



Colegio Bilingüe New Horizons

Our Strongest Conviction is Academic Excellence
Accredited by New England Association of Schools and Colleges

Agreement of Portable Computer Use for High School Students School Year 2012-2013

Student: _____ Grade: _____
Parent/Guardian: _____ Date: _____

Dear parent and/or tutors:

These are the institutional norms that will rule the use of portable computers that your son/daughter will use as an **educational tool** during high school.

Portable Computers in the classrooms

- Each computer should be properly identified with the owner's name, telephone number, and other personal data.
- Students are responsible for completely charging their equipment each night before arriving at school.
- It is not allowed to lend or borrow the portable computers to/from other student.
- The user names and passwords are of the exclusive use of each student; therefore they are not to be shared with other classmates.
- Students are responsible of organizing their files by subject, semester, and evaluation period.
- Students will turn on or off their portable computers following the teacher's guidelines.

Screen Savers

- Unsuitable images such as: weapons, pornographic material, inappropriate language, reference to drugs, alcohol, symbols or photos related to gangs, cannot be used as screen savers.

Sound and Videogames

- The sound must always be in MUTE, unless permission is obtained from the teacher.
- Headset use, listening or playing music and/or playing games are not allowed.

Electronic Mail and/or Instantaneous Messages

- Access to electronic mail and/or Internet can only be done with authorization.
- The use of instant messaging services and/or social websites are not allowed.
- Students cannot publish on the web: information, photo, image or paper. This can only be done with authorization from the teacher.

Unacceptable Behavior

- Use of Internet system for illegal activities including violations of author rights or licenses, downloading unsuitable material, virus, and/or programs.
- Use of the network system for financial, commercial gains, or propagandas.
- To explore places on the Internet or materials that do not support the academic program and/or that are inappropriate.
- Vandalism or alteration of programs, files, network operation system, or any other component of the network that are prohibited.
- To get unauthorized access to any place of the network.
- To reveal his/her home address, telephone number and/or personal information.
- To train, to help, to observe, or to participate in any unauthorized network activity.
- To forge permissions, authorizations, or identification documents.
- To obtain and/or to modify data files or passwords belonging to other users.
- To introduce viruses into the network or computers.

Section for Parents

As father/mother/tutor of _____ I have read and accepted the norms established by the Institution for the use of portable computers.

Name of the Father/Mother/Tutor

Signature

Date

Note: It is very important to establish clear rules at home to guarantee proper computer use. Remember to take into consideration ethical use and computer misdemeanors to which your daughters/sons would be exposed.

The School does not take responsibility for loss, robbery, or damage of any portable computer. Parents/mothers and/or tutors are encouraged to reinforce its appropriate use and proper care.

Section for Students

I have read the rules expressed by the school for the use of my portable computer, which will be use as an educational tool. I will follow these norms and take all the safety measures to maintain my portable computer in good condition.

Student

Signature

Date