

MSAD 7 Laptop & Internet Acceptable Use Policy, MSAD 7 Laptop Home Use Rules & Regulations & MSAD 7 Personal Internet Service Providers Policy

The Apple Laptops and carrying case that a student will be issued is the property of MSAD 7. Like textbooks and other school property, a Laptop is assigned to the student and will be returned to MSAD #7 at the end of each school year.

The use of a Laptop is a privilege that can be revoked due to failure to adhere to the rules and regulations that MSAD 7 has established for Laptop use. Before being issued a Laptop, students are expected to sign and follow the MSAD 7 Laptop & Internet Acceptable Use Policy stated below.

MSAD 7 Laptop Acceptable Use Policy

- The Laptop is an educational tool and should be used in that capacity only. Once issued, you are responsible for the Laptop at all times.
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- The Laptop should not be used to – Copy, download, upload, or share copyrighted materials without the owner’s permission. This includes the reproduction of music files (CD’s) and software applications.
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- You are the only authorized user of your assigned Laptop. Never share or swap Laptops with another student.
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- Keep your password confidential.
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- Use the Laptop on a flat, stable surface.
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- Do not eat or drink near the Laptop.
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- Avoid touching the screen. When cleaning is necessary, wipe the Laptop surfaces lightly with a soft cloth.
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- Do not rest pencils/pens on the keyboard. Accidentally closing the Laptop with items on the keyboard damages the screen.
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- Do not mark the Laptop in any way with markers, stickers, etc.
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- Do not insert objects into the ports (openings) of the Laptop.
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- To prevent eyestrain and muscle fatigue, keep the Laptop screen at least 18 inches from your eyes and at a level lower than your eyes.
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- Use troubleshooting skills to solve problems -- clear the print queue, turn the airport off and then back on, reboot if necessary.
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Laptop Acceptable Use policy continued:

- Back up your work regularly -- at least once a week.
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- Close the Laptop gently from the center of the lid.
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- Charge the Laptop each night by establishing a secure power cord connection.
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- Do not pull on the Laptop when cables are connected.
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- Do not recharge the Laptop in its case.
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MSAD 7 Internet Acceptable Use Policy

- Parents and students must sign the MSAD 7 Laptop & Internet Acceptable Use Policy before using the internet.
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- Be polite and courteous.
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- Use appropriate language.
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- Do not reveal the personal addresses or telephone numbers of any person.
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- Realize that electronic mail (e-mail) is **not** private. Messages relating to or in support of illegal activities may be reported to the authorities.
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- Do not use the network in any way that would disrupt its use by other users.
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- Do not use or access any other person's account for any reason.
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- Do not access inappropriate or obscene material.
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- Only use chat rooms or chat software (AIM, Netmeeting, ichat, etc.) with teacher supervision.
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- Only use social networking sites (Myspace, Facebook, etc.) with teacher supervision.
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- Students have no expectations of privacy and can expect teachers to conduct spot checks of their internet history, documents, e-mail, etc.

MSAD 7 Laptop Home Use Rules & Regulations

- Parents and students must sign the MSAD 7 Laptop & Internet Acceptable Use Policy and Laptop Home Use Rules & Regulations before taking Laptops home.
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- MSAD 7 Student Laptops & Internet Acceptable Use Policy and Laptop Home Use Rules & Regulations must be followed at all times.
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- Students are responsible for the care of their Laptops.
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- Each Laptop must be secured in its assigned case while in transit.
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- Do not leave Laptops in automobiles. Computers cannot tolerate extremes in temperature.
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- The Laptop is to be used by the assigned student only. The student agrees to give Parents/guardians their student's log-in password to the desktop in order for parents to supervise student usage at home.
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- Parents/guardians are encouraged to be "nosy" and interact with their student about his/her work on the Laptop.
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- Laptops must be recharged before returning to school.
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- Do not recharge Laptop in its case.
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- Laptops with power cords must be returned to school every day secured in their cases.
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- If technical difficulties or issues prevent homework completion, a parent note is requested. Students have been taught basic troubleshooting strategies and know they may call their teachers.
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- If a Laptop is stolen, the police should be notified immediately and the school should be notified as soon as possible.
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- If a Laptop is accidentally damaged, the parents/guardians are responsible for the first \$100 per occurrence and then the balance of the repair cost will be shared 50/50 with the school. **In the case of negligent or intentional damage the parents/guardians are responsible for the total cost of repair or replacement.**
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MSAD 7 Personal Internet Service Providers Policy

1. Students may choose to access the Internet at home through a personal Internet Service Provider, such as Midcoast, Earthlink, AOL, Fairpoint and others. The laptops do **not** have an internal modem required for dial-up access. An external modem will be provided upon request. The laptops also have Ethernet jacks for network access to services such as DSL or cable modems.
2. Students and their parents are responsible for the arrangements with their ISP and assume all costs involved to facilitate this access. The student's machine do **not** need to be set up by school personnel.
3. Students and parents are expected to adhere to the policies and procedures outlined in the MSAD 7 Laptop & Internet Acceptable Use Policy and Laptop Home Use Rules & Regulations particularly those dealing with appropriate access. Remember that most ISP do NOT filter Internet access, though some may have parental controls.
4. Periodic monitoring of the Laptops and their use will still be an option regardless of whether or not a student chooses to have a personal ISP.

MSAD 7 Laptop and Internet Acceptable Use Policy, MSAD 7 Laptop Home Use Rules and Regulations, and MSAD 7 Personal Internet Service Providers Policy Parent/Guardian Agreement

We have read and agree to the "MSAD 7 Laptop and Internet Acceptable Use Policy", "MSAD 7 Laptop Home Use Rules and Regulations" and the "MSAD 7 Personal Internet Service Providers Policy". We understand the responsibilities of the students and parents/guardians.

Printed Student Name _____

Student Signature _____

Printed Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____