

Laptop/IPAD Use Expectations 2016-2017

1. Appropriate Laptop/IPAD Use
 - a. At School
 - i. Educational uses only
 - ii. Stay focused on your current class
 - b. At Home
 - i. Laptops/iPads only go home for teacher assigned homework
 - ii. Laptops/ iPads not taken home will be neatly placed in their assigned shelf, and plugged in to charge
 - iii. Teachers will assure all rooms are secured at the end of each day
 - iv. Laptops/iPads must be carried in appropriate laptop/ iPads bag
2. iPad/Laptop Care
 - a. No food or drink near the laptop/ iPads
 - b. Keep the laptop/ iPads in a case unless it is being charged, or being used
 - c. Take care of all of your equipment
 - d. Keep the laptop/ iPads with you when it is not in your Edge room or locker
 - i. You are responsible for your laptop/ iPads at all times
 - ii. You are responsible for repair / replacement costs
 - e. Appropriate Internet sites only
 - f. Batteries – spare batteries can be found in Edge rooms
 - i. If your battery is low, you may change it out for one in a charger
 - ii. Be sure to put your battery in the charger so it charges for the next person
 - g. Laptops iPads / must be in a case while traveling from room to room, or when leaving the building
 - i. Do not charge the laptop iPads / while in the case, it will overheat
 - ii. Do not leave the laptop iPads / on while in the case, it will overheat
 - iii. Students are responsible for providing their own laptop iPads / case
 - h. If there is a problem with my laptop iPads /, I will ask two peers for help. If the issue remains, I will e-mail helpdesk@lakeland.k12.in.us with a cc: to my Edge teacher. The e-mail will contain a complete description of the problem, what I have done to try to fix it and I will take my laptop/ iPads to the Media Center and turn it in for repair.
3. Consequences
 - i. First offense - Warning
 - ii. Second offense - Referral - after school detention
 - iii. Subsequent offense – Discipline ranging from Saturday School to removal of technology.
 - b. Edge Teacher tracks how many offenses
 - c. Offense counts restart every trimester
 - d. **Egregious offenses(downloading porn, transmission of inappropriate content, downloading proxies or other services to by-pass school firewall/ Blatant disrespect for the rules – immediate referral and disciplinary action ranging from Saturday School-Expulsion**
 - e. Damage to the laptop/ iPads – immediate referral. Damage to laptop iPads / is the responsibility of the laptop iPads / owner and he or she will be responsible for monetary restitution.
 - f. Students are responsible for any content/inappropriate usage of Lakeland School Corporation technology outside of the school building that is in violation to school rules by anyone using the school laptop iPads /.

**LAKELAND MIDDLE SCHOOL
LAPTOP/IPAD CONTRACT 2016-2017**

I, _____ (student) understand the privilege granted to me by Lakeland Middle School (LMS) for the use of this laptop/ iPads, a piece of equipment that I will be allowed to use to enhance my learning experience while attending Lakeland Middle School.

I understand I am responsible for taking care of this learning tool as if it were my own. If I leave Lakeland School Corporation, this laptop/ iPads is to be returned to LMS. The laptop iPads / will be housed at LMS over the summer.

Below are the Lakeland Middle School cultural expectations. Failure to follow the guidelines will result in the loss of computer privileges or other consequences.

TRUST

If I do not have homework, I will neatly place my laptop iPads / back in the proper location in my classroom

If I am trusted to take the laptop iPads / home, I will check it out with my teacher and then bring it back fully charged and in working order the next school day

If I do not take care of my laptop/ iPads, or use it for non-educational purposes, I will lose privileges

RESPECT

I will close the laptop cover gently when requested by the teacher, or any other times the laptop is not in use

I will not allow anyone to eat or drink around the laptop

I will keep the laptop it in the case when not in use or while traveling from place to place I understand that while this laptop/ iPads is for my use during my stay at LMS, it remains the property of LMS

RESPONSIBILITY

If the laptop/ iPads that is assigned to me is found without supervision, then I will lose privileges

If I break or lose my laptop/ iPads then I am responsible for repair and/or replacement expenses

If I am not using my laptop/ iPads, then I will sign out, power down, and place it in an appropriate laptop/ iPads protective bag.

If I sign out the laptop/ iPads, then only I will use it for personal academic work

If I there is a problem with my laptop/ iPads, then I will tell my teacher immediately

Signatures below indicate understanding of the items above and on the Use Expectations document:

Parent Signature Printed Name Date

Student Signature Printed Name Date

I give permission for my student to take the laptop/ iPad home _____ YES _____ NO
You may contact the school at any time to revoke this permission.