

**Coyle & Cassidy High School  
Technology Department  
Personal Notebook/Laptop Guidelines**

Coyle & Cassidy High School 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 Coyle & Cassidy High School has invested in a network infrastructure to support internal and external connectivity. The "blue" wireless 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. CCHS 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) and the Diocesan Bullying Prevention and Intervention Plan.

Examples of 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 music, social networking or viewing streaming video for non-educational purposes
- Viewing personal digital photos on campus
- Downloading music from peer-to-peer networks such as Limewire, Kaaza, 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 anytime

