

# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

*To commit minds to inquiry, hearts to compassion, and lives to the service of humanity.®*



November 4, 2009

Northfield Campus Parents/Guardians:

New Trier is pleased to offer the Student Laptop Program at the Northfield Campus. This program allows all interested students to bring their personal laptops to school and receive the same type of filtered internet access as on New Trier High School computers. We have initiated this program for several reasons:

- Many of the learning tools students use are web-based, and students may need more frequent access to these tools than they did in the past.
- Often students use programs installed on their personal laptops/desktops to work on complex projects that are difficult to move between computers, especially if the projects are large multimedia files.
- Students often need to access a computer briefly, without going to a dedicated computer lab.

We are very excited to implement this program and continue our commitment to providing technology resources for all students. Please note that if your student plans to bring his or her personal computer to school, he or she should be aware that some classrooms are already equipped with tablets, laptops or netbooks with content-specific software installed on them. Students are generally allowed to use their computers during school, but teachers may restrict the use of a personal laptop during class on an individual basis.

In New Trier's continued effort to support student learning, we are also adding small form-factor laptops (also known as netbooks) for checkout from Computer Lab D224.

Please feel free to go to the [Student Laptop Program Blog](#) on the New Trier web site to share your thoughts and comments. *Please note that participation in the Student Laptop Program is completely optional.*

If your student is interested in participating, please do the following:

- Review the attached rules and guidelines with your student; both you and your student must sign the document.
- Have your student return the signed rules to Computer Lab D224 during lab hours (7:30 a.m. - 4:00 p.m. M-F).
- Review the [Student Laptop Program Blog](#), which contains additional Frequently Asked Questions such as how to use school printers and transfer files from the school network to a laptop.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Johnson".

Chris Johnson  
Director of Technology  
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## **Student Laptop Program Participation Agreement**

### **Program Rules**

- Anyone using the New Trier computer networks should familiarize themselves with the *Acceptable Use Regulations* which are available on the New Trier web site. They are your definitive guide to what is expected when using technology resources at New Trier.\*
- Bypassing school security or internet access filtering software is a violation of usage policy. Playing online games, however accessed, is prohibited.
- Computers should not be used in class without permission from the teacher.
- Use of the network is authorized only for the computer and student listed on this agreement. It may not be shared or transferred to any device or user other than as described below.
- Computers may not be connected to the wired network (using a network cable); only wireless access is allowed.
- Inappropriate content may not reside on a computer while on school grounds. That includes, but is not limited to, obscene material and software to facilitate breaking security systems. Students must recognize that they have no expectation of privacy in regard to personal computers brought on to school grounds. New Trier reserves the right to examine files and materials stored on students' individual computers as needed to monitor acceptable use under the District's *Acceptable Use Regulations*.

### **A Final Consideration**

Access to the New Trier internet is a privilege. A single violation of the established rules, intentional or otherwise, may result in the loss of this student privilege.

### **Parental Consent**

My signature on the following page confirms that:

1. I approve of my son or daughter bringing a personal computer to school.
2. I authorize New Trier staff to configure this computer for network access and to inspect the computer if required to assure compliance with these requirements. I understand that neither I nor my student has any expectation of privacy in files or materials stored on a personal computer brought to school, and the computer may be examined by New Trier personnel in order to monitor the acceptable use of technology under the District's *Acceptable Use Regulations*.

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- I acknowledge that the student is solely responsible for the safety of the machine and its contents. The school is not responsible for any physical or software damage, including loss or theft of the computer.

*LoJack® for Laptops* is a software product for recovering stolen PCs. It is available from most electronics retailers for both PC and Mac platforms. Installing it on the student's laptop will provide an additional layer of security.

- I have read the *Authorized User Regulations* and reviewed them with my son / daughter and we agree to abide by them.
- I acknowledge that access to this resource may be revoked for failing to observe the requirements.

Name of Student:

Model / Serial Number of Computer:

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent or Guardian:

Operating System:

\_\_\_\_\_

\_\_\_\_\_

Date:

MAC Address: \*\*

\_\_\_\_\_

\_\_\_\_\_

Student Signature:

Student ID number:

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

- The only exception to this is in regard to usage guideline no. 5, which does not apply to this program.

\*\* New Trier staff will assist student in determining the MAC address of the computer.