# TOHS ELECTRONIC DEVICE USAGE RULES
(Rules apply to ALL school technology devices on campus.)

- Use technology equipment for assigned class work ONLY.
- Do not change ANY settings on the computer.
- Do not operate another student’s computer after they sign in.
- Use all technology equipment in an appropriate manner.
- **Report any violations of the above to the teacher at the beginning of the period.**

<table>
<thead>
<tr>
<th>![Computer icon]</th>
<th>Do not print anything unless you have permission from the teacher.</th>
</tr>
</thead>
<tbody>
<tr>
<td>![No Food or Drink icon]</td>
<td><strong>NO FOOD OR DRINK IS PERMITTED IN ANY COMPUTER LAB AT ANY TIME.</strong></td>
</tr>
<tr>
<td>![Network icon]</td>
<td>All students accessing the internet or using electronic devices are expected to abide by the rules and responsibilities for the proper use of those devices. The TOHS policies can be reviewed in the Discipline Policy and Procedures handbook at <a href="http://www.conejo.k12.ca.us/tohs">www.conejo.k12.ca.us/tohs</a>.</td>
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Failure to follow the policies above will result in disciplinary action which may include:
- Detention
- No Credit for the Assignment
- Referral
- Financial responsibility for damages
- Drop/Fail from the class
- Loss of computer privileges
- Criminal prosecution

**Student:**
I, __________________________________ am personally responsible for maintaining all technological devices and lab equipment used on campus. I will be financially responsible if I break anything due to horseplay or negligence. I will notify the teacher immediately upon seeing the equipment if there are any issues, otherwise I will be held accountable for my assigned devices and equipment. If the horseplay or negligence is severe enough, the teacher and administration may take further disciplinary action.

Student Signature: __________________________________________  Date: ___________________

**Parent / Guardian:**
I, ___________________________________ the parent/guardian, have read the above signed student statement regarding technology and equipment usage on campus and understand that my student and I can be held financially responsible for any damages.

Parent Signature: ____________________________________________  Date: ___________________