

Village School

Computer Use Policy

2024 - 2025

Each Student at Village School will have access to a Chromebook which will allow students to access the school's technology network.

Students are given a new Chromebook upon enrollment. This becomes their computer. Students have the option to take this computer home any given day or to leave it at school, and may keep the computer at the conclusion of their time at Village School. These computers **must be maintained by the student and their families**. If a student decides to take their computer home, this student is responsible for making sure her computer comes to school charged and ready to use each day. If a computer becomes damaged or broken, families are responsible for getting them fixed. Village School can help recommend different local repair shops. If the computer is deemed unfixable, families will replace them with a comparable model. Village School can supply a list of appropriate Chromebooks.

There are a few **loaner computers** in the office, which are only available to students whose computers are broken and in the process of being fixed and must remain at school. These computers will not be available to those who left their computers at home or who didn't charge them. Because of the limited availability, it is important that computers are fixed as soon as possible. Please contact Village School ASAP if there is an expected delay.

The following rules apply to all students while using their computers at Village School. Use of the computer network at Village School is a privilege. Inappropriate use may result in the removal of that privilege during the school day, and/or disciplinary actions. All Village School students are expected to abide by the following rules while using their computers at school.

1. Chromebooks can only be opened or accessed at school under teacher's supervision and permission. Computers cannot be opened in the lounge or locker room.
2. Chromebooks must never be used to intentionally hurt others or their work.
3. Students must take care to not abuse or damage the Chromebooks.
4. Respect the environment by not wasting paper. Print only what is needed. Any printing done outside of class without explicit teacher permission must be done in the Reading Room.
5. Tell a Village School teacher if the computer, network, or printer is not working properly.
6. Do not share or use others' passwords.
7. Respect the privacy of others. Do not go into files or folders that are not yours. **Other students should not have editing privileges to your documents unless instructed to by a teacher.**

8. If you accidentally encounter inappropriate material on the internet, close the network browser and tell a teacher or staff member.
9. Village School computers are to be used for school work only. **You may not email your friends, check your home email, email parents or family members, instant message or “chat”, play games, take selfies, go shopping, watch non-assigned videos, or stream music while you are at school.**
10. In order to help your chromebook run smoothly, plug-ins cannot be used during school hours unless instructed to be installed by a teacher. Your cursor must be the standard cursor.
11. If a teacher tells you not to use a certain site or app to complete an assignment, do not use that site (such as Grammarly, Google Translate, or Sparknotes). **Doing otherwise could be considered plagiarism and/or cheating.** AI generated content will not be considered original thought and work, and is not permitted.
12. For your safety, NEVER reveal personal information while on the internet unless explicitly instructed to by a teacher (such as with submissions to Writer’s Eye).

Failure to adhere to these rules is considered a student conduct infraction and will follow discipline guidelines for unacceptable behaviors.