

## AMS COMPUTER USE GUIDELINES

The intent of this document is to help the students, parents and staff of Auburn Middle School have a better understanding of the possible consequences for the misuse of computers. This does not cover all disciplinary situations and will only serve as a guide. Modifications to this will be made depending on the details of the individual case at the discretion of the student's team or, as necessary, the appropriate Dean or the Principal.

<b>LAPTOP PRACTICES</b>	<b>First Offense</b>	<b>Subsequent Offenses</b>
<ul style="list-style-type: none"> <li>• Laptop improperly stored               <ul style="list-style-type: none"> <li>○ Not in storage cabinet</li> <li>○ Not plugged in to charge</li> </ul> </li> <li>• Laptop not being used on a secure flat surface (desk, table)</li> <li>• Carrying case not being used when transporting beyond classroom.</li> <li>• Laptop left unattended by student</li> <li>• Food/drinks being consumed near laptop</li> </ul>	Warning or loss of computer for 24 hours	These offenses will be dealt with at the discretion of each individual team. Possible consequences include:  <i>*“Natural consequences” (for example if a laptop is left overnight without being charged, the consequence is a less than fully charged computer and the student may have to handwrite assignments for the day)</i>  <b>*Phone call to parents</b>  <b>*Written student reflection</b>  <b>*Loss of recess</b>  <b>*Detention</b>

*The following will be dealt with by the appropriate administrator with the involvement of the team, student and parents as needed.*

<b>INTERNET MISUSE - Refer to Acceptable Use Policy-IJNDB</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<ul style="list-style-type: none"> <li>• Student sharing personal password</li> <li>• Accessing other users' accounts</li> </ul>	Warning or loss of computer for 24 hours	Loss of INTERNET ACCESS for 10 school days	Loss of INTERNET ACCESS for 20 School days
<ul style="list-style-type: none"> <li>• Installing/downloading software, shareware or freeware without teacher permission.</li> </ul>	Warning, loss of computer for 24 hours, or loss of INTERNET ACCESS for 10 school days depending on severity	Loss of INTERNET ACCESS for 20 school days	Loss of INTERNET ACCESS for remainder of year
<ul style="list-style-type: none"> <li>• Accessing inappropriate web sites.</li> </ul>	Warning, loss of computer for 24 hours, or loss of INTERNET ACCESS for 10 school days depending on severity	Loss of INTERNET ACCESS for 20 School days	Loss for of INTERNET ACCESS for up to remainder of year and parent meeting. May reapply after specified period of time to be determined at meeting

<b>E-MAIL - Refer to Acceptable Use Policy-IJNDB-R</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<ul style="list-style-type: none"> <li>Using e-mail other than MLTI</li> <li>Using e-mail without teacher permission</li> </ul>	Warning or loss of computer for 24 hours	Loss of e-mail for 10 school days	Loss of e-mail for 20 school days
<ul style="list-style-type: none"> <li>E-mail usage violates AMS Core Values</li> <li>Sending threatening or harassing messages</li> </ul>	Incidents will be dealt with on a case by case basis, depending on the severity of the infraction	Incidents will be dealt with on a case by case basis, depending on the severity of the infraction	Incidents will be dealt with on a case by case basis, depending on the severity of the infraction
<ul style="list-style-type: none"> <li>Using unauthorized instant messaging</li> </ul>	Loss of e-mail for 10 school days	Loss of e-mail for 20 school days	Loss of e-mail for remainder of year

<b>VANDALISM - Refer to Acceptable Use Policy-IJNDB-R</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<ul style="list-style-type: none"> <li>Defacing of laptop</li> <li>Marking of laptop or carrying case (stickers, pen or pencil markings, etc)</li> </ul>	Warning, 24 hour loss of computer, clean computer or up to 5 day loss; depending on severity	Loss of computer for 10 school days Clean/fix computer	Loss of computer for remainder of year and parent meeting

***The Student Acceptable Use Policy applies to home use of MLTI laptops***

<b>LAPTOP TAKE HOME – refer to Policy IJNDB, IJNDB-R and IJNDB-E1</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<ul style="list-style-type: none"> <li>Failure to return the laptop to school on the next school day</li> </ul>	Parents called promptly, instructed to bring to school immediately. Loss of privilege to take laptop home for 5 school days	Loss of privilege to take laptop home for 20 school days	Loss of privilege to take laptop home for remainder of school year
<ul style="list-style-type: none"> <li>Laptop is returned to school with inappropriate material: music, images, content, software, etc.</li> </ul>	Same consequences apply as for in-school use in addition to loss of privilege to take laptop home for 5 school days	Same consequences apply as for in-school use in addition to loss of privilege to take laptop home for 20 school days	Same consequences apply as for in-school use in addition to loss of privilege to take laptop home for remainder of school year

*All Auburn School Committee policies referenced in this document are available at:*  
<http://www.auburnschl.edu/Policies/policies.html>