

**Hope Elementary School**  
**34 Highfield Road**  
**Hope, ME 04847**

**Apple MacBook Air Sign Out Procedure**

**September, 2017**

**Signing Out**

- The MacBook Air issued to each student is an educational tool and should be only used in that capacity.
- Prior to a student signing out a MacBook Air, a parent must attend a Training Meeting and turn in the signed Student Permission Form and have on file an Acceptable Use Policy for Student Computer and Internet Use and proof of insurance. If the laptop will be regularly used in two households, both parents should attend the training meeting and sign a Student Permission Form, but only one insurance payment needs to be made.
- Students must sign out their MacBook Air, carrying case and charger with their homeroom teacher on the day they want to take it home.
- Students will not be allowed to take MacBook Airs into locker rooms, on playgrounds or playing fields and can not take the devices on sports buses. Students participating in after school activities must leave their laptop in the office. After completing the activity, the student must locate office staff or the evening custodian to retrieve their MacBook Air from the office.

**At Home**

- When at home, the computer will ALWAYS be used in a common family location with available adult supervision.
- Parents/Guardians will be supplied with their child's login password in order to monitor their student's usage at home. Parents can view the Internet history by selecting "History" from the browser menu in Safari, Firefox or Chrome.
- Parental controls are in place on the MLTI MacBook Air. The laptop is set to log off at 10:00pm and log back on at 6:00am. It operates under a filtering system at all times.

**Return**

- The MacBook Air will be signed back in during homeroom.
- If a student returns to school without his/her laptop, the student will make every attempt to contact a parent and arrange for the computer's return that day. The

student will lose the privilege of taking the laptop home for one day if such an incident occurs. Repeated offenses will result in more serious consequences.

### **Responsibility**

- All MacBook Airls must be returned to school fully charged and ready for use.
- Students may use only the software licensed in the Self Service application with their laptop. Attempts to load unauthorized software will result in loss of laptop privileges.
- Students who have lost laptop use for a violation at school may not take their laptops home. Likewise, a student who loses laptop use for a violation at home may also lose laptop privileges at school.
- If the MacBook Air is stolen while signed out to a student, it must be reported immediately to the Knox County Sheriff's Office. It must also be reported to Hope School Staff at the start of the next school day.
- Repair for damages not covered by the Laptop Insurance Policy are the **sole responsibility** of the student's parent/guardian. This includes intentional damage and neglect.
- The laptop is only insured in the state of Maine. If a student needs to transport his/her laptop out of state, a parent or guardian must complete an agreement to accept **full responsibility** for the laptop.
- If a parent/guardian wishes to revoke the privilege of bringing a laptop home, they should contact the Hope School office.