

## Trinity Chapel Academy Laptop Guideline Disciplinary Action

Offense	1st Offense	2nd Offense	3rd or subsequent offense	Maximum Discipline
Off task laptop use: using e-mail, surfing online or using a program other than instructed, playing games during class without instruction	<p><b>Verbal Warning and Office Referral</b></p> <p>*discussion of ethical and appropriate use of laptop</p>	<p><b>Office referral 24 hour loss of computer</b></p> <p>Laptops can be used during class time as needed but not during free time or taken home.</p>	<p><b>Office referral 48 hour loss of computer each subsequent +24 hr</b></p> <p>Laptops can be used during class time as needed but not during free time or taken home.</p>	<b>Suspension of computer use</b>
Knowingly accessing inappropriate websites, games, videos or programs (on or off campus)	<p><b>Verbal Warning and Office Referral</b></p> <p>*discussion of ethical and appropriate use of laptop</p>	<p><b>Office referral 24 hour loss of computer</b></p> <p>Laptops can be used during class time as needed but not during free time or taken home.</p>	<p><b>Office referral 48 hour loss of computer each subsequent +24 hr</b></p> <p>Laptops can be used during class time as needed but not during free time or taken home.</p>	<b>Suspension of computer use</b>
<p>Deliberate damage to laptop:</p> <p>Type 1: closing lid with force, violation of care policy</p> <p>Type 2: purposeful neglect or damage</p>	<p><b>Verbal Warning and Office Referral 24 hour assessment of damage</b></p> <p>*discussion of ethical and appropriate use of laptop</p>	<p><b>Office referral 24 hour loss of computer</b></p> <p>Laptops can be used during class time as needed but not during free time or taken home.</p>	<p><b>Office referral 48 hour loss of computer each subsequent +24 hr</b></p> <p>Laptops can be used during class time as needed but not during free time or taken home.</p>	<b>Suspension of computer use</b>

\*\*\* If the offense is severe, regardless of sequence of offense, Trinity Chapel Academy administration and computer staff reserve the right to discipline at the highest level.