

## ***Pingree-Buchanan School District MacBook Air Handbook***

### **Pingree-Buchanan High School MacBook Air Program**

The focus of the 1 to 1 Mac Book program at Pingree High School is to meet the needs of 21<sup>st</sup> Century Learners and increase student achievement by using the MacBook as a tool to transform teaching strategies and engage students in their learning. Students in grades 7-12 will be issued a MacBook Air to use for the school year. All students are allowed to take their device home. However, the ability to take computers home is contingent upon the students maintaining the computers properly. If it is found they are not doing this, or are negligent with their computers, the ability to take them home will be removed.

The MacBook Air and all accessories are checked out for student use and are property of the Pingree-Buchanan School District. **The use of technology resources is a privilege, not a right.**

The policies, procedures and information within this document apply to all MacBooks used at Pingree High School. Teachers may set additional requirements for use in their classrooms.

### **1. RECEIVING YOUR MacBook**

#### **1.1 MacBook Checkout**

MacBooks will be distributed each fall. **Parents & students must sign and return the Student Pledge and Acceptable Use Policy document before the MacBook can be issued to their child.**

#### **1.2 MacBook Check-in**

The MacBook, cords, and accessories will be returned during the final week of school.

If a student graduates early, withdraws, is expelled, or terminates enrollment at Pingree High School during the school year, the individual must return their MacBook and accessories in their original condition on the day of departure from the district.

If a student fails to return the MacBook and accessories at the end of the school year or upon termination of enrollment at Pingree High School the student will pay the replacement cost of the MacBook and accessories; otherwise, the item is considered stolen and that student will be subject to criminal prosecution or civil liability.

#### **1.3 Inspection**

The school retains the right to inspect school-issued MacBook computers used by students. Inspections will be done in cases of suspected misuse or damage. The school may also perform unannounced, spot inspections of student computers selected at random and at random times throughout the year.

### **2. TAKING CARE OF YOUR MacBook**

The MacBook and accessories are school property and students are responsible for their general care.

# ***Pingree-Buchanan School District***

## ***MacBook Air Handbook***

### **2.1 General Precautions**

- Cords and cables must be inserted carefully into the MacBook to prevent damage.
- The school owned MacBook and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Pingree High School.
- Do NOT leave the MacBook in a place that is experiencing extreme hot or cold conditions (i.e.: car in summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.
- Turn off and secure your MacBook after you are done working to protect your work and information.

### **2.2 Carrying MacBook**

- When in transit, MacBook must *always* be within the protective case provided.

### **2.3 General Care**

- The MacBook is an expensive piece of technology. Therefore:
  - Do not lean on the top of the MacBook when it is closed.
  - Do not place anything near the MacBook that could put pressure on the computer.
  - Do not place anything in the carrying case that will press against the computer.
  - Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT use any chemical or spray cleaners.
  - Do not bump the MacBook against lockers, walls, car doors, floors, etc. as it will eventually cause damage.
  - Your MacBook must not be left in unsupervised areas (unlocked locker, unlocked vehicle, hallway, lunchroom, locker room, etc.) Any MacBook left in these areas is in danger of being stolen.
  - If an MacBook is found in an unsupervised area, it will be taken to the office, and students will be assigned a consequence.
  - Do adhere any stickers or decorations to your issued your computer.

### **2.4 MacBook Fees, Damage, and Loss**

- Device insurance is offered as an opt-in option. You can pay for insurance to cover all damages for \$50 for the year. It does not cover against negligence or lost items. (Additional paperwork is needed to get insurance coverage). Families are welcome to check with their personal insurance company about coverage as well.
- If MacBook or MacBook accessory damage has occurred and it has proven to be done by negligent action, **all repair or replacement costs** will be the responsibility of the student. The district will have the damage repaired or replaced by an authorized dealer and bill the student for the costs.
- If the damaged occurred by accident with no intention to harm, the cost will be covered by the district if the it happened on school property. If the accident happened off school property the student will either be billed or if they have purchased insurance through the school it will be covered by insurance.

## ***Pingree-Buchanan School District***

### ***MacBook Air Handbook***

- Examples of damage include but are not limited to: cracked screens, frayed cords, keyboard damage
- Lost cords are not covered by the district. If a cord is lost the student will be charged the replacement cost of the specific cord.
- Reports of damage must be reported immediately. If the student carries personal insurance, he/she must complete all insurance claims independently of the school district.
- All repairs or replacements must be completed by the end of the school year prior to MacBook check-in.

#### **2.5 MacBook Theft**

- MacBooks that are stolen must be reported immediately to the Office, who will inform the Police Department. The student must also fill out an incident form and return it to the Technology Coordinator.

#### **2.6 MacBook Identification**

Student MacBook will be labeled in the manner specified by the school. MacBook can be identified in the following ways:

- Record of serial number and correlated asset tag.
- Pingree High School sticker and bag tag.
- There must be an ID tag on all computer cases at all times. If the tag comes off, it is the responsibility of the student to contact the technology department as soon as possible and have a new ID tag attached. Any computer/case is subject to confiscation for one school day if it is found to have no ID tag.

### **3. USING YOUR MacBook**

MacBook are intended for use at school each day. Students must be responsible to bring their MacBook to all classes, unless specifically instructed not to do so by their teacher.

#### **3.1 MacBook Left at Home**

- If students leave their MacBook at home, they are responsible for getting the course work completed as if they had their MacBook present.
- If a student repeatedly leaves their MacBook at home, access to the MacBook will be restricted to in-school use. Students will be required to “check out” their MacBook for the day from technology department as determined by administration.

#### **3.2 MacBook Undergoing Repair**

- Loaner MacBook may be issued to students when they turn in their MacBook for repair to the Technology Coordinator. There may be a delay in getting a Loaner MacBook should the school not have enough to loan.

## ***Pingree-Buchanan School District MacBook Air Handbook***

### **3.3 Charging your MacBook's Battery**

- Students are responsible for keeping their MacBook charged for school each day.
- Repeat violations of this policy will result in access to the MacBook being restricted to in-school use. Students will be required to “check out” their MacBook for the day from the technology department as determined by administration.
- In cases where use of the MacBook has caused batteries to become discharged, students may be able to connect their MacBook to a power outlet in class only if available.

### **3.4 Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

### **3.5 Accounts**

- School administrators will keep a secured record of passwords.
- **Never share your password or account with peers. You have full responsibility for the use of your account.**
- Do not use another's account or represent yourself as someone else.
- Passcode sharing with parents and/or guardians is recommended.

### **3.6 Sound, Music, Games, and Apps**

- Sound must be muted at all times unless (1) permission is obtained from the teacher for instructional purposes or (2) headphones are used with the teacher's permission.
- During permitted use, the volume must be kept at a level that is not disruptive to other students.
- Music may NOT be accessed via a cell phone.
- If music is accessed via YouTube or any other site where video is available, the screen must be minimized or blocked by another screen when in use. The visual component of videos is not allowed.
- All music must be school appropriate music and used only at the discretion of the teacher.
- During school hours (8:30am-3:15pm), game/movie apps are only allowed with teacher permission, with the exception of study hall.
- No games/movies are allowed during study hall hours.
- Unauthorized game playing will result in disciplinary action.

### **3.7 Printing**

- There will be no printing from the MacBook at school without permission of the teacher.
- Printing from the MacBook at home will require a wireless printer, proper settings on the MacBook.

## ***Pingree-Buchanan School District MacBook Air Handbook***

### **3.8 Home Internet Access**

- Students are allowed to set up wireless networks on their MacBook. This will assist them with MacBook use while at home.
- The school filtering solution that is hosted on the school network will filter content accessed through off school wireless. The district makes no guarantee that their network will be up and running 100% of the time therefore, parents are still expected to monitor the student's activity in addition to the filter being provided.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the MacBook**

Students may save work on the MacBook on a limited basis. It is recommended students (a) e-mail documents to themselves, (b) save files to Office 365 or some other cloud-based storage, or (c) back-up their MacBook to the Cloud. Storage space will be available on the MacBook— BUT it will NOT be backed up in case of reimaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. ***MacBook malfunctions are not an acceptable excuse for not submitting work.***

### **4.2 Network Connectivity**

The Pingree High School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **5. SOFTWARE ON MACBOOK**

### **5.1 Originally Installed Software**

The software/apps originally installed by Pingree High School must remain on the MacBook in usable condition and be easily accessible at all times. During the school year, Pingree High School may add software applications for use in a particular course. The licenses for this software require that the software be deleted from MacBook at the completion of the course. Periodic checks of MacBook will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students are allowed to load extra educational and appropriate software/apps on their MacBook. Pingree High School will synchronize the MacBook so that they contain the necessary apps for schoolwork. Students will not synchronize MacBook. Misuse of apps or inappropriate apps will result in disciplinary action.

### **5.3 Procedure for reloading software**

If technical difficulties occur or illegal software, non Pingree High School approved installed apps are discovered, the MacBook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

**Pingree-Buchanan School District**  
**MacBook Air Handbook**

**5.4 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their MacBook for periodic updates and syncing.

**6. STUDENT DISCIPLINE**

If a student violates any part of the policies listed in this handbook, he/she will be subject to disciplinary actions that may include but are not limited to any of the following: limited MacBook use, suspension, or expulsion. This will be determined by the administration.

**Pingree High School Public Schools**  
**Student Pledge for MacBook Use**

1. I will take good care of my MacBook.
2. I will never leave the MacBook unattended.
3. I will never loan out my MacBook to other individuals.
4. I will know where my MacBook is at all times.
5. I will charge my MacBook's battery daily.
6. I will keep food and beverages away from my MacBook since they may cause damage to the device.
7. I will not disassemble any part of my MacBook or attempt any repairs.
8. I will protect my MacBook by only carrying it while in a protective case.
9. I will use my MacBook in ways that are appropriate, meet Pingree High School District expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the MacBook or case owned by the district.
11. I will not deface the identification label on any MacBook.
12. I understand that my MacBook is subject to inspection at any time without notice and remains the property of the Pingree High School District.
13. I will follow the policies outlined in the *MacBook Handbook* and the *Acceptable Use Policy* while at school, as well as outside of school.
14. I will report any case of theft, vandalism, and other acts to Pingree High School administration so that a police report can be filed.
15. I will be responsible for all damage or loss and understand the repair/replacement procedures.
16. I agree to return the MacBook and accessories in good original working condition.