

# Personal Electronic Device Guidelines/Contract

As laid out in the school's Acceptable Use Policy, at HCCPS we value computers, technological tools, and access to online resources as a way to support and advance teaching and learning, and have made a considerable investment to ensure that members of our community have on demand access to these resources. Students will never be required to bring their own device to access any part of the curriculum. However, some students may choose to use their own devices, such as laptops or tablets, brought from home for a variety of reasons. **Handheld devices specifically prohibited in the Family Handbook, including phones, iPods and electronic games, are still prohibited from use during school hours (8:00-5:00).**

It is important to be clear that the goals and limitations of the use of personal devices are identical to those with technology provided by the school and that all aspects of the Acceptable Use Policy apply using **any** device at school. Additionally, as devices accessing the internet through the school's network have bearing on the network as a whole, it is important to ensure that all devices connected are doing so safely and responsibly. The use of these personal devices, as with devices provided by the school, is a privilege dependent on responsible use of these resources.

Some computer-based work at school is designed around specific pieces of software. The school's responsibility is to make sure this software is accessible to every student, not every device. While the majority of the software used at the school is freely available, it is the responsibility of the student/their family to install software as needed if they wish to complete the assignment using their own device.

The school assumes no responsibility for the condition and support of devices brought from home. The student and their family assume all responsibility for care of the device.

To best ensure safety for the whole network, we require students planning on using their own devices to register them using the form at the address below.

<http://goo.gl/forms/NrvQDGclUv>

- I have registered my device using the above form.
  
- I understand that all aspects of the Acceptable Use Policy apply equally when using any device at school.
  
- I understand that violations of the Acceptable Use Policy from my own device may result in losing the privilege of using that device at school as well as restrictions on using school-issued devices.

Student Signature: \_\_\_\_\_ Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

**About Printing:**

The school provides the following guidelines to assist students in setting up printing on personal devices, however, the school assumes no responsibility in ensuring that all devices can access printers at all times.

**For Chromebook/Tablet Users:**

Chromebooks and most tablet devices do not support printing services in the way traditional computers do (i.e. one cannot install or “add” a printer). Instead, printing is available through Google CloudPrint, which can be a bit temperamental but works most of the time in its circuitous way.

**For Mac/Windows/Linux Users:**

All classroom printers are of the same model family (Brother HL-2270DW) and require a driver to be downloaded and installed before the printer can be added to the computer. Drivers can be obtained from the Brother website and are accompanied by an installation guide.

[http://support.brother.com/g/b/downloadtop.aspx?c=us&lang=en&prod=hl2270dw\\_all](http://support.brother.com/g/b/downloadtop.aspx?c=us&lang=en&prod=hl2270dw_all)

**Purples/Prisms Printer Addresses:**

- Science Lab: 172.26.3.102
- Beth’s Room: 172.26.3.113
- Kelly’s Room: 172.26.3.117
- Peter’s Room: 172.26.3.119
- Paula’s Room: 172.26.3.120
- Rachel’s Room: 172.26.3.121
- Joanna’s Room: 172.26.3.124
- Atelier: 172.26.3.201