



# One to One Laptop Responsibilities and Rules

**\*\*\*\*\*NEW - read carefully\*\*\*\*\***

## 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 Northwood - Kensett Community School District's Appropriate 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 Appropriate 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 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 Northwood - Kensett Community School District.

## Student Responsibilities and Terms

Your MacBook should be used for EDUCATIONAL PURPOSES ONLY while in school. 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 Appropriate Use Policy and discuss it with my parent/guardian
- Will adhere to the terms of the Northwood - Kensett Community School District Appropriate 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

## Student Responsibilities and Terms (continued)

- 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 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 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
- Will properly wrap the charger cord. You must leave a small loop in the cord before wrapping it around the charger "wings". If there is any question about this, see Mr. Welch
- The laptop will only be transported in the hallway **IN THE CASE** with the laptop strap worn properly across the body.
- When transporting the laptop within a classroom, shut the screen completely and let it go to sleep. These new laptops sleep and wake almost immediately. There is no reason not to close it when transporting the laptop.
- The cases are meant to protect the computers through normal use. You still should be careful not to drop the cases. The laptops can still be damaged, which you will be responsible for.
- **NEVER** hold or carry the laptop by the screen with the keyboard part hanging down or by the bottom of the computer with the screen hanging down. You have to hold it with both hands underneath it with the screen upright.

Failure to abide by the above guidelines will result in the student losing the privilege of using the MacBook