

MLTI Laptop Guidelines

MLTI laptops are intended to enrich students' learning experiences at school and at home. Students will adhere to the following guidelines for laptop care and use:

Laptop Care

- Do not charge laptops in the carrying case, this can cause damage to the laptop from overheating.
- Students should arrive at school each day with a laptop that is charged and ready for use in class.
- Laptops that are not brought home must be returned to the carts, or assigned spots, at the end of the day.
- Students are responsible for making sure their laptops are plugged in and charging during lunch/recess to ensure that they will be charge for use in the afternoon. Students should use the charging stations in their Advisory rooms to charge or store their laptops.
- Students are responsible for the safe placement of their laptops when they are not being used, during after-school activities, etc.
- Grade 7-8 Advisory teachers will check in the morning that all students have their laptops at school.
- Advisory teachers will check that the cart is in order at the end of the day and check to make sure that any students with restrictions against taking their laptop home have left their laptops on the cart.
- Laptop lids must be closed when being transported and should be in their carrying cases when not in use (always in the case in the hall).

Laptop Use

During class time, students will follow teacher instructions about the use of laptops. Students should not be using laptops in class without approval of their teacher. Students will check with the teacher in charge before "lids up" and only use the laptop for school-related work.

The following are permitted only if authorized by a teacher for ACADEMIC purposes:

- Using headphones with the laptops *
- Downloading or playing games (non-educational games are not permitted)
- Downloading or playing music, CDs or DVDs*
- Registering for online accounts
- Using e-mail or chat sites

*At home, students may use headphones and listen to music on a CD, but may not import/download music onto the laptops. We discourage the use of laptops as "gaming" devices. Wear and tear from gaming results in excessive damage to the laptops. We encourage parents to support this request. The laptops must be used by different students over their lifetime and this will help assure effective educational use.

Certain activities are not permitted:

- At **NO** time should students use their laptop without a teacher or supervising adult present.
- Using the laptops in the cafeteria during lunch
- Eating or drinking around the laptops
- Making **ANY** changes to System Preferences beyond those that are specifically indicated by teachers
- Deleting Internet History or changing Internet browser preferences, unless specifically instructed to do so by teachers
- Putting the laptops in lockers; taking them on sports trips or on other long bus trips

Misuse of Laptops

Teachers may check Internet and download history at any time. The use of laptops will also be monitored "silently" through our network systems. Violations of these guidelines will result in disciplinary actions to correct improper use by students. To clarify the intent of these guideline; the use of MLTI laptops is strictly intended to focus use for educational purposes. MLTI laptops are **NOT** intended to serve as entertainment for students or to distract them from the educational mission of our school environments. Students that violate the guidelines for use will lose privileges associated with the laptops.

Laptop Consequences

Teachers: When you witness infractions to these guidelines, notice damage or loss, please complete a referral on-line. To find this form, click on the "Mac & MLTI Help Center" button on the right side of our www.dises.org home page > Click on the "Laptop Referral Form" button on the right side of the page (Contact Mr. Arnold if you forget the password for this form). The office will process the referral and forward information to Advisory teachers regarding the number of days that students will be restricted from taking their laptop home. Advisory teachers should inform the student and are responsible for checking to make sure that laptops are left at the end of the day, for students with restrictions.

If students:

- Use their laptop in an unsupervised area;
- Take onto a playing field, court, bus to away games, etc.
- Leave unattended (except on their Advisory cart) during the school day, or leave on the floor before, during or after school
- Improperly store/transport (case needs to be zipped, cord and charger in compartment)
- Use on an unstable surface (table/desk top is acceptable)
- Carry or store in backpack or locker
- Leave at home on school days
- Download applications or files without permission
- Leave on a bus
- Use another student's iBook
- Inappropriate use of e-mail or the Internet
- Fail to follow directions/instructions by teachers or other school staff regarding use of their laptop

The consequences are:

- 1st Infraction: loss of privilege to take home for two (2) school days
- 2nd Infraction: loss of privilege to take home for five (5) school days (note sent home with student)
- 3rd Infraction: loss of privilege to take home for ten (10) school days (phone contact home to inform parent)
- 4th Infraction: meeting will be scheduled with student/parent(s), teacher(s) and principal(s) to determine further consequences

Laptop Damage

Laptops will be inspected periodically. **REPORT ANY DAMAGE IMMEDIATELY** (see consequences below).

Intentional Damage

- 1st Consequence: Indefinite loss of taking the iBook home

Accidental Damage

- 1st Consequence: Pending investigation
- 2nd Consequence: Indefinite loss of taking the iBook home

*** Parents/Students will be held responsible for any costs to repair damage or replace a laptop, laptop charger and/or carrying case that is found to be the result of malicious or negligent actions or care (cost of laptop replacement - approximately \$1000, laptop charger - approximately \$60, carrying case - approximately \$30).**

Recognizing that student behavior other than those listed will take place, the administration reserves the right to administer consequences for any inappropriate behavior not listed.

I understand and agree to abide by the guidelines and consequences outlined in this document.

Student Signature: _____ Date: _____ / _____ / _____

Print Name: _____ Laptop ID #: _____