

Wausa Public School

MacBook Acceptable Use Policy

The policies, procedures and information within this document apply to all technology devices used at Wausa Public Schools. Personal devices used at Wausa Public School are subject to the Internet Use Policy. Teachers may set additional requirements at their discretion for use in their classroom. MacBooks checked out to users are property of Wausa Public School.

Taking Care of Your MacBook:

Users are responsible for the general care of the MacBook which they have been issued by the school. MacBook's that are broken or fail to work properly must be taken to the Tech Office for an evaluation of the equipment. A ticket must be created for all service work and can be done by visiting <http://www.wausaschools.org/ticket>.

General Precautions

- Only use a clean, soft cloth to clean the screen, no cleansers of any type. Microfiber cloth is preferred.
- No food or drink is allowed next to your MacBook while it is in use.
- Users should never carry their MacBook while the screen is open unless directed to do so.
- Cords and cables must be inserted carefully into the Macbook and stored properly to prevent damage.
- Charge your battery to 100% - Avoid Partial Charges. Never let the computer battery get to 0%. When the battery gets to 20% it is time to plug it in. Users are responsible for charging the MacBooks.
- High School Students and Staff will have the same Macbook from year to year.

MacBook Case

- A protective case/cover for the Macbook is required to help protect the Macbook and provide a suitable means for carrying the device throughout the day.
- Macbooks should always be within the protective case provided by the school.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Macbook.

Screen Care

- Do not lean on top of the MacBook.
- Do not place anything near the MacBook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, paper notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid on the MacBook. A slightly damp cloth may be used in extreme cases.

Using at School

- Users should bring their Macbook to all classes, unless specifically instructed not to do so.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Appropriate/Legal music is allowed on the Macbook. Earbuds/headphones may be used in the classroom based upon individual approval.

- Coaches/sponsors for individual activities may limit whether or not Macbooks are allowed to be on buses or at particular events.

Using at Home

- If students leave their MacBook at home, they are responsible for the course work as if they had their MacBook present.
- Repeat violations of this policy will result in referral to administration and possible disciplinary action.
- The MacBook is checked out only to the user and use of the device by other family members or friends is not allowed.
- Users (Staff and Students) are responsible for damage to the MacBook incurred by friends or family members.

Saving Your Work and Digital File Management:

Google Drive Advantages

- Automatic save feature
- Backup your work from your local computer
- Share and collaborate files with other users
- Access work from any computer

Local Storage

- Recommended that all users backup files to Google Drive or an external drive
- There is no backup done on your local MacBook storage

Personalizing the Macbook:

- MacBook's must remain free of any writing, drawing, or stickers UNLESS the MacBook is protected with removable skin.
- Users may add appropriate/legal music, photos, and videos to their MacBook.
- Users must comply with trademark and copyright laws and all license agreements.
- User's personalized media are subject to inspection.

Macbook Security:

Macbook Software

- Users are not allowed to add additional software on their Macbook without approval

Network Connectivity

- Users are not allowed to use applications or unapproved methods that bypass Wausa Public School filtering.
- Users personal devices are subject to the Internet Use Policy.
- Repeat violations will be reported to Administration
- Repeat violations may result in suspension of User's network access and other disciplinary actions.

Inspection and Monitoring

- Users may be selected at random to provide their MacBook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.
- All User's are subject to remote monitoring by school personnel.

Repairing or Replacing Your MacBook:

Repairs

- A Loaner Macbook may be issued to users while their Macbook is awaiting repairs.
- There may be a delay in issuing a Loaner Macbook should the school not have enough devices to loan.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Macbook.
- Users will be charged for Macbook damage that is a result of misuse or abusive handling.

Lost, Stolen or Intentionally Damaged Device and Accessories:

- A MacBook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the user involved in the loss of property.
- The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Acceptable Use:

The use of district technology/network resources is a privilege, not a right. The privilege of using technology/network resources provided by the Wausa School District is not transferable or extended by users to people or groups outside the district and terminates when a user is no longer enrolled/employed at the Wausa Public School District.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied and the appropriate disciplinary action shall be applied. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities.