

**Administrative Procedure**

**Laptop Policies**

The purpose of these policies is to:

1. Ensure the successful use of laptops in MSAD #40 by establishing rules that must be followed regarding student and staff responsibilities.
2. Be used in addition to all school policies and the *Acceptable Use Guidelines* in the Student Handbook.
3. Provide recommendations for respectful, responsible and ethical use and care in the use of the laptops.

Laptops are available for use in the K-12 classroom in various arrangements. These policies cover responsibilities of staff for Laptop Labs, recommendations for responsible use and care of laptops by students; and those policies specific to the MLTI (Maine Laptop Technology Initiative) laptops.

**I. Laptop Lab Usage**

The Laptop lab is designed to function as a mobile computer lab. During the school day the laptops are not intended to be distributed singly. The lab will be checked out to a teacher as a unit. That teacher will have responsibility for pick up and safe return of the lab to the library.

Any computer problems encountered during checkout must be reported to the librarian or Technology Teacher upon return of the lab. The next user has the right to expect that all laptops will function properly.

The lab will only be checked out to teachers or substitutes who have participated in training and demonstrated an understanding of the unique attributes and limitations of a laptop computer.

The teacher should insure that students understand and follow the rules for computer use in the classroom (by discussing and demonstrating the policies with the students.) The teacher has the right and responsibility to deny access to a computer for students unable to comply with the rules.

Any use of a laptop outside of the classroom and regular school day must be arranged with the technology teacher, the librarian or the technology coordinator. At least one day's notice must be given so that arrangements for security, re-charging and responsibility can be made. The laptops from the labs cannot be checked out to students. A staff person must take responsibility for the laptop.

## II. Respectful, Responsible and Ethical Use and Care of Laptops

### A. Recommendations for respectful and responsible use and care of the Laptop Lab include but are not limited to:

1. Follow normal school rules - no running, fighting, pushing, shoving, etc. around any computer.
2. No food or drinks near the computers and make sure hands are clean.
3. Carry with two hands.
4. Set laptops flat on the desk (not on papers or other materials.)
5. No pencils, pens, or fingers should touch the screen.
6. Open and close the computer carefully.
7. Type gently on the keyboard.
8. Do not save to the computer; save to your Home Directory on the server.
9. Do not change any settings on the computer and use only the applications/programs assigned by your teacher.
10. Do not download anything without your teacher's permission.
11. Ask permission before printing.
12. When storing laptops on a cart make sure the laptop number matches the number on the cart's slot and the electrical port is on the bottom and facing out.
13. Staff only will move the cart or bags of multiple laptops; students do not move the cart or bags to and from the classroom.
14. Students do not connect or disconnect the hub or power sources.

### B. General information regarding the MLTI laptops

1. The iBook is a computer that belongs to the Maine Department of Education, registered to *D.R. Gaul* and *A. D. Gray* Middle Schools and then issued to the students at the school. It is on loan for use as a tool for learning and must be handled with care.
2. MLTI laptops are school equipment and students have the same responsibility as with any other school equipment.
3. The issue of an iBook to each student is a privilege, not a right. This privilege can be revoked.
4. Any inappropriate use or neglectful care of the laptops will result in computer privileges being revoked and an assigned iBook being taken away for a period of time. The time frame will be determined by the school's teacher leader, technology coordinator, and/or Administrator. The length of time the computer is taken away will increase with each verified incident.
5. Laptops will be checked periodically to ensure they do not contain any unapproved software or files. District-wide filtering is in place, however, internet histories may also be checked periodically.
6. Teachers have administrative controls (Apple Remote Desktop) so that at any time a teacher may "look" at what a student has on their computer and may actually freeze it or even "take over" the student's computer.

### C. Teacher's Role

1. Teachers are responsible for the laptops assigned to their class: moving the carts, locking and unlocking the carts, recharging, and making sure all laptops are returned and they are locked safely in the carts before leaving school.
2. Each homeroom teacher needs to develop a protocol for distribution and collection that best suits his or her needs.
3. "iBooks are for educational purposes, and the DOE has required Apple to install a hidden background process to daily scour the iBooks' internal hard disk for games and MP3's (music)" and to delete them. Since we are not using the state's backup system, teachers will need to monitor and make sure students do not download any games or non- curriculum related music.
4. The District Technology Committee has forbidden the use of non-educational games on any laptop or district computer. The determination of "educational" will be left to the teacher's discretion.

**D. Recommendations for respectful, responsible and ethical student use and care of the MLTI laptops include but are not limited to:**

1. Follow normal school rules - no running, fighting, pushing, shoving, etc. around any computer.
2. Ask permission before printing.
3. Back up important files to the school server.
4. DO NOT mark the computer in any way with markers, stickers or other identifying marks.
5. The desktop pattern cannot be changed.
6. No downloading of games or non-curriculum related music onto the laptops.
7. No downloading anything without teacher permission.
8. Let a teacher know of any problems. If the teacher cannot troubleshoot the problem, she/he will then contact the Lead Teacher, Technology Teacher, Technology Assistant or Technology Coordinator. The decision to call Apple for support will rest with one of these adults.
9. Do not put the iBook in a backpack, it is more likely to get damaged there. It comes with a case with a handle to protect the computer and make it easy to carry. The iBook must stay in the case at all times. The carrying bag should always be zipped and securely fastened before carrying it to your next class.
10. The carrying case is not equipped to hold anything other than the laptop, charger and cord. Nothing else, including textbooks or binders should be placed in this bag.
11. Keep an eye on the battery level and alert your teacher if it becomes too low. They will instruct you in the recharging procedure.
12. Protect the computer from the weather, heat or cold. Do not leave near an open window or a heat source.
13. Do not eat or drink near where you are using the computer. Make sure your hands are clean before using.
14. Open and close the computer carefully.
15. Do not place anything on top of or near the laptop that could put pressure on the screen.
16. Do not touch the screen or leave anything on the keyboard, such as a pencil, which could break the screen upon closure.
17. Use the iBook on a flat stable surface. Do not put it on paper, books, notebook etc.
18. Do not insert things into openings (ports) of the iBook.
19. Be patient. Sometimes computers require time to do their job.
20. Students may/will be assigned a slot in a charging cabinet for storage and charging the iBook. Use only your assigned space.
21. For the most part, you will not need to be using the CD drive. So please leave it closed.
22. Make sure your ID card is always in the pocket of the computer case.
23. Do not share or swap your computer with other students. Keep your passwords private.
24. Don't let other students use unless for sharing a learning experience and you are still supervising the other students use. The laptop is still your responsibility.
25. Do not use another student's computer unless invited to do so.

**E. Suggestions for Cleaning**

1. Wipe the surfaces lightly with a clean soft cloth.
2. Do not use water or other cleaning solutions on the iBook.
3. To keep the screen clean, do not touch it with your fingers. Use a non-treated tissues (Not Puffs)

**F. Use of Cables**

1. When charging cable needs to be connected, be sure to line it up correctly when inserting and removing.
2. If the battery is not charging, do not wiggle the power cord. Try removing it and fully reinserting it.
3. Be careful not to jerk the iBook around when cables are attached.