

# Care and Use Guidelines

**\*\*\*Each student device will be accompanied by one charging cord and one stylus. Students are responsible to properly maintain all items related to the devices. Students are responsible to pay Marian Central Catholic High School if parts are lost.**

## **Academic Expectations**

- Students are required and expected to bring their laptops to school each day with the battery fully charged. Charging during the school day will only be to the Marian Central Faculty's discretion.
- Students are not guaranteed that there will be a location or time during the day to charge his or her laptop/chromebook computer.
- Students who repeatedly fail to charge their laptops each school day will be subject to disciplinary action.
  - Students will not be loaned devices if own student device is not charged.
- The assignment and use of a laptop/ chromebook computer is considered to be a privilege. Inappropriate use or neglect of a laptop computer, case, charger, the Internet and/or any installed software could result in the loss of laptop privileges. Loss of privileges will not change classroom expectations and/or assignment completion.

## **Use of laptops in cafeteria**

- Laptop users must remain in designated areas in the cafeteria if they are using their machine.
- Students are to never eat or drink while using their laptops, or use their laptops near others who are eating and drinking.

## **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones will not be provided by Marian Central Catholic High School.
  - Headphones will only be allowed to be used with faculty permission.

## **Files**

- Students must not delete or alter any files or folder that they did not create or do not recognize. Deletion of certain files may result in a computer failure.
- Personal files stored within the school computer systems, including, but not limited to, laptop hard drives, network folders, school cloud based accounts etc., should be restricted to those relating to official school courses or activities.
- Games, music, videos, pictures, or files that are not for a school project or authorized activity should not be stored on the hard drive or cloud based accounts.

## **Games**

- Only games provided with the installed operating system or those designed by teachers for educational purposes may be played at appropriate times.
- Games may not be downloaded or streamed over the internet unless used for educational purposes and per the Marian Central Faculty's discretion.

## **Programs**

- Technology staff will execute all approved software installations. All preloaded software installed on the laptops including Microsoft Office are the property of Marian Central Catholic High School.
- Students may download ebook versions of their textbooks as proscribed by the official Marian book list.
- Students are not permitted to download or install any software or other materials.
- Students will not delete or alter any previously installed software.

## **Printing**

- Students will only be allowed to print at Marian Central Catholic High School from the computers in the library or other computer labs. Printing from the student device will not be permitted at Marian Central Catholic High School.
- Students will have the capability to print from a wireless home printer.

# General Care of Equipment

## Laptop General Use

- All forms of neglect to the laptop are ground for discipline of the student to whom the unit is assigned.
- Students are encouraged to purchase a case for housing the laptop to ensure their device is safe and well maintained.
- Placing stickers, writing/drawing, engraving, or otherwise defacing the laptop is not allowed.
  - If, however, the student chooses to purchase a case they are free to put stickers on their case.
- Any labels or asset tags placed on the laptop by the school must remain intact and in their original condition.
- Heavy objects (textbooks, musical instruments, sports equipment) should never be placed or stacked on top of the laptop.
- Laptop computers should be protected from the weather, water or other liquid, food, and pets.
- No objects should be placed on keyboard.
- Laptops/chromebooks are expected to be returned as received, except for normal wear and tear as determined by Marian Central, at the conclusion of each year, or when requested by Marian Central.

## Borrowing/Sharing Laptops

- Students are responsible for their assigned computer and may not lend or share it with another student, even a sibling. Failure to follow this directive will result in disciplinary action for the borrower and the lender.

## Forgotten Laptops

- First Incident-to each teacher's discretion, will potentially earn 0's for assignments without required classroom materials.
- Second Incident-Teacher Detention, possible 0 for assignments.
- Third Incident-elevate to 1 hour detention, 0 for assignments.
- Chronic Recurrences-Parent, Student, and Assistant Principal meeting scheduled to develop plan.

## **Loss of Laptop/Stylus/Charger**

- Lost Device Price-consult Technology Coordinator
- Lost Stylus-\$40 replacement
- Lost Charger-\$40 replacement
  - All replacement payments and orders MUST be made through Marian Central Catholic High School.
- The student takes responsibility for the reasonable care and protection of the laptop and accompanying equipment.
- Laptops and equipment should be locked in the student's locker or secure with student in backpack when not in use.
- Misplaced or unattended laptops will be turned in to Media Center desk.
  - First Incident-Warning
  - Second Incident-½ Hour Detention
  - Third+ Incident-1 Hour Detention

## **Stolen Laptop**

- If a student finds his/her laptop has been stolen, the following steps should be taken:
  1. Check with the Media Center or Office to see if the laptop has been found and turned in.
  2. Report the loss to the Assistant Principal who will proceed with an investigation.
  3. Stolen laptops must be also reported to the police within 24 hours of the identified loss, and a copy of the police report must be turned into the assistant principal.
  4. Students may incur the cost of lost laptops.