

# Hope Elementary School

## MLTI Laptop Guidelines

September, 2020

### • Administration of Laptops

- The computer being issued to middle school students 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, Mr. Muether the Technician, will assist with training and troubleshooting while students are using their laptops. Any technical problems should be reported to Mr. Porter or Mr. Muether. All teachers of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders will also instruct and monitor student laptop use.
- Hope 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.
- All student laptops are scheduled to automatically log off between the hours of 10:00 pm and 7:00 am.
- MLTI computers are filtered for inappropriate and non-school related content at school and at home.

### • 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 the 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 in the laptop case.
- The laptop should be in student’s possession at all times unless it is stored in its assigned spot in the homeroom.
- Laptop must be shut down and plugged in every afternoon for recharging. (Close lid only AFTER the screen has been black for 5 seconds!)
- Laptops should be charged in their assigned space in the homeroom OUTSIDE of its carrying bag. The bag should be stored next to the laptop.

- **Use of Laptops**

- The laptop will be used for teacher-assigned tasks only. (If not sure if it is OK to use an application, always ask!) If a home computer has been used in the past for gaming or music, that will still be the computer you **MUST** use for those activities. The school-issued laptop is **NOT** a home/personal computer.
  - Immediately tell the teacher if a possibly inappropriate site is visited by accident. Without prior notification, visits to inappropriate sites will be assumed to be deliberate. (Teacher notification can be via email.)
  - Use only the laptop and charger that has been assigned. Laptops and chargers can be identified by the ID tag number on the bottom of the laptop and attached to the charger.
  - Keep passwords confidential.
  - **NO** downloading of anything without teacher permission.
  - Students may not load games, applications or other software on the laptops.
  - 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 supervision of a teacher.
  - Students are responsible for making sure their files are in the correct folder on their laptop and that they are backing up those files on a regular basis.
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- **The school's acceptable use policy should be followed at all times. Students must have a signed Acceptable Use form and a Middle School Expectations Signature Page turned in BEFORE they will be issued a laptop.**