

## Bangor School Department MLTI Laptop Home Use Procedures

The Apple MacBook is being provided to your child as part of the Maine Technology Learning Initiative (MLTI). This initiative provides one-to-one computer access for students and teachers. The intent of this initiative is to provide student access to this technology at home as well as at school. The following guidelines for approved home use of MLTI laptops have been developed.

Parents are asked to place a check mark before each of the guidelines below, indicating they have read and understood them. There will be a Question and Answer session at the take home meeting should parents need further clarification before checking any guidelines. Parents must sign and return only the school copy of the take home procedures agreement on the bottom of page 2 for their student(s) to be allowed to take a laptop home.

### **Guidelines:**

\_\_\_\_\_ 1. In order to bring a computer home, parents and students must attend an initial Family Laptop Orientation meeting offered by the school. In subsequent years, parents and students will not be required to attend another Laptop Orientation meeting but must annually sign the MLTI Laptop Home Use Procedures agreement.

\_\_\_\_\_ 2. It is the responsibility of the student and parents to know and follow the school's laptop use guidelines. Guidelines are reviewed with students when they receive the laptop. Guidelines are sent to parents in the take home laptop packet. Parents may ask questions about the guidelines by attending a mandatory orientation session.

\_\_\_\_\_ 3. The BSD Student Acceptable Use Policy (IJNDN, IJNDB-R) extends to home use of MLTI laptops. However, the school does not provide Internet access for home use nor does its filtering software work in the home environment.

\_\_\_\_\_ 4. The laptop issued to each student is an **educational tool and should only be used in that capacity**. Students should have no expectations of privacy in their use of the laptop computer.

\_\_\_\_\_ 5. When a student brings a laptop home, it is with the expectation that it will be used in a common family location so that adult supervision can be maintained. Parents/Guardians have the right to their child's login password in order to maintain supervision of the student's computer usage at home. There is a parent login option on the laptop so that parents/guardians may also use the laptop. The password for that account will be mailed at a later date to all parents who have given their student(s) permission to bring a laptop home. **Siblings are not allowed to handle or use the laptop at any time.**

\_\_\_\_\_ 6. The Bangor School Department is no longer offering laptop insurance. Enclosed is a brochure of a company that does offer such insurance. Replacement and/or repair costs for lost, stolen or damaged laptops, carrying cases, and/or chargers that are not covered by the MLTI warranty are the sole responsibility of the undersigned parent/guardian. Parents may want to check with their insurance providers about the cost of adding special endorsements to cover expenses not covered by MLTI.

\_\_\_\_\_ 7. If a laptop is stolen while signed out by a student, it must be reported immediately to the Bangor Police Department and then to school administration.

\_\_\_\_\_ **8. Laptops must not be taken out of State.**

\_\_\_\_\_ 9. Students must sign out and return their laptop, carrying case, and charger on a daily basis. Sign-out will take place with the HR teacher or Period 1 teacher during normal school hours. The laptop, charger, and carrying case all display the asset number ID of the laptop. Students are expected to have the corresponding numbers on all three at all times. Special arrangements (parent or guardian sign-out and pick-up) must be made in advance for those students participating in extracurricular activities such as sports, drama, etc.

\_\_\_\_\_ **10. After school, laptops are not to be stored in any student lockers or taken to playing fields, practice/rehearsal areas, etc.** Sign-in will occur during homeroom on the first school day following sign-out. Laptops must be **returned** to school **fully charged and unaltered**.

\_\_\_\_\_ 11. Parents will be contacted promptly if a student returns to school without the computer. The parent will be expected to make provisions for the laptop to be returned to the school as soon as possible.

\_\_\_\_\_ 12. In the event that a laptop has not been returned within twenty-four hours of an expected return, the Bangor School Department may contact the Bangor Police Department to investigate the situation.

\_\_\_\_\_ 13. Failure to comply with this policy and or other policies and guidelines related to computer use will result in a student's laptop sign-out privilege being revoked.

I have attended a Laptop Parent Orientation Session. I have read and hereby agree to the procedures and expectations outlined above and in Policy IJNDB, IJNDB-R. Therefore I agree to allow my child to take his/her laptop home.

Printed Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **SCHOOL COPY - PLEASE SIGN, DATE & RETURN**

Cross Reference:

*IJNDB Student Computer and Internet Use*

*IJNDB-R Student Computer and Internet Use Rules*

Dated: 9/23/2009