



Laptop Guidelines

Educational Technology Department

Winchester Public Schools

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 such as Limewire, Kazaas, Napster, iTunes, AOL, etc...NOTE: Installing of free programs will 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.
- The Ed Tech Department is responsible for connectivity to the district network only. You can connect to your home networks but the Ed Tech Department does not support home connections including wireless.
- Permissions are set to allow you to set up a home printer. The Ed Tech Department does not support the install of home printers only school printers.
- 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 Ed Tech Department. A release form will be issued to you upon return of the laptop.
- Report stolen or damaged laptops immediately to the Ed Tech Department.
- Acceptable Use Policy is to be adhered to both in and out of school.
http://www.winchester.k12.ma.us/technology/Documents/AUP%20Changed%20Laminated_.doc