

# Marian Central Catholic High School 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 liquids, food, and pets.
- No objects should be placed on the keyboard.
- Laptops 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 Dean's Office meeting scheduled to develop plan.

## Stolen Laptop

- If a student finds his/her laptop has been lost or stolen, the following steps should be taken:
  1. Check with the school office to see if the laptop has been found and turned in.
  2. Report the loss to the Dean's Office who will proceed with an investigation.

3. Stolen laptops must also be reported to the police within 24 hours of the identified loss, and a copy of the police report must be turned over to the dean's office.
4. Students may incur the cost of lost laptops.

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

- Lost Device Price-consult the school office
- Lost Charger-\$50 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 the student in backpack when not in use.
- **Misplaced or unattended laptops will be turned into the main office.**
  - **First Incident-Warning**
  - **Second Incident-1/2 Hour Detention**
  - **Third+ Incident-1 Hour Detention**

(See the Acceptable Use Policy for more detailed information)