

General Care of Equipment

Student Responsibilities:

- PHONES ARE TO BE SILENT/POWERED DOWN AND IN BACKPACK FROM 8:05am-2:30pm. Unauthorized use of cellphones will be confiscated and turned into the office for appropriate consequences.
- Printing from a Marian Student Device will not be allowed at school. Students may have the ability to print from Marian-based computers in labs and/or library. Printing privileges may be revoked at any time.
- All devices must be charged prior to school and run exclusively on battery power while used in the classroom environment. Only in extreme circumstances would teachers allow a student to charge a device in a classroom.
- **CHARGE DEVICES NIGHTLY! PLEASE LEAVE DEVICE ON IN ORDER TO ALLOW FOR DEVICE UPDATES TO LOAD and then RESTART BEFORE COMING TO SCHOOL!!**

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-\$45 replacement
- Lost Charger-\$45 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 Front Office.**
 - **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 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.