

Falmouth Middle School Apple iBook Guidelines

General Information:

- The Apple iBook and carrying case that is being issued **is the property of the State of Maine, registered to Falmouth Middle School**. It is assigned to the student and his/her family and **MUST** be returned at the end of the school year.
- The issue of an iBook to each student is a privilege, not a right. This privilege can be revoked.
- The focus of the Laptop Initiative is teaching and learning rather than technology. The laptop is a tool that can take students to a higher level of understanding and creativity.
- Student laptop use can and may be monitored remotely at any time.

Guidelines and Rules for Use:

- The student laptop is an educational tool and should only be used in that capacity.
- The laptop is to be used only by the student to whom it is issued.
- Downloads (such as images) must be for educational purposes, follow copyright laws, and rules established in the Student Acceptable Use Policy.
- It is not permissible to download applications that must be installed on the computer.
- The iBook should never be left unattended.
- Any inappropriate use or neglectful treatment of an iBook or its carrying case observed by anyone should be reported immediately.
- Any inappropriate use or neglectful treatment of the computer will result in a student's laptop being taken away for a period of time. The length of time the computer is taken away will increase with each reported incident. Severe incidents will result in losing the computer indefinitely.
- Passwords must remain confidential.
- Students may change passwords on their computers. Parents and guardians are entitled to their child's password at any time.

Care of the laptop:

- Once the iBook is issued to the student and her/his family, they are responsible for it at all times. Students must take care of the laptops in a way that minimizes the chance of accident.
- Students are responsible for charging their computers so that they are ready for use during instructional time.
- Students are responsible for reporting any behavior of other students that could potentially damage the laptops.
- The iBook and storage case must not be marked up, and the computer should be clean at all times. The condition of laptops will be checked regularly.
- Laptops should never be used on the bus, while in transit, during sports practices, games or any location that would increase the risk of loss or damage.
- The label on the storage case must stay in the display area, and remain legible.
- Any problems with the laptops should be reported to the homeroom teacher.

Internet Rules, Reminders and Guidelines

- The school's Acceptable Use Policy should be followed at all times. The signed consent form must be turned in to the school.
- The school has access to the laptops at any time to view a student's Internet history.
- Any accidental linking to inappropriate web sites should be reported immediately, noting the date and time of the accidental access.
- Inappropriate use of the Internet will result in Internet privileges being taken away for a period of time. The time of lost privileges will increase with each incident. Severe incidents will result in Internet privileges being taken away indefinitely.

Email Rules, Reminders and Guidelines:

- ✓ Email is to be used only for purposes directly related to school studies.
- ✓ Emails can be monitored.
- ✓ Any inappropriate use of email will result in the laptop being taken away for a period of time. The length of time that the laptop will be taken away will increase with each reported incident.

Approved: October 21, 2002