

# Wausa Public School

## Computer Use Policy

### TAKING CARE OF YOUR Macbook

Students are responsible for the general care of the Macbook they have been issued by the school. Macbooks that are broken or fail to work properly must be taken to Wausa Technical Staff immediately for an evaluation of the equipment.

### General Precautions

The Macbook is school property and all users will follow this policy.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Macbook to prevent damage.
- Macbooks must remain free of any writing, drawing, stickers, or labels.
- Macbooks must never be left in an unlocked car, or any unsupervised area. An area in the Library has been established to store your Macbook when needed.
- Students will have the same Macbook from year to year.
- Students are responsible for keeping their Macbook battery charged for school each day.
- 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

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.

### Using at School

- Students should bring their Macbook to all classes, unless specifically instructed not to do so by their teacher.
- If students leave their Macbook at home, they are responsible for the course work as if they had their Macbook present.
- If a student repeatedly leaves their Macbook at home, they will be subject to appropriate disciplinary action.
- 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. Ear buds/headphones may be used in the classroom based upon individual teacher approval.
- Coaches/sponsors for individual activities may limit whether or not Macbooks are allowed to be on buses or at particular events.
- Documents and Pictures saved on the Macbook are synced to the Server for backup but sometimes these systems fail. Make sure to backup important homework to an external drive as an additional backup.
- Students may be selected at random to provide their Macbook for inspection. Macbook use and contents may be monitored remotely.

- Loaner Macbooks may be issued to students whose machine is being repaired.
- Users will be responsible for any damage either intentional or accidental and not covered by manufacturer warranty.
- Users will be responsible for the replacement cost of a lost or a stolen Macbook.
- Users are not allowed to add additional software to their Macbook without approval from Technical Staff.
- Any user activity that alters the security of the computer or the content filter will be subject to appropriate disciplinary action.
- Users will not use their Macbook for any illegal purpose including copyright infringement or software piracy. This includes but not limited to music that is not purchased.

The privilege of using the technology resources provided by the Wausa School District is not transferable by students to other people or groups (such as siblings, parents or other students) and terminates when a student is no longer enrolled in the Wausa School District. All technology checked out must be returned in normal operating condition at the end of the Users term.

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 appropriate disciplinary action shall be applied.

It is agreed that users will pay a Usage Fee of \$25.00 per school semester to the Wausa Public School. Failure to pay will limit the use to school hours. The Laptop would be returned to Wausa School Technical Staff when not in use.