

Akron-Westfield Schools – 1:1 Laptops and iPads Responsibilities and Expectations - 2013-2014



Parents:

Your child will be loaned a MacBook Air computer or iPad to improve and personalize his/her education this year. It is essential that the Akron-Westfield Community Schools Acceptable 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 Air or iPad in class and to take the MacBook Air home, you must be willing to accept the following terms and responsibilities:**

- Will read the Acceptable Use Policy and discuss it with my child.
- Will supervise my child's use of the MacBook Air at home.
- Will instruct my child to keep the MacBook Air or iPad in a secure location when not in use in class.
- Will make sure my child brings the MacBook Air to school each day.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet.
- Will not attempt to repair the MacBook Air or iPad, or have either repaired through a private service.
- Will report any problems or damage to the MacBook Air or iPad to the Technology Coordinator and/or administration.
- Will not change or attempt to change the configuration of software or hardware.
- Will not download or attempt to install any programs or files from the Internet or other sources.
- Will not remove any program or files on the MacBook Air or iPad except personal documents of my child.
- I agree to make sure that the MacBook Air or iPad is returned to the school when requested and upon my son's/daughter's withdrawal from Akron-Westfield Community Schools.

Students:

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

- Will read the Acceptable Use Policy and discuss it with my parent(s)/guardian(s).
- Will adhere to the terms of the Akron-Westfield CSD Acceptable Use Policy and District guidelines each time the MacBook Air or iPad is used.
- Will not take my MacBook Air or iPad into the gym during lunch time.
- Will recharge the MacBook Air nightly and begin the school day with a fully charged battery.
- Will bring the MacBook Air to school each day and keep it in a secure location when not using it in class.
- Will keep the MacBook Air or iPad in the school issued backpack, or personal backpack that has been approved by school personnel, at all times when not being used.
- Will make the MacBook Air or iPad available for inspection by an administrator or other staff member upon request.
- Will use appropriate language in all communications when using district issued equipment.
- Will abide by copyright laws.
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Will not give out personal information, such as name, address, photo, or other identifying information online, including username and password.
- Will report loss/theft of the MacBook Air or iPad to parents, school and proper authorities (police) immediately.
- Will not use the MacBook Air, iPad or any other electronic device to record(audio/visual) others without their permission.
- Will not download or attempt to install any programs, apps, or files from the Internet or other sources.
- Will not change or attempt to change the configuration of, install, or remove software or hardware.
- Will report all problems and damage immediately to the Technology Coordinator and/or administration.
- Will not remove or attempt to remove identification tags on the MacBook Air or deface with stickers, marking pens, etc.
- Will regularly back up my files to a flash drive, Google Drive, or other cloud based storage.

Failure to abide by the above guidelines may result in losing the privilege of using the MacBook Air or iPad.