

Use of Technology in Instruction

MLTI Laptop Home Use Policy

The Apple iBook is being provided to your child as part of the Maine Technology Learning Initiative (MLTI) instituted by the State of Maine ~~for the 2005-2006 school year~~. This initiative provides one-to-one computer access for all seventh and eighth grade public school students and teachers in the entire state. The intent of this initiative is to provide student access to this technology at home as well as at school. In order for this to happen, the following guidelines have been developed and adopted by our school committee:

Information:

1. The Apple iBook, carrying case and charger are the property of Apple Computer, leased to the State of Maine, registered to Medomak Middle School ~~our MSAD 40 Middle Schools A. D. Gray and D. R. Gaul~~ and assigned to each student for his/her middle school career.
2. The issue of a laptop to each student is a privilege, not a right. This privilege can and will be revoked if the student fails to comply with our district's laptop responsible use and internet acceptable use policies.
3. The laptop being issued is an educational tool and should only be used in that capacity.
4. Each laptop is identified with a unique asset tag number and serial number.
5. The tag in the case must be clearly labeled with the student's name, school and homeroom teacher.
6. There will also be a second tag that contains the school name, address, phone number and indicates that the homeroom teacher has given permission for the laptop to go home.
7. The laptops are covered by Applecare warranty against any normal wear issues. They are not covered against any careless or malicious damage.

Prerequisites:

1. In order to sign out a laptop to take home, parents and students must attend a Family Orientation Meeting.
2. A financial responsibility form signed by a parent or guardian and evidenced by payment of a \$25 nonrefundable maintenance fee, the amount of which will be determined by the superintendent prior to the start of each school year ~~must be on file in the school's office~~.
3. Students must demonstrate responsibility by abiding by the district's internet and laptop policies.
4. Students must inform their team teacher before lunch when they wish to sign out their computer that day.
5. Students must sign out their own laptop and carrying case with their team teacher and never with a substitute teacher. If this teacher is unavailable, arrangements may be made for another Team teacher to substitute in that teacher's place
6. Each student will be issued a tag that will indicate the school name, address, phone number. This tag will indicate to other school personnel that the homeroom teacher has given permission for the laptop to go home.

7. Laptops may not be taken in locker rooms, on playing fields, courts, etc. Arrangements with parents for laptop pick-ups must be made in advance for students participating in extra curricular activities.
8. Laptops may not be taken out of cases on buses or used in any other vehicle.

At Home:

1. When at home, the laptop will ALWAYS be used in a common family location with adult supervision.
2. No one other than the assigned student or parent/guardian will use the laptop.
3. Parents/Guardians will have their child's login password in order to supervise usage at home.
4. The laptop should be in the student's possession or locked in a secure location at all times.
5. The laptop will not be connected to the internet during home use.
6. The laptop will be used for schoolwork only and the districts' laptop responsible use policies must be followed at all times.
7. If the laptop is stolen while signed out to the student and family, it should be reported to the local police authorities and the Middle School personnel immediately. Parents must provide a police report as soon as practicable.

Return to School:

1. The laptop will be returned fully charged in its carrying case with charger to the homeroom teacher on the first school day following the day it was signed out.
2. Parents will be contacted directly if a student returns to school without the laptop. Failure to check the laptop back in on time will result in the school revoking the privilege of signing out the laptop to take home. Arrangements will be made for after school time to make up the work missed.
3. Any problems or damage to the laptop must be reported to the homeroom teacher immediately.
4. Once a student signs out a laptop, the parents/guardians assume financial responsibility for the laptop's repair and replacement costs not covered by the Applecare Warranty. Depreciated ~~Replacement~~ costs and/or repair for damages that occur to the laptop, its carrying case and charger while it is signed out are the sole responsibility of the parent/guardian. ~~Replacement cost for a laptop would be a maximum of \$250.~~