

Additional Computer Policies

*When a computer goes out for repair, we often swap computers instead of issuing loaner units. This system is more efficient because data does not have to be transferred twice. Please be as kind and gentle to your computer as possible because it may end up in your classmate's possession.

*Any stickers or personal decorations on school computers must be removed. It has always been a rule, but because of the above policy it needs to be enforced. Goo gone is available in the tech office. If the tech staff removes stickers, there will be a charge of \$50 bookbilled.

*In order to keep our network as powerful and secure as possible, no student cell phones, iPods or personal computers will be permitted to connect to the SEM network. If a student chooses to use a Mac computer for classwork, we will allow one.

*We have had way too many instances of peer to peer, antivirus, proxy or other unacceptable software loaded on school computers. This software causes machine slowness and other network problems. We understand that sometimes students do not know that the software they have loaded is causing problems. When software of this nature is initially removed from a student's computer, the student will be asked to sign a document confirming that she understands not to reinstall the software. If the software is found on the computer again, the student will be charged a \$50 repair fine. If found a third time the student will lose administrative rights to her computer.

*The existing rule about negligent care of school computers will be more strictly enforced.

In order to encourage responsibility and care, there will be zero tolerance for any careless behavior which results in damage to the computer. For any incident which is deemed to be the result of negligence, students will be charged \$50 the first time, \$100 the second. The charge will increase in \$50 increments for any subsequent incidents.

What is considered negligence? (This list may not be conclusive.)

- Screen cracked by applying excessive force or from being dropped.
- Scratched (cosmetic) parts.
- Cracked or broken plastic parts, broken latches, broken pins, or broken connectors caused by excessive force.
- Missing keys
- Damage caused by liquid spilled into the system.
- Damage caused by the improper insertion of a PC Card or the installation of an incompatible card.
- Damage to the stylus housing because of improper use and insertion.
- Damage caused by foreign material in the hard drive (food, drinks, etc.).