

Vermilion Local Schools

Laptop Guidelines and Procedures

Student Name: _____ Grade: _____
Student ID: _____

One Apple® MacBook Air Asset # _____ is issued to this student, along with a carrying bag and charger. These items are on loan to the student in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

Identification labels have been placed on the laptop. These labels are not to be removed or modified. If they become damaged or missing the Technology Support Staff should be contacted for replacements.

STUDENTS MAY NOT PERSONALIZE THE COMPUTER OR CARRYING BAG IN ANY WAY.
Do not add stickers, pictures, wording, etc. to the computer and/or the bag.

The Apple® MacBook Air that has been issued to this student is, and at all times remains, the property of Vermilion Local Schools and is herewith being loaned to the student for educational purposes only for the academic school year, and must be used in accordance with the Policies and Procedures contained herein, the Student Code of Conduct, the Vermilion Local School District Acceptable Use Policy, and any applicable laws.

Use of this computer, as well as access to the computer network, the Internet and email are a privilege and not a right. The computer and accessories are provided for educational purposes only, and are intended to support the learning objectives of Vermilion Local Schools.

Using the Computer at School

1. Each computer is assigned to an individual student. Students should never “swap” or “share” their computer with another student. Laptops should be in a student’s possession or secured in a classroom at all times.
2. **VHS 8th - 12th Grade-** When not in use, laptops must be secured in your locker. Laptop computers are never brought to Physical Education classes if at all possible unless specifically advised so by their teacher.
SMS – 6th & 7th Grade- Students are not allowed to leave their laptops in a school locker. If a student is participating in an activity that is not conducive to using the laptop (i.e. field trip, assembly, etc.), they are required to leave the laptop in a secured classroom.
3. Students may never share their password with another student. Passwords should always be kept confidential.
4. Students who have permission to take their laptop home are responsible for bringing their laptop, fully charged, to school each day.
5. Students may not use computers during the lunch period. Laptops must be left in the student’s classroom during the lunch period. Students may pick up their laptops after lunch for use in their afternoon classes.
6. Students are responsible for saving or backing up their documents to the server or portable media storage.
7. Students are not allowed to download or install any software without the permission of the District Technology staff.

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Using the Computer at Home

1. Students must have the written permission of their parent or guardian before they will be allowed to take their computer home
2. The student may not make any attempt to add, delete, access, or modify other user accounts on the laptop and on any school-owned computer.
3. If the computer is lost or stolen, a parent or guardian should immediately report the loss or theft to the Principal's office.
4. If the computer is damaged or not working properly, it must be turned in to the District Technology staff for repair or replacement. Parents or guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the laptop.
5. Students are responsible for recharging the laptop at home on a daily basis.
6. The District is not responsible for any computer or electronic viruses that may be transferred to or from Student's diskettes or other data storage medium. The student agrees to use best efforts to assure that the School District property is not damaged or rendered inoperable by any such electronic virus while in student's possession.

Using the Computer for Internet and Email

1. Vermilion Local Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the student may be able to access inappropriate material while using their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
2. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.
3. Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and email access.
4. Students should be aware that Internet access and email, and other media that are accessed, created, or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

General Use and Care of the Computer:

1. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their rights and privilege to use the computer. The equipment will be returned when requested by Vermilion Local School, or sooner, if the student withdraws from Vermilion Local School prior to the end of the school year.
2. When transporting the laptop to and from school, students should always be sure it is placed in the carrying case provided by the school district, and the case is fully closed. **STUDENTS MAY NOT PERSONALIZE THE COMPUTER OR CARRYING BAG IN ANY WAY. Do not add stickers, pictures, wording, etc. to the computer and/or the bag.**
3. Students are expected to treat the laptop with care and respect. The computer is the property of Vermilion Local Schools, and should be kept clean and free of marks at all times.
4. Students are encouraged to help each other in learning to operate their computer. However, such help should be provided with voices and not hands. Students should operate their own computer at all times.
5. Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
6. Students should not use the laptop while walking. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.

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7. Students should protect the laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
8. Computers should be protected from the weather, water, liquids, food, and pets.
9. Students should never eat or drink while using the laptop, or use the laptop near others who are eating and drinking.
10. Heavy objects should never be placed or stacked on top of the laptop. This includes books, musical instruments, sports equipment, etc.
11. Students should use care when plugging in the power cord.
12. Computers should never be placed in the carrying case while turned “on”. The computer should either be turned to “off” or in “sleep” mode. In addition, laptops should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their assigned computer in accordance with these Guidelines and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner may result in the following consequences, as determined by the staff and administration of the Vermilion Local Schools:

- Cancellation of student use and/or access privileges, including the privilege of taking the computer home.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

Computer Fee

All students in grades 6 through 12 will be required to pay a \$50 non-refundable computer fee before receiving their laptop. A \$3.00 printing fee will also be assessed to all students.

Cost of Repairs or Damage

The Apple Care Warranty will cover wear of defective parts on all laptops. When repairs for accidental damage are needed, the first \$250 of accidental repair is covered under the \$50 non-refundable computer fee. The balance of the cost for repair will be split, with the school district paying 50% of the cost and the student responsible for ½ of the cost.

Spilling liquids on laptops, dropping which results in screen damage, leaving on the floor where it is stepped on or acts that are proven to be willful damage will not be considered normal wear. Students will be responsible for the entire cost of repairs that are the result of willful damage. Students are also responsible for the cost of replacing their power cord, computer case and other accessories.

FREQUENTLY ASKED QUESTIONS:

What do I do when my MacBook Air needs service?

Bring the computer to the Technology Office in the Media Center. Please get permission from your teacher before coming to the Technology Office.

How long will it take to fix?

Every attempt to troubleshoot and repair the MacBook Air will be made in a timely manner. Some repairs may require sending the MacBook Air to an authorized Apple Repair Center.

If a computer is sent to Apple, how long will I be without it?

Typically, the repair process will take 2-5 days.

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Will I lose my files?

During the course of the repair files may be erased. It is important that students back up important data on a regular basis. If possible, files should be backed up before turning in the computer for repair.

Who will back up my files?

Every student is responsible for backing up his/her files to the server or to portable media, for example a flash drive or external hard drive. It is recommended that important files be archived to portable media so the student will be able to access those files in the future when they may no longer have access to the school owned computer. Students will be given 1 gigabyte of storage space on the school server in which to backup their documents. Music, Pictures, Movies, etc may not be backed up on the server. Students are responsible for storing these types of files on their choice of external or portable media.

What about internet usage at home?

Internet and filtering will be provided when the MacBook Air is used on the VLS campus. Families are responsible for internet and security at home. The best security is to require the student to use their laptop computer in a "family" area. That way parents can monitor what the students are doing and when the computer is being used. Parents should set limits and enforce them.

Privacy

Vermilion Local Schools retains control, custody and supervision of all MacBook Airs, i-Pods, networks, and Internet services owned or leased by Vermilion Local Schools. Vermilion Local Schools reserves the right to monitor all activity by students. No expectation of privacy in the use of school computers including e-mail, stored files or Internet sites visited should be assumed by the student-users.

All users need to be aware Vermilion Local Schools has the ability to monitor Internet usage. Using computers to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the program may result in revocation of privileges. Authorized members of our Technology Department may periodically review material stored on the hard drives. Never put anything in an e-mail or on a hard drive that would be embarrassing, inappropriate or illegal.

The Vermilion Local Schools Code of Conduct is in effect and is applicable to student use of computers.

Updated 8/15/12

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Acceptable Use Policy and Laptop Agreement

By signing below you are attesting that you have read and understood the contents of the acceptable use policy and laptop agreement. This paper must be signed by a Parent or Guardian before the laptop leaves the school.

Student Name (Print)

Grade

Student Signature

Date

Parent/Guardian Signature

Date

MacBook Air Asset Tag # : _____

MacBook AC Adapter Asset Tag #: _____

**PLEASE SIGN AND RETURN TO
THE MAIN OFFICE**

The annual \$50 fee must be paid before the student will be given their MacBook Air

Any damage fees or delinquent computer fees from previous school years must be paid in full before the MacBook Air computer will be issued annually.



“Creating Leaders and Lifelong Learners”