

**Conte Middle School
Laptop Seizure and Return Policy**

Laptops have become an integral part of our academic program. Students and staff should treat their laptop computers as if they were textbooks. They are very sensitive and very expensive academic and creative tools.

Just as you wouldn't discipline a child for misbehaving by taking away his/her textbook, neither should the laptop be used in such a manner.

Laptop computers will be removed from a student by the Team Leader, Tech Administrator, Principal, or Dean of Students, for inappropriate care (physical misuse and handling, leaving the unit unattended) or improper use (using inappropriate applications, visiting inappropriate Internet sites) of the computer.

Laptops *will not* be removed from students as a disciplinary action not related to care and use of the laptop.

Never leave your assigned iBook unattended. Repeatedly leaving your laptop unattended in classrooms, hallways, rest rooms, or cafeteria, may result in administrative consequences.

Students who have their laptop removed for minor infractions, as determined by the administration, will have them returned according to the following guidelines:

- 1st offense - 24 hours loss and parent notification
- 2nd offense - 1 week loss and parent/guardian notification (or as determined by an Administrator)
- 3rd offense minimum 1 week loss and conference with parents/guardians (or as determined by an Administrator)

In all cases of laptop removal the students will write an acceptable essay about the proper use and care of their laptop, citing the reason the unit was removed from them, and the steps they will take to assure this won't happen again.

It is the students' responsibility to request the return of their laptop when the essay has been completed and the seizure time has elapsed.

Students who violate the use of their laptop on a more frequent basis or violate their rights in a more serious manner will be dealt with on an individual basis.

Physical damage to the laptop is a serious violation. If it is determined that the damage was due to student's abuse of the iBook, the following consequences will be administered:

- Conference with parent/guardian, student, and an Administrator
- Temporary or permanent loss of the laptop (to be determined by an Administrator)
- Parent/Guardian may be responsible for compensating the North Adams Public Schools for the cost of repair or replacement of the iBook G4 Laptop.

I have read and agree to the Conte Middle School iBook "Laptop Seizure and Return Policy"

Student Name (Print)

Student Signature (Sign)

Date _____

