



Harvard-Westlake School Electronic Devices Guidelines and Contract

In addition to laptops, Harvard-Westlake students are permitted to bring tablets, cell/smart phones, and music listening devices to school with the understanding that:

- *I am solely responsible for my personal electronic device. Harvard-Westlake does not take any responsibility for lost or damaged electronics.*
- *All electronic devices should be used for school purposes only; however, reading for pleasure and listening to music is allowed.*
- *Harvard-Westlake only provides limited technical support for required student laptops.*
- *Harvard-Westlake maintains the right and sole discretion to prohibit any student from using any electronic device at any time.*
- *I may access the Internet via the school's Wi-Fi system on campus. The school network is a shared resource and excessive use hurts everyone by slowing it down. I will be considerate and use it wisely. Excessive or inappropriate use may result in a loss of privilege.*
- *Ear buds or headphones must be used at all times and no sound may be emitted from my device.*
- *Electronic Devices may only be used in the designated areas.*
- *I will only take photographs or recordings of others, or post or transmit photographs or recordings of others, if I have their prior permission.*
- *I will be a good digital citizen. I will be a LARK (Legal, Appropriate, Responsible, Kind).*

By signing this contract I agree to follow the above terms and conditions.