

**Islesboro Central School Grade 3-12
Laptop Responsibilities, Guidelines & Procedures**

Islesboro Central School is proud to provide 1:1 laptop computer access for our students in grades 3 - 12. Your child will be provided a PC laptop to be used for their academic work (Grade 7 and 8 students will have state-owned Mac Books). **The computer is an educational tool and should only be used in that capacity.** It is the property of Islesboro Central School and subject to local school control. Laptops will not be checked out during vacations. School laptops are intended to be used at school or in the student's home.

Batteries, chargers and bags are not covered by insurance. This applies to all laptops – those kept at school and those going home. **Students are responsible for replacement costs as follows:**

Battery	\$ 130.00
AC Adapter	\$ 50.00
Bag	\$ 25.00

Students in grades 7 – 12 are eligible to take the computer home if the following conditions are met:

1. The student and a parent or legal guardian must complete an Internet Safety and Laptop Orientation online course which is found at <http://www.common sense media.org/Internet-Safety-High-School-Kids-Tips> .
2. A completed Take-Home Permission Form must be signed by the parent or legal guardian and kept on file at the school. **Parents/guardians have the right to opt out of the take-home part of this program.**
3. The parent or legal guardian must assume financial responsibility for the computer's repair/ replacement cost for any loss or damage that is not covered by warranty or insurance. **Parents must purchase an inexpensive (usually under \$40) insurance policy available through the school. Deductable amount is \$100.** Insurance forms will be sent home with students upon request.
4. The laptop will ALWAYS be used in a common family location so that adult supervision is maintained at all times, ensuring that the computer is being used only for academic purposes. Parents will be given their child's login password in order to facilitate the supervision of the computer use at home.
5. Parents are responsible for any setup required for Internet access from home.

Students eligible to sign out a computer to take home must abide by the following check-out and return procedures:

1. Students must sign out their laptop on the day they plan to take their computer home.
2. Students not checking out their computer for take home must return it to the assigned locker for storage by 3:05 p.m. Laptops cannot be checked out after 3:05 p.m.
3. Computers must be returned to school at the beginning of the next school day fully charged for classroom use.
4. Laptops are not to be taken into locker rooms, onto playing fields, to other extracurricular activities, or on the bus to "away" activities. Students participating in after-school activities must make prior arrangements for parent or guardian sign out and pickup of laptops for transport home.

Failure to abide by these procedures will result in the following:

1. Laptop left at home or taken home without being signed out.

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- a. Student will call parent/guardian and arrange for it to be brought to school immediately.
 - b. In the case of magnet students, the computer must be returned to school the next day. Failure to do so will result in parent being required to arrange for the computer to be brought to school immediately.
 - c. Loss of take-home privilege for a week.
2. Computer taken to locker room, playing fields or other extracurricular activities.
 - a. Loss of take-home privilege for a week.
 3. Computer not charged.
 - a. Loss of use for rest of day.
 4. Missing homework for any reason related to laptop not being returned to school, being returned to school late, or being returned to school not charged will not be excused and be considered late.
 5. Multiple infractions will result in loss of laptop take-home privileges indefinitely.

General rules for use of laptops in and out of school:

1. Laptops are to be used for academic purposes only.
 - a. The following are not permitted
 - i. Installation of software of any kind
 - ii. Game playing
 - iii. Accessing websites not for school work
 - iv. Downloading of materials without authorization
 - v. Instant messaging or chat of any kind
 - vi. Using email without teacher/parent permission and supervision
 - vii. Listening to music unless assigned by a teacher
 - viii. Watching movies unless assigned by a teacher
 - ix. Violation of any part of the school acceptable use policy
2. Internet history must not be cleared so appropriate use of the Internet can be ascertained.
3. Do not write on or put stickers on the laptop.
4. Do not install any software on the laptop.
5. Laptops must always be transported in the laptop carrying case.
6. Do not eat or drink near where the laptop is being used. Do not touch the screen.

7. Use the computer on a flat smooth surface so that air can circulate around the bottom case. Do not put the computer on your lap.
8. Do not leave laptop unattended anywhere. This includes hallways, classrooms, library, or bus.
9. Do not put your laptop in your locker. Laptops not being used should be in their case and under your supervision or returned to the laptop cart in the middle school.

Failure to abide by the general rules 1 – 9 will result in loss of laptop privileges.

Laptops will be checked randomly to ascertain condition of the computer, sites accessed and any changes to the setup or content of the computer.