

**FILE: IIAE**

**M.S.A.D. NO. 75 LAPTOP POLICY**

Maine School Administrative District No. 75 recognizes the benefits of technology in the education of the District's students. Computers, including wireless laptops, are valuable tools that students can use to perform daily tasks, conduct research, complete written assignments and special projects, and make presentations.

To ensure that the District's seventh and eighth graders gain the maximum benefits from their laptop computers provided by the Maine Laptop Initiative (MLTI), the M.S.A.D. No. 75 Board of Directors supports the use of this equipment at school and at home. Students will be allowed to take laptops home on a daily basis provided they follow all Board policies/regulations, all school rules, and follow all regulations published by the State Department of Education in support of the MLTI. Additional regulations may be directed by the Superintendent or his/her designated representatives. The Superintendent may at any time limit or prohibit the taking home of the MLTI laptops.

It is the District's belief that allowing students to take the laptops home will maximize the benefits of the MLTI, facilitate continuance of academic programs that students have begun in class, advance the timely completion of assigned work, and encourage parental involvement with their children's academic endeavors.

## **LAPTOP COMPUTER USE**

The following rules/regulations apply to student use of laptop computers in the LTI program at Mt. Ararat Middle School.

### **Part I: Students' Responsibilities**

Laptops issued to students are the property of the State of Maine and are registered to Maine School Administrative District No. 75 (M.S.A.D. No. 75). Students are not allowed to install software programs without School Technology Department authorization. The School Technology Department must authorize all laptop software.

1. Students are responsible for any information sent from and retrieved on their assigned laptops. Students must immediately report **ANY** violation of computer/laptop policies and/or regulations to the nearest Mt. Ararat Middle School staff person.
2. As the property of the State, M.S.A.D. No. 75 personnel may check laptops at any time. Use of Internet resources should only be for educational purposes.
3. Students are responsible for the security of their passwords.
4. Students are responsible for obeying all copyright laws and for properly citing sources.
5. Students are responsible for the replacement costs of the charging unit if lost or intentionally damaged.
6. While using the Internet or e-mail, students should not reveal their full name, telephone, address and/or Social Security number to anyone.

### **Part II: General Use Rules for Laptops**

1. Students may not share their passwords with anyone other than their parents/guardians.
2. No stickers or marks of any kinds are permitted on the laptop or case. Students may decorate the "open" portion of the laptop case label.
3. "Hacking" into any computer or the network is strictly forbidden.
4. While in school students may send and/or receive e-mail only with the permission of their teacher or during designated periods. E-mail and forum content are the property of M.S.A.D. No. 75 and may be read by any Technology Department personnel or by those designated by the Superintendent.
5. Laptops may not be left unattended anywhere except at home. At school they must be carried with the students or placed in an assigned recharging station. Unattended laptops will be confiscated and secured in the office.

6. Laptop cases must be carried separately from backpacks. Students must not let laptop cases drop to the ground.
7. Laptops must be kept in their cases at all times. They are designed to be used and recharged while in the case.
8. Students must abide by the M.S.A.D. No. 75 Acceptable Use Policy and must not download, store or view pornographic, violent or otherwise unacceptable material. If a student accidentally accesses one of these sites, he/she must immediately report the incident to a teacher.
9. No food or beverages are allowed near laptops while in use.
10. The screen must not be touched with any object, and the laptop must not be closed with an object between the keyboard and the screen.
11. Students must not lend their assigned laptop to anyone for any reason.
12. Students should keep laptop sound levels muted unless they need sounds for a particular program (and then should keep sound levels low to avoid disturbing others).
13. Students should regularly back up their files stored on their laptop hard drive to their network folder.

### **Part III: Student Use of Laptops at Home**

1. Laptops will not be allowed to be taken from the school until a parent/guardian has attended an orientation session and signed a release form (See Acknowledgement Form following). The goal of this State-mandated orientation is to familiarize parents/guardians with the use and capabilities of the equipment and establish responsibility for student use of laptops at home.
2. Students will provide their parents/guardians with their password.
3. Students/parents/guardians may be responsible for any costs resulting from loss or damages caused by intentional or negligent behavior.
4. If a laptop is lost or stolen, it is the responsibility of the parents/guardians to report the loss/theft to the Police Department where the laptop was lost or stolen. At the earliest opportunity, the student/parent/guardian must report the incident to the Mt. Ararat Middle School Principal and, if available, must provide Mt. Ararat Middle School with a copy of the police report.
5. The laptop computers should be fully charged every night so they are available for classes the following day.

**MLTI – MT. ARARAT MIDDLE SCHOOL PARENTAL  
ACKNOWLEDGEMENT FORM**

M.S.A.D. No. 75 is pleased to offer laptop computer take-home privileges for students participating in the Maine Laptop Initiative (MLTI) currently designated for Grades Seven and Eight.

Please review M.S.A.D. No. 75 policy and regulations on Laptop Computer Use. In order for the School District to extend take-home privileges to your child, it is necessary that a signed acknowledgement of this policy be returned to the Middle School. Additionally, your attendance at an orientation session provided by Mt. Ararat Middle School is required by the State Department of Education.

Please review this material, and sign below and return this document to the school. If you have any questions regarding this policy please do not hesitate to contact the school or the Technology Director in the Office of the Superintendent of Schools.

Your signature below signifies that you have attended the orientation session and have read and understand the M.S.A.D. No. 75 Laptop Policy and regulations on Laptop Computer Use.

\_\_\_\_\_  
(Parent/Guardian printed name)

\_\_\_\_\_  
(Parent/Guardian signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student printed name)

\_\_\_\_\_  
(Student signature)

\_\_\_\_\_  
(Date)

**FIRST READING:**  
**SECOND READING:**  
**ADOPTION:**

**November 7, 2002**  
**November 21, 2002**  
**November 21, 2002**