

**Apple iBook Guidelines for Students**  
**Frank H. Harrison Middle School**  
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**General Guidelines:**

Use only the computer assigned to you.

You are responsible for all parts of your computer and will be charged for lost or damaged parts (cords, bags, etc.). Sample prices: Adaptor, \$75.00 - Power Cord, \$6.00

Keep passwords confidential.

When using the computer, it should be kept at least 18 inches from your eyes and the screen should be at a lower level than your eyes.

Downloading requires teacher permission.

The iBooks should never be left unattended (during lunch; in the locker room; after school; before, during, or after extracurricular activities; etc.). For example, for athletics, store your iBook in a locker with a lock. Your activity supervisor may also have a place to secure the laptops.

All files must be backed up in email (MY FILES).

**Handling and Care:**

Use the iBook on a flat stable surface to prevent it from falling.

It should not be used on a bus or in a car.

Unless it's a supervised space, the iBook should not be used before/during/after practices, games, and other extracurricular activities.

When taking the iBook to other parts of the building or home, the iBook must be returned to the carrying case to keep it safe.

It should be charged outside of the case so it doesn't overheat.

Protect the iBook from heat, cold or inclement weather.

Keep all food and drink away from your computer.

Close the computer carefully from the center of the screen.

Make sure you quit applications or that they are done saving before closing the iBook.

Recharging of your iBook will take place in your homeroom during non-instructional times unless you take your iBook home.

If/when you take the iBook home for assignments, be sure it is recharged for the next school day.

Please do not write on the iBook or its storage case with markers, or attach stickers.

**Cleaning:**

Wipe the surface of the iBook lightly with a clean, soft, dry cloth, or use iClean the school provides.

Do not use water or other cleaning solutions on the iBook.

To keep the screen clean, do not touch it with your fingers.

**Cables:**

To properly attach your charger: 1st attach the extension cord to the charger, 2nd plug power cable into the wall, 3rd plug charger into your iBook.

When plugging in the power adaptor to the charging port, be careful to line it up directly to avoid bending or breaking the prong.

If the battery is not charging, do not wiggle the power cord. Try removing it and fully reinserting it.

Be careful not to jerk the iBook when cables are attached.

# **iBook Take Home Guidelines**

## **Take Home**

- ✓ Laptops will leave the school after your parent/guardian has attended an orientation session and signed a release form. The goal of this orientation is to familiarize parents/guardians with the use and capabilities of the equipment and establish responsibility for your use of laptops at home.
- ✓ The iBook issued to you is an educational tool and designed to be used in that capacity.
- ✓ As you won't be taking your iBook onto the playing field, the court, the bus to an away game, etc., you will have to make sure the iBook is secure while at events.

## **At Home**

- ✓ When at home, we ask that you use your iBook in a common family location with adult supervision.
- ✓ Your parent(s)/guardian(s) should have your login password in order to supervise usage at home.
- ✓ The laptop computers should be fully charged every night so they are available for classes the following day.

## **Return**

If you return to school without your computer, you will have to call a parent to have him/her bring it to school.

## **Responsibility**

- ✓ If your laptop computer is lost or stolen, it is the responsibility of your parents/guardians to report the loss/theft to the Police Department immediately and provide Harrison Middle School with a copy of the police report.
- ✓ Replacement costs and/or the repair for damages that are not covered by the warrantee and that occur to the iBook and its carrying case while at home are the sole responsibility of the undersigned parent/guardian.
- ✓ Coverage for the laptop will include theft, accidental damage (including broken screen), fire, power surge, vandalism, and natural disasters. The premium will be \$50.
- ✓ If you, as the parent/guardian, would rather that the iBook NOT be brought home, you have that choice.
- ✓ If iBooks are not taken home overnight, they should be left in your homeroom, plugged in and charging.

## iBook Expectations and Consequences

The attached guidelines outline our expectations and procedures for safe, respectful and responsible use of the laptops. In accordance with the student handbook, the following potential misuses and consequences are listed.

1. If a student leaves the iBook unattended during the school day:
  - a. **1<sup>st</sup> consequence - the student receives a warning**
  - b. **2<sup>nd</sup> consequence - the student receives a detention**
  - c. **3<sup>rd</sup> consequence - the student receives the consequences for number 2. below**
  
2. If a student:
  - a. carries or stores the computer in backpack
  - b. leaves the laptop at home
  - c. downloads without permission
  - d. uses laptop in an unsupervised area (i.e. cafeteria, bus)
  - e. brings computer to a game or other unauthorized place
  - f. leaves computer on a bus
  - g. uses another laptop without permission.

Then the consequences are:

**1<sup>st</sup> consequence - the student cannot take iBook home for 10 days**

**2<sup>nd</sup> consequence - the student cannot take iBook home for 30 days**

**3<sup>rd</sup> consequence - the student cannot take iBook home for 60 days**

3. If a student inappropriately uses email or the Internet, then the consequences in the Student Handbook apply:
  - 1<sup>st</sup> consequence - the student loses privileges for 10 school days**
  - 2<sup>nd</sup> consequence - the student loses privileges for 20 school days**
  - 3<sup>rd</sup> consequence - the student loses privileges for the remainder of the school year**

Understanding that behaviors other than those listed above may occur, the administration and staff reserve the right to administer consequences.