



## One to One Laptop Responsibilities and Rules

### Parent Responsibilities and Terms

Your child has been loaned a MacBook computer to improve and personalize his/her education this year. It is essential that the RRMR Community School District's Appropriate Use Policy be followed to ensure the safe, efficient and ethical operation of the district's computer. **In order for your child to use the MacBook in class and to take it home, you must be willing to accept the following terms and responsibilities:**

- ◇ Will read the Appropriate Use Policy and discuss it with my child
- ◇ Will supervise my child's use of the MacBook at home
- ◇ Will make sure my child charges the MacBook nightly and begins the school day with a fully charged battery
- ◇ Will make sure my child brings the MacBook to school each day and keeps it locked in their locker when not using it for a class
- ◇ Will discuss appropriate use of the Internet and supervise my child's use of the Internet
- ◇ Will not attempt to repair the MacBook
- ◇ Will report to the Technology Coordinator any problems or damage to the MacBook
- ◇ Will report loss/theft of MacBook to school and proper authorities (police) within 24 hours
- ◇ Will not change or attempt to change the configuration of software or hardware
- ◇ Will not download or attempt to install any programs from the Internet or other sources
- ◇ Will not remove any program or files on the MacBook except for personal documents of my child
- ◇ I agree to make sure that the MacBook is returned to the school when requested and upon my son's/daughter's withdrawal from RRMR CSD.

### Student Responsibilities and Terms

Your MacBook should be used for EDUCATIONAL PURPOSES ONLY while in school. **In order to use the MacBook in class and to take it home, you must be willing to accept the following terms and responsibilities:**

- ◇ Will read the Appropriate Use Policy and discuss it with my parent/guardian
- ◇ Will adhere to terms of the RRMR CSD Appropriate Use Policy and District guidelines each time the MacBook is used, at home or at school
- ◇ Will recharge the MacBook nightly and begin the school day with a fully charged battery
- ◇ Will bring the MacBook to school each day and keep it locked in my locker when not using it for a class
- ◇ Will keep the MacBook in its assigned protective case at all times when not being used
- ◇ Will make the MacBook available for inspection by an administrator or other staff member upon request
- ◇ Will use appropriate language in all communications
- ◇ Will abide by copyright laws
- ◇ Will not use or attempt to use another student's assigned hardware, subscriptions, login files or personal information
- ◇ Will not give out personal information, such as name, address, photo, or other identifying information online
- ◇ Will report loss/theft of MacBook to parents, school and proper authorities (police) within 24 hours
- ◇ Will not use the MacBook to record (audio or visual) others without their permission.
- ◇ Will not download or attempt to install any programs from the Internet or other sources
- ◇ Will not change or attempt to change the configuration of, install, or remove software or hardware
- ◇ Will not attempt to repair, alter or make additions to the MacBook
- ◇ Will report all problems and damage immediately to the Technology Coordinator
- ◇ Will not remove or attempt to remove identification tags on the MacBook or deface with stickers, marking pens, etc.
- ◇ Will regularly back up my files.
- ◇ Will not use the MacBook in the lunchroom during lunch hours.
- ◇ Will not have computer in the Athletic locker rooms.

Failure to abide by the above guidelines will result in the student losing the privilege of using the MacBook