



## MacBook "Rules of the Road" Policy

The Lovett School MacBooks are powerful tools for learning. With your laptop you can access a world of information, create original work, travel to the corners of the earth, and expand your thinking in amazing ways. Just like any other tool, your MacBook needs to be **respected, well cared for, and used appropriately**. The following "RULES OF THE ROAD" will help all of us make sure your MacBook is used correctly and that it lasts for years to come.

**As a student of The Lovett School Laptop Program, I understand and agree to the following MacBook RULES OF THE ROAD:**

The laptop is loaned to me by The Lovett School. My laptop should be used for educational purposes only. In order for me to use the laptop in class and to take it home, my parents and I must be willing to accept the following terms and responsibilities:

### Student Responsibilities

#### General Use and Care of the Computer

- The laptop will be treated with care and respect. The computer and case are the property of The Lovett School and will be kept clean and free of marks at all times.
- The carrying case will remain fully zipped when laptop is not in use.
- Placing stickers on, writing or drawing on, and engraving or otherwise defacing the laptop or carrying case is not allowed.
- Students will operate only their own computer.
- Siblings or friends are not permitted to use a student's laptop.
- The laptop will be used only on flat, stable surfaces such as tables or desks.
- The laptop will not be used while walking or otherwise being transported.
- The laptop will not be used at carpool or in the car.
- The laptop will be protected from extreme heat and cold.
- The laptop will never be left in a car, even if the car is locked.
- Items will not be stacked on top of the laptop.
- Never have food, drinks, or pets near the laptop.
- Hands will be clean before using the laptop.
- Shoelaces will be tied when transporting the laptop.
- The laptop will remain in the *24/7 Infocase* at all times.

## Daily Responsibilities

- Be sure your laptop case is closed and zipped when moving with your computer.
- Bring the laptop and power supply to school each day.
- Carry your laptop with two hands at all times.
- Do not launch unrelated applications (i.e. Widgets or Photo Booth) during class unless directed by a teacher.
- Help peers learn to operate their computers using your voice and not your hands.
- Move your laptop into "listening position" during instruction.
- Raise your hand to ask questions or make comments during instructional time.
- Recharge the battery nightly; return the laptop to school fully charged.
- Use your laptop for educational purposes only. (The laptop is not a toy for playing games, downloading content, chatting with or emailing friends, or surfing the Internet for fun.)
- Treat others the way you want to be treated, and use good manners online.

## Internet Safety

- Make your personal safety your first priority.
- Keep your password and personal information private, except from your parents and teachers.
- Report bad, uncomfortable, or mean content to your parents or teachers immediately.
- Accept your parents' guidelines and supervision and be honest with them about your online activity.
- Teach your parents about the Internet so you can have fun together.

## General

- Abide by copyright laws.
- Adhere to Lovett's Technology Code of Conduct and Email Etiquette guidelines each time the Internet is used at school or at home.
- Do not attempt to remove keys or any other part of the MacBook.
- Do not change, nor attempt to change, the way the software on your laptop is set up.
- Do not attempt to repair your laptop. If you have laptop difficulty at home, alert a teacher first thing in the morning.
- Do not copy any software from the laptop to other computers.
- Do not download any programs from the Internet or other sources.
- Do not alter or remove the *Use for Research* folder from your Desktop.
- Do not remove any programs or files from the laptop, except for personal documents.
- Do not turn the "Dock Hiding or Dock Magnification" features on.
- Keep the "Desktop Change Picture" feature turned OFF.

- Keep your Desktop organized.
- Always use print preview before printing out your finished work.
- Report any laptop problems or damage to the LS technology staff or classroom teacher.

### **Consequences**

Inappropriate or careless use of a computer will be reported to a teacher or technology staff member immediately. Failure to follow the guidelines above will result in loss of laptop privileges.

**\*\*REMEMBER THAT YOUR COMPUTER TEACHERS CAN MONITOR  
YOUR MACBOOK USE REMOTELY AT ANY TIME.\*\***

### **Parent Responsibilities**

Your child has been loaned a laptop computer to personalize his/her education this year. It is essential that both the parent and student responsibilities be followed to ensure the safe, efficient, and ethical operation of the computer. Please be advised that laptop controls are set so that students will not be able to use the laptop between the hours of 9:30p.m. - 5:00a.m.

In order for your child to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

- Discuss appropriate use of the Internet with your child and supervise your child's use of the Internet.
  - Set reasonable guidelines for home use and supervise this use.
  - Be aware of the websites your child uses.
- Do not change the configuration of the computer software.
- Do not download any programs from the Internet or other sources.
- Do not remove any programs or files from the laptop, except your child's personal documents.
- Ensure that the laptop is used only by the child to whom it was issued.
- Help your child remember to bring the laptop and power supply back to school each day.
- Help your child remember to recharge the battery nightly and remind him or her to put the power supply back in the Infocase pocket in the morning.
- Read and review the "Student Responsibilities" portion of this document with your child.
- Report any laptop problems, damage, or questionable activity to a member of the LS Technology staff or the classroom teacher.
- Do not attempt to repair the laptop on your own.
- React calmly if your child reports a negative online experience.
- Talk with and learn from your child about his or her online encounters.

I have read and agree to The Lovett School's MacBook "Rules of the Road" Regulations.

<hr/> <b>Student Name (Print)</b>	<hr/> <b>Parent/Guardian Name (Print)</b>
<hr/> <b>Student Signature</b>	<hr/> <b>Parent/Guardian Signature</b>
<hr/> <b>Date</b>	<hr/> <b>Date</b>