

**Appleton Village School**  
**Laptop Misuse and Abuse Consequences**  
**September, 2019**

**A. Leaving the computer unattended or in an inappropriate location:**

- A. The first offense will result in the loss of the computer for the remainder of the day and the following school day. (The laptop will be held by the classroom teacher.)
- B. Repeat offenses will result in a meeting with teachers and principal.

**B. Downloading unauthorized material:**

- A. The first offense, (even if this is done at home), will result in the loss of the internet for minimum of 1 week.
- B. The second offense will result in loss of the internet for minimum of 1 week, a letter home to parents, and a detention.
- C. The third offense will result in a meeting with teachers and principal.

**C. Visiting unauthorized and inappropriate websites:**

- A. The first offense will result in the loss of the internet for minimum of 1 week.
- B. The second offense will result in loss of the internet for minimum of 1 week, a letter home to parents, and a detention.
- C. The third offense will result in a meeting with teachers and principal.

**D. Misuse /Abuse of the Computer:**

- A. The first offense will result in the loss of the computer for the remainder of the day and the following day.
- B. The second offense will result in the loss of computer for minimum of 1 week, a letter home to parents, and a teacher detention.
- C. The third offense will result in a meeting with teachers and principal.
- D. Intentional or severe abuse will result in loss of computer privileges for a minimum of 1 week.

**E. Inappropriate use of electronic communication in a non-threatening manner:**

- A. The first offense will result in the loss of electronic communication privileges for 1 week.
- B. The second offense will result in loss of privileges for a minimum of 2 weeks, a letter home to parents, and a detention.
- C. The third offense will result in a meeting with teachers and principal.
- D. These consequences apply to both the sender and receiver of such communication if it is not immediately reported to a staff member.

**F. Inappropriate use of electronic communication in a threatening or degrading manner:**

- A. The first offense will result in the loss of electronic communication privileges for a minimum of 1 week and a conference with administrators.
- B. Any further offenses will result in an immediate conference with administrators. At this time, administrators may take whatever steps are necessary to maintain the safety of all involved.
- C. These consequences apply to both the sender and receiver of such communication if it is not immediately reported to a staff member.

**G. Abuse of take home guidelines:**

- A. Laptops must be fully charged and returned to school the next day. The first offense, (i.e. the laptop is not charged or the laptop is not returned), will result in the loss of take home privileges for one night. Students will be required to make arrangements to get the laptop back to school as soon as possible.
- B. The second offense will result in loss of take home privileges for minimum of 1 week, a letter home, and a detention.
- C. The third offense will result in a meeting with teachers and principal.

**Laptops will be checked periodically to ensure they do not contain any unapproved software or files. District-wide filtering is in place, however, internet histories may also be checked periodically. The computer may also be reformatted.**

**Any time computer privileges are revoked, the student continues to be responsible for completing any assignments using other materials. If necessary school work may need to be made up in a before or after school session.**

**We reserve the right to adjust and/or modify these rules at any time.**