



NHS Student MacBook User Agreement

2020 - 2021

School MacBook Initiative

Newport High School has initiated a 1:1 MacBook program for students and teachers in an effort to embrace 21st Century Skills. Students will be using MacBooks in the classroom. After reading and returning the required agreement, they will be allowed to take their designated MacBook home to continue school work unless they have outstanding repair fees, missing devices, or other special restrictions. MacBook use will be monitored to gauge use and effectiveness of the device in the classroom. **MacBooks are district-owned-devices and the contents on the MacBook shall be educational in nature and can be viewed at any time by district/school staff. Students must use the district provided MacBook, personal devices are not allowed as an instructional device.** Students are expected to have their MacBook each day with a battery life that will get them through the entire day (75% charge).

The individual use of MacBooks is a way to empower students; to maximize their full potential; and to prepare them for college and the workplace. Technology does not diminish the role of the teacher; on the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and instruction with MacBooks integrates technology into learning anytime and anyplace.

The policies, procedures, and information within this document apply to all MacBooks used at Newport High School; including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use within their classroom.

Goals for Student Users

- To prepare students for a 21st Century environment.
- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.

Guidelines

Student use of the MacBook falls under the district Acceptable Use Policy for technology. Internet and MacBook use will be monitored through district-level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the MacBook are the property of the school district and subject to review and monitoring. MacBooks may be reset or erased if inappropriate material is found on them.

Students should NOT:

- Modify the MacBook in any way other than instructed by the administrator or other school personnel.
- Allow others to access their MacBook.
- Apply marks, stickers, or other decoration to the supplied MacBook or case. Students will be assessed the cost of a new case if stickers, etc. cannot be removed when the device is turned in.
- Exchange MacBooks with any other student.
- Remove the supplied cover from the MacBook.
- Sync the MacBook with any other device.
- Disable browsing history on the device.
- Disable the MacBook or its applications on the MacBook assigned to them OR anyone else's MacBook, this includes profiles.

Failure to comply with these guidelines will be treated as a violation of the district acceptable use policy and will be handled according to the school's discipline code.

PERSONAL HEALTH & SAFETY

1. Avoid extended use of the MacBook while resting directly on your lap. The bottom of the MacBook can generate significant heat.
2. Take frequent breaks when using the MacBook for long periods of time. Look away from the MacBook approximately every fifteen minutes.
3. Do not provide your personal information to anyone over the Internet.
4. Do not share your passwords with anyone.
5. Do not allow other students to use or access your MacBook.
6. Keep the MacBook in a secure location when it is not at school.
7. Fire/Tornado Drill: In the event of an emergency (including drills), the priority is student safety. Close the MacBook or secure the cover of your iPad and quickly place it in an unobtrusive location, then follow the relevant safety protocol.

Using the MacBook

- Be careful when inserting and removing cords in the MacBook; do not force anything into the ports.
- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- MacBooks will not be allowed the use of the iTunes Store.
- Make sure hands are clean before using the MacBook.
- Do not set the MacBook on the same surface as food and drink.
- Have the MacBook fully charged and ready for use during the school day.
- Bringing your charger to school is at your own risk. You will be responsible for the cost of a replacement if it is lost/misplaced/or stolen.
- Report any software/hardware issues to your teacher immediately.
- Keep the MacBook in a well-protected, temperature controlled environment when not in use. Do not leave the MacBook in a vehicle or location that is not temperature controlled.
- Do not carry the Macbook by the screen or in an "open" position in the halls.
- During class time, students are expected to keep Notifications **Disabled** or silenced.
- Under no circumstances should MacBooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any MacBook left in these areas is in danger of being stolen or damaged. If a MacBook is found in an unsupervised area, it will be taken to the library or the office. Violations may result in loss of MacBook privileges and/or other privileges.

Applications (Apps)

Applications not preloaded on MacBooks can only be installed through the Casper Self Service App. Applications may not be downloaded from other sources (including the Apple App store and iTunes). If there is an application a student would like installed he/she may discuss the educational merits of the application with his/her teacher. Once an application is deemed appropriate for the classroom it may be made available in self-service.

Saving Documents

Student work is best saved in the OneDrive or Google Drive accounts made available to them by the school through their Office365 logins. Other cloud based services should not be used. Using your school account you can save, export, and import documents in a couple of different formats. This allows you to access your documents from other computers via the Internet. You can also share your documents with other students or your teacher. Saving work "locally" on the computer is indeed convenient, but it puts the student at risk of losing their data should something happen to their device and should be avoided. Loss of work in this fashion is not a valid excuse for failing to turn in assignments.

Username: school email address (firstname.lastname@stu.newport.kyschools.us)

Password: ["C" is capitalized with no spaces] CatsLast4StudentID (Cats1234)

Reporting Technical Issues

Any errors or problems with the MacBook should be reported immediately. The following procedure should be exercised when reporting MacBook issues:

1. Let your regular Classroom teacher know of your issue.
2. If your teacher is not able to resolve the issue, then they will direct you to the MacBook Coordinator.
3. If the issue is beyond the MacBook coordinator capabilities, then it will be sent out for repair. Loaner MacBooks will not be given out.

Damage or loss of function that cannot be attributed to normal use may result in the student assuming the financial responsibility of replacement of the MacBook. Details of the repair/troubleshooting process are included further on in this document. Students taking the MacBook from school property must sign and submit the Parent-Student MacBook User Agreement Form and not have outstanding fees for repairs or missing/lost devices. Student use of the MacBook off school grounds may be revoked at any time by the administration or designated person.

Security

Students will only be allowed to access their MacBook using their school login account. Students must not share their passwords with anyone.

Home-Bound / Students Not at School

Homebound students will still be allowed access to their MacBooks. Any student placed on home-bound may use their school issued MacBook as long as assigned school work is being completed and turned in. Once a homebound student starts missing assignments for any given class (more than one week behind), the parents will be contacted and a home visit will be set up so that a system can be devised to keep the homebound student caught up.

Newport High School MacBook Discipline Code

Proper care of MacBooks throughout the school year, and returning the MacBooks at the end of the school year with a charger and cover, are the responsibility of the student. Students not returning their MacBook will be assessed the value of a replacement and will not be issued a MacBook the following year until **ALL** balances are paid from the previous year (lunch, library fees, previous MacBook damage, etc.) All MacBook violations will be documented in Infinite Campus. (The disciplinary actions listed below are general guidelines and are subject to the administrator's discretion.)

Care and Responsibility

Level A: Care and Responsibility

- Do not allow another student use of your assigned MacBook
- MacBook should be kept in issued cover/case at all times, with name-tag in place.
- Headphones may only be used when your teacher gives permission.
- Never leave your MacBook unattended
 - MacBooks should **not** be left in the bleachers or elsewhere in the gym at any time. See the supervising teacher for secure storage.
- Do not play games or visit sites not approved by the teacher during instructional time
- Do not clear/disable browsing history OR disable another student's MacBook
- Battery must be adequately charged to get through the entire school day. Do not charge personal devices such as phones from your Macbook.
- Keep MacBook storage adequate for educational purposes
- Notifications must be disabled during class

1st offense – Verbal Reprimand

2nd offense – Verbal Reprimand

3rd offense – After School Detention

*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

Level B: Care and Responsibility (Intentional Misuse)

- Any intentional damage/destruction to device and/or components of the device.

Intentional damage results in parent conference to determine cost of replacement and/or disciplinary action.

MacBook Misuse

Level A: Inappropriate Use

- Inappropriate use of camera or recordings (face-time, etc.)
- Presence of inappropriate non-instructional materials

1st offense - Verbal Reprimand and loss of privileges* for 5 days

2nd offense – After school detention and loss of privileges* for 10 days

3rd offense – Parent Conference and loss of privileges* for 20 days

*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

Level B: Unacceptable Use

- Installing apps without district approval
- Possession or distribution of pornography of any kind*
- Possession of gang related files
- Possession of illegal (boot-leg/pirated) copies of movies or music
- Cheating
- Threatening or bullying others (subject to regular district policy regarding bullying/threatening others)
- Hacking the district or any other network
- Syncing MacBook to a computer
- Adding **additional** e-mail accounts (more than the school-approved student e-mail account)
- Failure or refusal to follow teacher directions for use of the device in class
- Resetting MacBook to factory defaults / formatting
- Removing Profiles or changing settings to go around management

1st offense – Verbal Reprimand and loss of privileges**

2nd offense – After school detention and loss of privileges**

3rd offense – Parent Conference - Student becomes a day user**

*Legal consequences/suspension may result

**Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

Loss or Damage

- If a MacBook is damaged outside of school, the damage must be reported to an administrator or designee by 8:00 a.m. the following morning.
- If a MacBook is damaged during school it must be reported to a teacher or administrator immediately.

General Rules

- If there is repeated occurrence of a MacBook not being usable for the school day, i.e. not being charged, then administration reserves the right to make the student a day user for a length of time to be determined.
- *MacBooks in NIC* – MacBook access in NIC may also be limited depending on the length of time a student is assigned to NIC.
- *NewPathways*: Students in NewPathways follow a different curriculum, will use workstations provided in their classroom, and will not be issued MacBooks.

Please Remember

- Devices may be monitored by your school and district level administrators at any time for misuse.
- Administration reserves the right to take a MacBook at any time if misuse or inappropriate use/content is suspected.
- Teachers reserve the right to restrict MacBook use during class.

Cost of Replacement/Repair

There are several tiers of service/repair:

1. Standard Apple Warranty: In instances where there is no obvious accidental/intentional damage, the district will submit the device to Apple warranty and attempt to have it repaired at no charge.
2. AppleCare Plus: Each student Macbook is eligible for up to 2 accidental damage claims through AppleCare Plus. Screen and external case damage has a fee of \$99. Other damage is \$299. Damage beyond the scope of what AppleCare Plus covers may result in full replacement cost. After two incidents, student damage will then go to the next tier.
3. AGI Repair: After lower cost Apple options are exhausted, the district will use AGI Repair for repairs not covered by Apple. A table of cost estimates will be given below.
4. If a complete replacement is needed for loss/damage, current costs are estimated at \$899.
5. Student devices were issued with Apple branded chargers (\$79) and protective GumDrop cases (\$40) and are expected to return those in clean working condition with the device or be responsible for replacement cost. Should a charger fail, it must be returned to the school so that we may at least attempt to have it covered via warranty and prevent a fee to the student.

AGI Repair Estimates for MacBook Air 13"

LCD Repair	\$249.00
Logic Board Repair	\$299.00
Topcase	\$199.00 (keyboard / top portion of bottom half of machine)
Bottom Case	\$125.00 (bottom portion of laptop)
Battery	\$150.00 (Pricing varies depending on model)
SSD	\$275.00 (Pricing varies depending on size)
Miscellaneous Repairs	\$99 - \$150 (fan, trackpad, etc.)

Take home Requirements

- Students must turn in a MacBook use agreement signed by themselves and a parent\guardian
- Students cannot have any outstanding damage charges or have had their take home privileges revoked.

Newport Schools MacBook Use Agreement

Student

Please read before signing:

- I will not modify or disable the MacBook in any way unless instructed by district personnel.
- I will not sync the MacBook to any computer or add e-mail accounts OTHER than the student account I am assigned at school.
- I will not take the MacBook out of the district-provided case.
- I will not take inappropriate pictures or use the internet inappropriately as defined by this Acceptable Use Policy.
- I will report any technical issues to my teacher as soon as possible.
- I will not leave my MacBook unattended or have my MacBook around food or drink.
- I understand that my absences and my actions may cause for the removal of my MacBook privileges (either temporary or long-term)
- I will return my MacBook immediately to the school should I withdraw or transfer to another district for any reason.

I understand and will abide by the above MacBook User Agreement. I further understand that, should I commit any violation, my access privileges may be revoked and school disciplinary action taken. Upon graduation or withdrawing from school; failure to return my MacBook may result in not being allowed to participate in graduation and/or the filing of charges for theft. MacBooks may be taken home by the student only after meeting all of the take home requirements. Take home privileges may be revoked by the school administration, school technology coordinator, or other designee.

Student Name (please print): _____ Grade: _____

Signature: _____ Date: _____

Parent or Guardian

Please read before signing:

- I give my child permission to take his/her designated MacBook outside of school.
- I assume all financial responsibility should my child be deemed responsible for damage to the MacBook or charger.
- I understand that this access is designed for educational purposes. Therefore, my child's actions may cause for the removal of his/her MacBook privileges (either temporary or long-term)
- As a district-owned device, I understand that my child's MacBook can be searched at any time for improper material or evidence of improper use. MacBooks may be taken home by the student only after meeting all of the take home requirements. Take home privileges may be revoked by the Administration.
- Should my child's enrollment at Newport High School end for any reason, I will see that the device is promptly returned to the school.

As the parent or guardian of this student, I have read the MacBook User Agreement.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

Asset

Tag

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