

STANDARDS FOR PROPER COMPUTER CARE

Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to MFL MarMac during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times.
- Keep the Computer stored in a secure place (i.e., locked in your locker or other suitable place) when you cannot directly monitor it.
- Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car other than in a locked trunk.

Avoid leaving the Computer in environments with excessively hot or cold temperatures.

- Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- Adhere to MFL MarMac School’s Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask the District Teacher Librarian, Director of Technology or Secondary Principal..
- Back up your data. Never consider electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the Director of Technology, Teacher / Librarian or building Principal.
- Don’t force anything (e.g., connections, popped off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the Computer that will permanently alter it in any way.
- Keep the equipment clean.
- Do NOT eat or drink while using the Computer.

Carrying the Computer

- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard- drive and therefore the loss of all data. Sleep mode is sufficient –there is little reason to actually shut- down the laptop other than on an airplane or during extended days of inactivity.
- Always store the Computer in the laptop bag provided.
- Do not grab and squeeze the Computer, as this can damage the screen and other components.
- Never move the Computer while a CD or DVD is actively being used.

Screen Care

- The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$400 to replace. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti- static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed, thus resulting in a charge of over \$400 to the family. (\$200 if the \$25 usage fee is paid)

Battery Life and Charging

- Arrive at school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Computer when it is not in use in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the Computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or devices made specifically for this purpose, when working on your lap. Also, avoid lap- based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye level and keyboard at lap level.

EQUIPMENT LENDING INFORMATION

This **additional** agreement allows students to check out a variety of peripheral equipment. MFL MarMac grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

- I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly.
- I will treat this equipment with the same care as if it were my own property.
- I will maintain the equipment in clean condition.
- I will avoid use in situations that are conducive to loss or damage.
- I will heed general maintenance alerts and advice from school technology personnel.
- I will promptly report any malfunction, loss, damage or theft to the Director of Technology, Teacher / Librarian or Secondary Principal.
- I will always transport the equipment within the case provided whenever leaving the school building.
- I will adhere to MFL MarMac School Acceptable Use Policy when using this equipment at all times and locations.
- **I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.**

COMPUTER USE AND CONDUCT POLICY

The primary goal of MFL MarMac's available technology is to enrich the learning that takes place in and out of classrooms. However, certain legal and ethical restrictions apply. The following is a list of rules and guidelines which govern the use of MFL MarMac computers and network resources. These rules apply to any use of MFL MarMac network resources whether this access occurs while on or off campus.

Students may not use school network resources during the school day 8-4:

- to download, stream or listen to Internet- based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to install any unauthorized software onto MFL MarMac computers

Students may not ever:

- create, send, access or download material which is abusive, hateful, harassing or sexually explicit.
- conduct any illegal activity (this includes adhering to copyright laws);
- access the data or account of another user (altering files of another user is considered vandalism);
- copy MFL MarMac school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in a restricted use of technology for the student.