

Red Cloud Community Schools

MacBook Laptop Policy

24-7 Frequently Asked Questions Information For Students

How much do I have to pay for my laptop?

- A \$30.00 computer fee will be required before laptop checkout. The fee covers insurance, maintenance, and all troubleshooting. This fee is to be paid each year the student attends Red Cloud Community Schools.

What if my laptop is stolen?

- A police report must be filed by you and your family, and the school administrator must be notified, within 24 hours of the theft.

What happens if the laptop stops working?

- AppleCare is the name of Apple's Protection Plan and our lease includes this service for the entire four (4) years. Most often laptops will have to be mailed in to AppleCare and should be returned to us in working condition or replaced within a week or two.
- Loaner laptops will be available for students while theirs is being repaired, and they will be able to access their files and documents from the server to use with the loaner laptop.

May we swap power cords and/or batteries?

- NO! Students need to be responsible for their own equipment. At the end of the year, students will be responsible for returning the same laptop, power cord, and battery that were checked out to them.

May I carry my MacBook in my own case or backpack?

- Students must carry their MacBook in the school-issued case only. If you do want to carry it in another backpack, etc., then it must be inside the school-issued case first. This is the only way we can ensure adequate protection...especially to the display (screen), the most fragile part of the laptop.

May the student change the outward appearance of their laptop (adding decals, etc.)?

- NO!

How will the school know what we do on the MacBooks?

- Apple Remote Desktop may be used to watch, block, send messages, etc., at any time you are on the local network. In addition, every MacBook has LanRev software installed, which can take a screenshot of your laptop randomly or on command. These screenshots can be played back at any time by a technology coordinator or an administrator and your laptops are subject to random and routine checks.

Major Infractions (Automatic Loss of Laptop) (See Violation Chart for list of infractions)

- Anything illegal
- Peer-2-Peer (P2P) file sharing of any sort (LimeWire, BearShare, BitTorrent)
- Changing the configuration of the laptop, installing or removing software or hardware without consent
- Physically altering the MacBook or attempting self-repair
- Cheating

- Cyberbullying or harming others
- Recording (audio or video) others without their permission
- Using another person's password, login, or computer without consent/"hacking"

Minor Infractions (Loss of privileges) (See Violation Chart for list of minor infractions)

- Repetitive classroom infractions
- Continuous misuse of iTunes (explicit lyrics, volume problems, etc.)
- Anything that becomes a repetitive problem, we will address on a case-by-case basis

Fineable Offenses

- Removing identification tags or labels
- Cleaning fee...adhesive that will not come off, etc.
- Loss/damage to power cord, bag, etc.

Where does a student go for technical support?

- See Mr. Heldt.

What if my family does not want to participate?

- The laptop is a required tool for learning during the school day. If families do not wish to allow their child to participate, all documents must still be signed and the \$30.00 fee must be paid if the student is to use the laptop at school. You will pick up your laptop in the morning and check it in at the end of the school day. Hopefully, over time, all will see the learning benefits that are possible with 24/7 access and will consider participating.

What if I forget my laptop at home?

- You will not be allowed to leave school to get your computer. You will be without it for a day, unless your parent agrees to bring it to school.

How do I deal with the power limitations of a laptop?

- **Students should charge their laptops every night at home and always bring it to school fully charged.** A fully charged battery should get at least 8 hours of use during the school day. Students will carry their power cords with them in their cases and, if needed, could plug into outlets and power strips to charge in supervised places such as the computer storage room.

May I listen to music while I work?

- This is at the discretion of the individual instructor. When the headphones are in use, you must have one ear bud out. Additionally, profanity, explicit lyrics, and/or any derogatory language of any kind on the school-issued computer is against the Red Cloud Community Schools Laptop Usage Policy and could be cause for disciplinary action.

Where do I print?

- Over time, the printing needs will decrease. When a printout is absolutely necessary, students can print to the appropriate printer through the network.

How will we back up our laptops?

- Laptop users will sync with the server periodically to ensure that their Documents folder and their Desktop always has a copy on the server.
- in between classes? Put the laptop to sleep and carry in the school-issued case.
- during PE, lunch, etc.? Store laptops in the cases, placed in computer storage room (not allowed in student lockers or locker rooms).

- during practices and/or school functions? Laptops should never be taken into locker rooms. Laptops also should not be taken on activity trips or left on buses. Laptops are not to be taken to school-sponsored events unless previously authorized by the sponsor, coach, or technology coordinators. Store them in the cases, placed in the computer storage room.

Can everyone in my family use my laptop?

- The students are ultimately responsible for their laptops, just like any school-issued item. However, sharing with additional family members is allowed, provided the family members abide by the Red Cloud MacBook Laptop Acceptable Use Policy.

Can we use our own personal MacBook or iPad or digital device (or any laptop) at school instead of the school-issued one?

- No. At school, all will need to use the school-issued computer. This will have the settings, access to the server, and programs needed by the student while at school.