

THMS MLTI IBOOK TAKE HOME POLICY

11/20/2007

In order for the iBook and its carrying case to be signed out by any student to take home - each student with his/her parent or guardian must attend an "iBook Take Home Meeting" offered by Troy Howard Middle School at the beginning of each school year. At that time, parents will receive password information and have the opportunity to use their student's iBook. Policies will be explained and any questions will be answered. Students entering during the school year will receive information for them and their parent to review. A returned signed copy of the policies must be completed and protection plan payment received in order to take home a laptop.

Use of a Maine Learning Technology Initiative (MLTI) iBook is a privilege, not a right. The computers being issued to our students are educational tools and should only be used in that capacity. Failure to comply with Troy Howard Middle School or MSAD #34 acceptable use and sign out policies could result in loss of iBook privileges

1. The student must check out the iBook, carrying case, and ac adapter every day.
2. Sign out times for the iBooks and their carrying cases will take place immediately during homeroom unless alternative arrangements have been made with the homeroom teacher. Special arrangements (like parent or guardian sign out and pick up) must be made in advance for those students participating in extracurricular activities. iBooks should not be used while on the bus, while in transit, before/during/after practices or at games, on athletic fields, and at other extracurricular activities. In some cases arrangements may be made with coaches and THMS administration to allow use.
3. When the iBooks are signed out and brought home by the student it is the expectation that it will be used in a common family location so that adult supervision can be maintained at all times. Students should not be isolating themselves from others when using their computer.
4. Parents/Guardians have the right to their child's login password in order to facilitate in the supervision of the student's computer usage at home. Under no circumstance is the iBook to be used by other siblings or friends.
5. The iBook and its carrying case must be signed in before or during homeroom. If the student returns to school without the iBook (properly charged, in its bag, and with the charger) an immediate phone call to parent/guardian home will be made in order to make arrangements for it to be brought to school immediately. Failure to check the computer back in on time may result in the school revoking the privilege of signing out your iBook to take home. Assignments and homework stored on the laptop due that day will be considered late or incomplete.
6. The iBook is the property of the State of Maine and registered to Troy Howard Middle School. It must be returned to THMS upon request. Students transferring to another school or exiting THMS are expected to turn in the iBook to THMS on their last

attending day, in the event that does not occur parents will be held financially liable for the cost of the iBook and transcripts (student records) will not be forwarded until such time as the iBook is returned or paid for in full.

7. If the iBook is stolen while signed out to you, it should be immediately reported to the local police authorities and to Troy Howard Middle School administrative office on the next school day.

8. Failure to comply with the school's procedure for iBook sign out will be referred to the school administration and/or Superintendent and may result in sign out privileges being revoked.

9. A completed and signed "iBook Take Home Permission" sheet from a parent or guardian and protection plan payment must be on file at the Troy Howard Middle School before an iBook may be taken home. This sheet summarizes the procedures and parent/guardian responsibility for the iBook while it is checked out from school.

10. Occasionally iBooks may not be available for sign-out and home use. The technology staff will use these times to update software and perform routine maintenance on the iBooks. IBooks will not be taken home during school vacations.

11. Replacement costs and/or the repair for damages that are not covered by the warrantee or protection plan and that occur to the iBook and its carrying case while it is in the possession of the student is the responsibility of the parent/guardian. This would include inappropriate use and handling, improper care (for example leaving outside in inclement weather), and/or deliberate vandalism. Accidental damage not covered by warranty will be covered by THMS protection program with parent deductible of \$100. The most typical and expensive repairs involve mishandling resulting in broken hinges or cracked displays.

12. If you would rather that the iBook **not be brought home**, please inform the school by checking the appropriate box on the permission form and we will honor this request. Students not taking home laptops will not suffer any consequences or receive lower grades for not having a laptop at home. Teachers will be diligent in respecting student rights of those not taking home laptops and will not assign homework which would be impossible to successfully complete without a laptop.

13. If the computer malfunctions because of programs the student installs, one result might be that he/she may not be able to complete an assignment on time and thus receive a lowered grade. Furthermore any illegal downloads, malicious software installations or hacking that damages or disables the iBook in any way will be referred to the school principal and may result in loss of access to the iBook (both in and out of school). An alternative plan for computer use in school and computer related assignments will be implemented as resources allow.

14. Students must comply with all MSAD #34 Technology Policies and Procedures whether in or out of school when using any District or MLTI computer. Laptops should only be used for educational purposes. Instant messaging, non school email, gaming, personal music, personal photo albums are typical uses that are discouraged and could result in loss of take home privileges.

15. Students may not use their computers to record other people's conversations without the consent of all those who are being recorded.

16. Because the iBook is the property of the State of Maine, students may not decorate their laptops or bags with stickers, markers, or other decorations.

17. Violations of these policies will be dealt with by the teacher and, as needed, referred for disciplinary action to the Assistant Principal, Principal, and/or Superintendent of Schools.

18. Always remember there is no expectation of privacy when using district owned equipment or while using student owned equipment on district networks. Please do not confuse this with confidentiality policies, this does mean we reserve the right to view all data on our equipment and equipment brought to school for use during school hours.