

# Pittsfield Public Schools

## Classroom Laptop Discipline Guideline

Each teacher administers discipline for his/her classroom

Consequences that involve laptop removal or laptop discipline must directly relate to student misusing or unsafe action with his/her laptop.

### **A. Minor Student Misuse Infractions**

**Using tools/applications (i.e widgets, iChat, iTunes, Internet Sites) not directly related to class activities during class instruction constitutes a minor infraction.**

**First Classroom Offense:** Ask student to reengage in classroom lesson and quit tool/application that is being misused.

**Second Classroom Offense:** Student's laptop will be closed and placed on teacher's desk to be handed back to student at the end of that lesson when the student leaves the classroom.

Students will start the next day class with a clean slate with no warnings carried over from the previous day.

**Third Classroom Offense:** If the same student repeats the above infraction during one school week the following discipline procedure will apply.

- Teacher will contact student's parent and the student will lose his/her laptop for **only** that class period/subject for three (3) consecutive days.
- Each of the three suspended days the student will arrive in the class and place the laptop on the teacher's desk for only that class period.
- After three days the student will be granted permission for classroom laptop use and the above discipline steps will again be followed.

**Repeated Classroom Offenses:** If a second three-day suspension during your class period occurs, the following discipline procedure will apply.

- A referral will be made to building administration for further discipline action. The regular classroom referral can be used.
- The student will be without the laptop during that class period until further notice. Building administration will intervene with the student and set a consequence timetable when the students can regain access of his/her laptop.
- Each of the suspended days the student will arrive in the class and place the laptop on the teacher's desk for only that class period.

## **B. Major Student Misuse**

**A major misuse is when a student uses the laptop in an unsafe and dangerous manner.**

**Examples of a Major Misuse Offense Include (but are not limited to)**

- Physically mistreating the laptop
- Using a laptop to engage in activity that could lead to harming another student physically or emotionally
- Student who repeatedly visits an inappropriate site
- Using a false identity in iChat or an inappropriate iChat name

**Major Student Misuse Offense:** Students who are using the laptop in an unsafe and dangerous manner or who act inappropriately toward a teacher when asked to reengage in a classroom lesson due to minor misuse will be "written up" and referred to the school administration. The student will receive the appropriate consequence from the school conduct code. Consequence for a major misuse incident will include the loss of the laptop for a period of time determined by the school principal, vice principal, and building technology integration specialist.