding rules, regulations and policies.

Student: _____ Date: _____

Parent: _____ Date: _____