

Sedgwick Elementary School

MLTI Laptop Guidelines

October 2009

Sedgwick Elementary School provides computers, networks, and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. It is a privilege, not a right. The MLTI laptops are on loan to our school and will be used by students over a period of years. Students will adhere to the following guidelines for laptop care and use:

Laptop Care

Students will:

1. Begin school each day with a fully charged laptop, their charger, and case.
2. Not charge laptops in the carrying case because that will cause overheating.
3. Not touch the laptop screen.
4. Not mark or write on the laptop, charger, or case.
5. Clean the laptop and case only with teacher-approved cleaning materials.
6. Store the laptop in the case with the ports up and the screen facing away from the charger pouch.
7. Return the laptop to the charging station before lunch so the computer is charged for the afternoon.
8. Return the laptop to the charging station at the end of the day to charge overnight if the laptop is not going home.
9. Make sure the laptop is in a safe place when not in use.
10. Use the laptop on a hard, flat surface whether it is a table, counter, or desk – never on the lap or floor.
11. Close the laptop lid when transporting the laptop.
12. Have a label with the student's name on the laptop, on the charger, and in the case side pocket.

Classroom teachers will:

1. Check in the morning that all students have their charged laptop, charger, and case at school.
2. Check that the cart or charging station is in order at the end of the day and that any laptops staying at school are charging.

Computer Use at School

Students will follow teacher instructions about the use of the laptop and will check with the teacher in charge before lifting the lid.

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

- Using headphones
- Downloading or playing educational games
- Downloading or playing music, CDs or DVDs
- Registering for online accounts
- Using e-mail, chat sites, or other online social networks without direct teacher supervision

Certain activities are not permitted:

- Using laptops without a teacher or supervising adult present
- Using the laptops in the cafeteria or the gym
- Eating or drinking around the laptop
- Making any changes to System Preferences beyond those that are specifically allowed by a teacher
- Deleting Internet history or changing Internet browser preferences, unless specifically instructed to do so by a teacher (Note: The history is stored for one month.)
- Putting the laptop in a locker or transporting it to places other than home or school
- Accessing inappropriate materials
- Using school computers for illegal activities including violating copyright laws, plagiarism, copying software, or unauthorized access to another's password or account
- Revealing full name, address, telephone number, or photos of themselves or others on the Internet without parent and teacher permission

Laptop Use at Home-*Students may take home laptops only when there is an assignment that requires their use.*

At home, parents are responsible for monitoring their child's MLTI laptop use, including Internet use. The student is responsible for following all school guidelines regarding laptop use while using an MLTI laptop. Student use of the laptop at home must be in an area clearly visible to parents. Parents are responsible for the financial liability incurred by student misuse of the MLTI computer.

In order to take laptops home, students and parents must attend an orientation meeting, agree to follow the rules discussed herein and sign below.

Laptops MUST travel in their cases and may not be taken out on the bus or in other vehicles.

Extra-Curricular Events

Laptops are not to be taken to sports games or away extra-curricular events. If students want their laptops, but are planning to ride home from games with parents, then parents will need to make arrangements to pick up the computer.

Misuse of Laptops

The purpose of the MLTI laptop is educational and the school expects students and parents to abide by the guidelines. Violations of these guidelines will result in disciplinary action that will include but not be limited to losing privileges associated with the laptops. Teachers may check Internet and download history at any time. Laptop use may also be monitored remotely through network administration. Students have no expectation of privacy.

Consequences for Misuse

The teachers or principal will take appropriate action depending on the infraction, which may include, but not be limited to, the loss of Internet privileges or restricted laptop use at school. Students should expect at least the following consequences:

- 1st Infraction: loss of privilege to take laptop home for 2 school days
- 2nd Infraction: loss of privilege to take laptop home for 5 school days (contact home)
- 3rd Infraction: loss of privilege to take laptop home for 10 school days (meeting with principal and contact home)
- 4th Infraction: meeting with parent(s), teacher(s), and principal to determine appropriate action

Laptop Damage or Loss

Parents must purchase insurance for \$25 or sign a waiver accepting responsibility for the cost of damage or loss. A reduced rate is available for families whose children are on free or reduced meals. Please see the principal.

Students must report damage or a missing laptop immediately to the homeroom teacher.

The student and parent will be held responsible for any costs to repair damage or replace a laptop, laptop charger, or carrying case that is the result of malicious or negligent actions or care. The cost of replacing the laptop is approximately \$1000, the laptop charger approximately \$60, and the carrying case approximately \$30.

FAMILY COPY:

I understand and agree to abide by the Sedgwick Elementary School MLTI Laptop Guidelines outlined in this document.

Student Signature: _____ Date: _____ / _____ / _____

Print Student Name: _____ Laptop ID #: _____

Parent/Guardian Signature _____ Date _____ / _____ / _____

SCHOOL COPY:

I understand and agree to abide by the 2009 Sedgwick Elementary School MLTI Laptop Guidelines outlined in this document.

Student Signature: _____ Date: _____ / _____ / _____

Print Student Name: _____ Laptop ID #: _____

Parent/Guardian Signature _____ Date _____ / _____ / _____