

# O'Neill Junior-Senior High School

## 24/7 Learning Laptop

### Responsibilities and Rules

#### **Parent Responsibilities and Terms**

Your child has been loaned a MacBook computer to improve and personalize his/her education this year. It is essential that the O'Neill Public Schools Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district's computer. **In order for your child to use the MacBook in class and to take it home, you must be willing to accept the following terms and responsibilities:**

- ➔ Will read the Acceptable Use Policy and discuss it with my child
- ➔ Will supervise my child's use of the MacBook at home
- ➔ Will make sure my child charges the MacBook nightly and begins the school day with a fully charged battery
- ➔ Will make sure my child brings the MacBook to school each day and keeps it locked in their locker when not using it for a class
- ➔ Will discuss appropriate use of the Internet and supervise my child's use of the Internet
- ➔ Will not attempt to repair the MacBook
- ➔ Will report any problems or damage to the MacBook to the Technology Coordinator
- ➔ Will report loss/theft of MacBook to school and proper authorities (police) within 24 hours
- ➔ Will not change or attempt to change the configuration of software or hardware
- ➔ Will not download or attempt to install any programs or files from the Internet or other sources
- ➔ Will not remove any program or files on the MacBook except for personal documents of my child
- ➔ I agree to make sure that the MacBook is returned to the school when requested and upon my son's/daughter's withdrawal from O'Neill Public Schools.

**Laptop deposit/user fee per year per student is \$15.00**

#### **Replacement costs/fines:**

- Accidental damage - 1st incident = \$75
- Accidental damage - 2nd incident = half the repair cost
- Intentional damage OR 3rd incident in a year = full cost
- Power cords = \$50
- Laptop case(bag) = \$30
- Shoulder strap or lost keys = \$5 each
- Luggage tag = \$1

#### **Student Responsibilities and Terms**

Your MacBook should be used for EDUCATIONAL PURPOSES ONLY. **In order to use the MacBook in class and to take it home, you must be willing to accept the following terms and responsibilities:**

- ➔ Will read the Acceptable Use Policy and discuss it with my parent/guardian
- ➔ Will adhere to the terms of the O'Neill Public Schools Acceptable Use Policy and District guidelines each time the MacBook is used, at home or at school
- ➔ Will recharge the MacBook nightly and begin the school day with a fully charged battery
- ➔ Will bring the MacBook to school each day and keep it locked in my locker when not using it for a class
- ➔ Will keep the MacBook in its assigned protective case at all times when not being used; will use only the school-assigned bag and will not transport it without the case
- ➔ Will make the MacBook available for inspection by an administrator or other staff member upon request
- ➔ Will use appropriate language in all communications
- ➔ Will abide by copyright laws
- ➔ Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information
- ➔ Will not give out personal information, such as name, address, photo, or other identifying information online
- ➔ Will report loss/theft of MacBook to parents, school and proper authorities (police) within 24 hours
- ➔ Will not use the MacBook to record (audio or visual) others without their permission
- ➔ Will not download or attempt to install any programs or files from the Internet or other sources
- ➔ Will not change or attempt to change the configuration of, install, or remove software or hardware
- ➔ Will not attempt to repair, alter or make additions to the MacBook
- ➔ Will report all problems and damage immediately to the Technology Coordinator
- ➔ Will not remove or attempt to remove identification tags on the Macbook or deface with stickers, marking pens, etc.
- ➔ Will regularly back up my files to personal flash drives, CDs/DVDs, Internet storage space, or an external hard drive. All backup of data and files- whether for school or personal use- is the responsibility of the student.