

**Mt. Ararat Middle School  
66 Republic Ave.  
Topsham, ME 04086  
207.729.2950**



## **iBook Sign Out Procedure**

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**The computer that you are being issued is an educational tool and should only be used in that capacity. Failure to comply with the guidelines and sign out procedures will result in loss of iBook privileges.**

In order for the iBook and its carrying case to be signed out by the student to take home, he/she and his/her parent or guardian must attend a Family Orientation Meeting that is offered by the school (on several occasions) at a designated time during the school year.

The student must check out the iBook and its carrying case from his/her supervising homeroom teacher. If this teacher is unavailable, arrangements may be made for another house teacher to substitute in that teachers place. **NO SIGNING OUT FROM NON-HOUSE OR SUBSTITUTE TEACHERS.**

The student planning to sign out his/her iBook and its carrying case must inform their homeroom teacher in in advance of this request in order to ensure the teacher's availability at the end of school.

Sign out times for the iBooks and its carrying case will take place immediately after school 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 are not to be taken into locker rooms, on playing fields, courts etc... They may be left in the students locked locker, during an after school activity/practice- provided they will be picked up at the end of the activity/practice. Also, if a coach/advisor is willing to accept responsibility for locking up any iBooks during their students' activity, the iBook may go home with the student. The iBooks are not to be used while on the bus, and cases should remain shut at all times- until the student gets home.

When the iBooks are signed out and brought home by the student and his/her family, it is the expectation that it will ALWAYS 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. For example, it is the school's expectation that the student not be allowed to lock himself/herself away in a bedroom while using their computer. It is recommended that students charge their laptops overnight while at home- so they are ready to go the next day at school.

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. The iBook and its carrying case will be signed back in before or during homeroom on the first school day following the day it was signed out. If you return to school without the computer that you signed out, a phone call to parent/guardian home should be made in order to make arrangements for it to be brought to school. Failure to check the computer back in on time, will result in the school revoking the privilege of signing out your iBook to take home.

Replacement costs and/or repair for damages that occur to the iBook and its carrying case while it is signed out are the sole responsibility of the parent/guardian. Insurance for out of school use is recommended. Insurance coverage for Mt. Ararat Middle School, from October 15, 2003 – June 25, 2004 is \$38.10, payable to Mt. Ararat Middle School. The coverage has a \$100 deductible per incident. Insurance to cover accidental damage after the iBook has left the school is the responsibility of the parent/guardian. The recommended insurance covers Theft, Accidental Damage, Fire, Power Surge, Vandalism and Natural Disasters. Upon accepting the insurance terms, the parents/guardians agree to full responsibility of paying for the coverage. Any iBook that is signed out- is to remain "in state"- they are not allowed out of state at any time. If no insurance is chosen and anything happens to the laptop out of school- laptop privileges may be forfeited. Any damage that occurs while the iBook is signed out- is the responsibility of the parent/guardian, whether they've chosen the insurance option or not.

This iBook computer is the property of the State of Maine and registered to Mt. Ararat Middle School. It must be returned to Mt. Ararat Middle School upon request. At this time, students transferring schools or exiting the MSAD 75 School System, are expected to turn in the iBook immediately. If the student is transferring within the state to another public school, the administration may make arrangements to have the iBook transferred.

If the iBook is stolen while signed out to you, it should be reported to the local police authorities and Mt. Ararat Middle School personnel immediately. If you as the parent/guardian would rather that your student's iBook is not brought home, please inform the school of this request immediately.

Failure to comply with the school's procedure for iBook sign out may result in your sign out privileges being revoked.