

WISDOM MIDDLE/HIGH SCHOOL
Apple iBook Guidelines

General Information:

The Apple iBook and carrying case that is being issued is the property of the State of Maine, registered to Wisdom Middle/High School. It is assigned to the student and his/her family and **MUST** be returned at the end of the school year. The issue of an iBook to each student is a privilege, not a right. This privilege can be revoked. The focus of the Laptop Initiative is teaching and learning rather than technology. The laptop is a tool that can take students to a higher level of understanding and creativity. Student laptop use can and may be monitored remotely at any time.

Guidelines and Rules for Use:

The student laptop is an educational tool and should only be used in that capacity. The laptop is to be used only by the student to whom it is issued. Downloads (such as images) must be for educational purposes, follow copyright laws, and rules established in the Student Acceptable Use Policy. The iBook should never be left unattended, including in the hallways. Any inappropriate use or neglectful treatment of an iBook or its carrying case observed by anyone should be reported immediately. Any inappropriate use or neglectful treatment of the computer will result in a student's laptop being taken away for a period of time. The length of time the computer is taken away will increase with each reported incident. Severe incidents may result in losing the computer indefinitely. Passwords must remain confidential. Students may change passwords on their computers. Parents and/or guardians are entitled to their child's password at any time. Students are not permitted to delete or clear the history as homeroom teachers may check periodically to verify educational searches.

Care of the laptop:

Once the iBook is issued to the student and her/his family, they are responsible for it at all times. Students must take care of the laptops in a way that minimizes the chance of accident. Students are responsible for charging their computers so that they are ready for use during instructional time. Students are responsible for reporting behavior of other students that could potentially damage the laptops. The iBook and storage case must not be marked up, and the computer should be clean at all times. The condition of laptops will be checked regularly. Laptops should never be used on the bus, while in transit, during sports practices, games or any location that would increase the risk of loss or damage. The label on the storage case must stay in the display area and remain legible. Any problems with the laptops should be reported to the homeroom teacher.

Internet Rules, Reminders and Guidelines:

The school's Acceptable Use Policy should be followed at all times. The signed consent form must be turned in to the school. The school has access to the laptops at any time to view a student's Internet history. Any accidental linking to inappropriate web sites should be reported immediately, noting the date and time of the accidental access. Inappropriate use of the Internet will result in Internet privileges being taken away for a period of time. The time of lost privileges will increase with each incident. Severe incidents may result in Internet privileges being taken away indefinitely.

E-mail Rules, Reminders and Guidelines:

E-mail is to be used only for purposes directly related to school studies. E-mails can be monitored. Any inappropriate use of e-mail may result in the e-mail privilege being taken away for a period of time. The length of time that the laptop will be taken away will increase with each reported incident.

WISDOM MIDDLE/HIGH SCHOOL MLTI Laptop Home Use Procedures

Responsibility

(Parents who would prefer laptops NOT be brought home should inform the school immediately)

- In order to sign out a computer to take home, parents and students must attend a Family Orientation meeting scheduled by the school.
- It is the responsibility of the student and parents to know the guidelines attached to this document. Guidelines are reviewed when students receive the laptop and when parents attend the mandatory orientation session.
- The Student Acceptable Use Policy applies to home use of MLTI laptops.
- The iBook issued to each student is an educational tool and should only be used in that capacity.
- Parents/Guardians will have their child's login password in order to supervise student's usage at home.
- Replacement costs and/or the repair for damages that are not covered by the warrantee and that occur to the iBook and its carrying case while it is signed out are the sole responsibility of the parent/guardian.
- If the iBook is stolen while signed out to a student, it should be reported to the local police authorities and Wisdom Middle/High School personnel immediately.
- Laptops taken out of state are not covered by Apple for any kind of loss or damage.
- Failure to comply with the school's policy for iBook sign out may result in your sign out privileges being revoked.

Check Out Procedure

- Students must sign out their iBook and carrying case with their homeroom teacher, according to the homeroom teacher's established check out procedure(s).
- The laptops may not be taken in locker rooms, on playing fields, courts, or any locations that increase the risk of loss or damage.
- Arrangements with parents for iBook pick ups must be made in advance for students participating in extra- curricular activities.

Check In Procedure

- The iBook, its carrying case, and charger will be signed back in before school the day following the day it was signed out. This will occur in the student’s homeroom.
- Parents may be contacted directly if a student returns to school without the computer.
- Failure to check the computer back in on time may result in the school revoking the privilege of taking the iBook home for a period of time determined by the Principal and the Tech Coordinator.

I hereby agree to the procedures and expectations outlined.

Printed Student

Name _____

Student
Signature _____ Date _____

Printed Parent/Guardian

Name _____

Parent/Guardian
Signature _____ Date _____

