

**Administration of Laptops**  
**Appleton Village School MLTI Laptop GUIDELINES**  
**2019 - 2020**

- The computer being issued to you is owned by the State of Maine Department of Education. It is on loan to students and is an educational tool. It should be used only in that capacity. It is a privilege, not a right and this privilege can be taken away.
- Mr. Porter, the Technology Coordinator and Mr. Muether, the Tech Lead, will assist with training and troubleshooting while students are using their laptops. Any technical problems should be reported to Mr. Porter or Mr. Muether.
- Appleton Village School has administrative controls on all laptops and can “look” at a student’s computer. The school has access to the computers at any time to view student use and internet history.

**Physical Care of Laptops**

The laptop must be handled with care. Students should:

- Always use two hands when carrying a laptop out of its case.
- Always use the case when carrying a laptop from room to room.
- Never touch the laptop screen.
- No food or beverage near any laptop.
- Be gentle with keys.
- Open and close the lid gently, handling only the center of the lid.
- Never pick, pry, open, or remove any part of your laptop .
- Keep cords out of pinching and pulling situations.
- Never physically mark the laptop or its storage case. (This means NO stickers.)
- Students must display a name tag with asset number in the clear area of the laptop case.
- The laptop should be in student’s possession at all times unless it is stored in their assigned spot in their homeroom.
- Laptop must be shut down and plugged in every day for recharging.
- Laptops should be charged in their assigned space in the homeroom OUTSIDE of its carrying bag.

**Responsible Use of Laptops**

- Any inappropriate use, neglectful care, or unattended laptops will result in: 1) loss of laptop, 2) parent notification and a detention, 3) an office referral.
- Any inappropriate internet use will result in: 1) loss of internet access, 2) parent notification and a detention, 3) an office referral.
- Any inappropriate e-mail use will result in: 1) loss of Email access, 2) parent notification and a detention, 3) an office referral.

## **Appropriate Use of Laptops**

- Any inappropriate use, neglectful care, or unattended laptops should be reported immediately.
- The laptop is for teacher-assigned tasks only. (If you're not sure if it's ok to use an application, always ask.)
- You will immediately tell your teacher if you go to a possibly inappropriate site by accident.
- You will use only your laptop and your charger.
- Keep passwords confidential.
- NO downloading of anything without teacher permission.
- Students may not load games, applications or other software on the laptops unless directed to do so by the teacher.
- The school's acceptable use policy should be followed at all times. Students must have a signed acceptable use form turned in BEFORE they will be issued a laptop.
- The exchange of e-mail among peers, teachers and/or parents is for educational purposes only. E-mail will be exchanged only at times defined by the teacher.
- Laptops will not be used at lunch time or non-instructional hours unless under the direct supervision of a teacher.