

## Regional School Unit 19

### Laptop Guidelines

The laptop and carrying case that you are being issued is the property of the State of Maine, registered to RSU 19. Each laptop has a unique identification tag, which allows assignment to a specific student. The laptop is to be used by that student during the school year and must be returned at the end of each school year.

The general rules and guidelines contained in this document are designed to insure proper care and use of the laptops so that they may be used by the students as a learning tool. Each middle school has a Lead Teacher who is assigned a laptop to assist them with training and troubleshooting. Teachers and Technology Department staff will have administrative controls to monitor the state of the laptop.

The issuing of an laptop to each student is a privilege. This privilege can be revoked.

#### ***General Rules, Reminders and Guidelines:***

All rules and regulations outlined in the district's Acceptable Use Policy apply to the laptop. You must have a signed AUP on file before being issued a laptop. The laptops belong to the Maine Department of Education. They are on loan to you to use as a learning tool.

The computer that you are being issued is an educational tool and should only be used in that capacity. Your teacher will issue a laptop and carrying case to you during homeroom.

You are the only person who is to use your laptop. Never share or swap with others.

Keep your password confidential. The school's lead teacher will record each student's password, which will be held in confidence among school personnel.

There is to be no downloading without teacher permission. All downloads must be documented by the student and the teacher of the class for which the download was intended.

Never leave the laptop unattended. This includes during lunch, in the locker room, after school, before, during or after extracurricular activities etc. Your laptop should be in your possession or locked in a secure location at all times.

You must sign out your laptop when you plan to use it, and sign it back in when you return it. Sign In/Sign Out logs will be posted in each homeroom near the designated recharging area. These need to be completed neatly and accurately.

***Care of your Laptop:***

Keep the laptop in its storage case at all times. It is designed so that you can use the laptop with the case on it. The storage case has a clear display area for the school's name plate which should contain your school's name, address and phone number, as well as your first and last name, homeroom teacher's name, and homeroom number. Once the laptop is issued to you, you are responsible for it at all times.

Recharging of your laptop will take place in your homeroom. This will generally occur during non-instructional time, during lunchtime and at the end of each school day.

Do not physically mark up the laptop or its storage case. There must be no use of markers, stickers, etc. Your laptop should be clean at all times, and appear to be brand new.

Keep all food and drinks away from your laptop.

Do not touch the laptop screen. Fingernails, pencils or any sharp object can damage it.

***Internet and E-mail Rules, Reminders and Guidelines:***

In you inadvertently visit an inappropriate web site; you must notify your teacher immediately.

You will be assigned an e-mail account to be used with your laptop. You can e-mail yourself assignments from home so that they are waiting for you when you're back in school on your laptop. (Microsoft Word documents are transferable to AppleWorks and back again).

The ability to e-mail your peers, teachers, parents, etc. should only be done for educational reasons. E-mail is monitored for inappropriate use.

***Consequences of Misuse:***

The control panel on your laptop is locked. The school has access to your computer at any time to access the control panel and view/inspect your Internet history and any and all files on your laptop's hard drive.

Any inappropriate use or neglectful care of your laptop, e-mail account or Internet use will result in your laptop being taken away for a period of time that will be determined by your school's lead teacher and Administration. The length of time the laptop is taken away from you will increase with each reported incident. Severe incidents will result in your laptop being taken away from you indefinitely.