

**WESTWOOD HIGH SCHOOL**  
**Matrix Program Secondary I and II**  
Acceptable Use Policy for Laptop Computers

This acceptable use policy has been prepared with the input of Westwood High School Matrix students, parents, teachers, administration and the Lester B. Pearson School Board. It provides the framework for acceptable use and ethical conduct.

**\*\*\* Disregard of the following rules will lead to disciplinary action. \*\*\***

**General**

- The laptop computers are intended and should be used as tools for student success in their schoolwork while attending Westwood High School.
- The students, as the owners of the laptop computers, are responsible for all repairs.
- The students must not remove any software installed by the school or the LBPSB.
- It is strongly recommended that students back up their work on a regular basis.
- Teachers and school administrators may monitor user activity on the laptops.
- Teachers are in charge of their classrooms and will decide if and when and how students should be using their computers during class time.
- The Westwood High School Junior Campus Code of Conduct (Westwood Student Agenda) and the LBPSB's responsible Internet use policy apply to all.
- Each laptop must be easily identifiable to both the student and the teachers.

**At School**

- During class time, students can only use the assigned or designated website or application.
- Students can use their computer when their class work is done if the teacher permits it.
- Students can decorate (ex. skins, etc.) their laptop computer. The decorations must not interfere with the proper operation of the computer, not distract from schoolwork and must be responsible and appropriate.
- Students can use the communication tools of their laptop as long as the communications are for educational purposes, are permitted by the teacher and are responsible and appropriate.

- Students are not to share their laptops with other students.

### **At Home**

- Students must have their laptop computer ready to use for their schoolwork. (The laptop must be at school, fully charged, at the start of each school day.)
- Parents should monitor the use of the laptops for responsible, appropriate and legal behavior.

### **In Transit**

- The student should not use the computer on the school bus.

### **Additional Guidelines**

- Students should password protect their laptop computers.

### **Some definitions:**

- The LBPSB, the Westwood High School - Junior Campus administration and the Matrix teachers will decide on careful, responsible, and appropriate usage. The interpretation of these terms is guided by the Westwood High School (Junior Campus) Code of Conduct. Any disciplinary measure that must be taken with respect to this acceptable use policy will follow the Westwood Code of Conduct and the stated policies of the Lester B. Pearson School Board. A student or parent who is uncertain about whether an action, download, use, etc. with the laptop is acceptable should first consult the Matrix teachers and/or the school's administration.

### **Revision:**

- If this acceptable use policy needs to be updated, revised or amended, a meeting of the Matrix teachers, Westwood Junior administration, Matrix student representatives and parent representatives will be called to discuss and decide on any changes. Until all parties have approved any changes, amendments, or revisions, the current rules and policies will be in effect.

**WESTWOOD HIGH SCHOOL JUNIOR  
Matrix Program**

Acceptable Use Policy for Laptop Computers

Declaration:

In signing this document, I declare:

I have read and understood the Westwood High School Matrix Program Acceptable Use Policy for Laptops as it is stated in this document.

I agree to follow the rules and guidelines stated in this acceptable use policy document.

I understand that failure to follow the guidelines and rules stated in this acceptable use policy document could result in disciplinary measures including (but not limited to): temporary suspension of laptop use, probationary period in the Matrix program, or transfer out of the Matrix program. This document must be signed and returned to remain in the Matrix program.

\_\_\_\_\_ (signature of Matrix student)

\_\_\_\_\_ (full name in block letters)

\_\_\_\_\_ (signature of legal guardian of Matrix student)

\_\_\_\_\_ (full name in block letters)

\_\_\_\_\_ (date)