

2019-2020 Shelton MacBook Guidelines for Students

Introduction

For the sake of this document, Shelton Technology refers to Shelton provided equipment and services, which include but are not limited to email and cloud storage.

- Please review this document before taking possession of your MacBook Air.
- The MacBook Air, power adapter, carrying case, stored data, on campus network and Internet access, and any services that will be issued are the sole property of the Shelton School & Evaluation Center.
- The equipment listed is on loan to the student for the period designated on the last page. At the end of the loan period, or upon withdrawal from the school, all equipment must be returned in good working order.
- These technologies are on loan to the student and must be used in accordance with all school policies, any applicable laws, and this document. Refer to the Shelton Acceptable Use Policy for Technology in the Parent Handbook.
- These technologies are provided for educational and instructional purposes only and are intended to support the learning objectives of the school.
- Students and their parents/guardians are responsible for cost of repair or replacement, which will be assessed in the event of lost or damaged equipment.
- Use of these technologies is a privilege and not a right.

Equipment to be issued

- Apple MacBook Air 13" 128GB
- Apple 45W MagSafe 2 Power Adapter for MacBook Air
- Protective Carrying Case

Ownership and Installation of Apps

- Students are not allowed to install software on their computer without specific permission from the Shelton Technology Department and/or Administration.
- Students and parents may purchase software and request that it be installed. Tech Support will require documentation of valid licensing and any license codes or account logins necessary to complete the installation.
- Student and parent purchased software should be appropriate for school and conform to School Policy regarding content. (Refer to the Shelton Acceptable Use Policy for Technology in the Parent Handbook.) Students/parents retain ownership of personally purchased software but should be aware that anything on Shelton owned equipment is subject to policies of the school. (See AUP).
- Shelton will retain ownership of all software purchased by Shelton.

Ownership of Content

- Documents and data, e-mail, and apps accessed or downloaded, and other content that is accessed, created, or stored using Shelton Technology is subject to review by Shelton Administration at any time. This includes cloud storage.

- Shelton Administration has the right to review any information on Shelton owned devices or cloud storage for appropriateness, and may limit or revoke access to any individual service or function or revoke use of a device at any time for any reason.

File and Document Storage

- Students are encouraged to transfer and create documents, use the camera for educational purposes and download a reasonable amount of audio content to iTunes.
- File storage is limited to the storage available on the device.

Backing up data

- Student computers are not backed up. School work should be saved to cloud storage – Google Drive.
- iTunes downloads do not need to be backed up. Apple now allows purchasers to re-download purchased music and movies any time (when purchased from iTunes).

Care of the MacBook Air

- The MacBook Air (like any laptop computer) should be treated as a fragile piece of equipment. The Shelton Technology Department recommends that a plastic cover (available from Amazon or other retailer) be placed on the computer for added protection.
 - Students are expected to treat their MacBook Air, charger and carrying case with care and respect.
 - The MacBook Air should not be used while being transported through the hallways and should be in the carrying case at all times for maximum protection.
 - To avoid damaging the MacBook Air, do not put anything (books, papers, pens, etc.) inside the carrying case. Pressure on the screen can cause it to crack.
 - Placing the carrying case inside a backpack, bag or purse, which contains books, binders or other materials, can cause damage to the MacBook Air.
 - Heavy objects (such as books, musical instruments, sport equipment, etc.) should never be placed or stacked on top of the MacBook Air.
 - The MacBook Air should be protected from extreme heat or cold and from theft. It should never be left in a car, even if the car is locked.
 - The MacBook Air should be protected from water or other liquid, food, gum, pets, and the weather. A student should not eat or drink while using his/her MacBook Air or use it near others who are eating or drinking.
 - Care should be used when plugging in the power cord or other cables.
 - The MacBook Air should be kept clean and free of marks at all times. Placing stickers, writing, drawing, engraving or otherwise defacing the MacBook Air or carrying case is not allowed and may result in charges for damage or disciplinary action.

Security of Device and Information

- Each MacBook Air is assigned to an individual student. Students should not “swap” computers nor should they “share” computers unless specifically instructed.
- Passwords must always be kept confidential.
- MacBook Airs must be in the assigned student’s possession at all times.
- Any activities on the MacBook Air should be appropriate for the school environment.
- MacBook Airs and carrying cases are subject to search and seizure by Shelton Administration at any time in accordance with Shelton’s Acceptable Use Policy for Technology and general policies of the school.

Using the MacBook Air away from Shelton

- Students (grades 7-12) are allowed to take their MacBook Air away from campus provided they are always in the assigned student’s possession.
- Students are permitted to access the internet at home (or anywhere they can gain legal access to the internet). Wi-Fi access is required. Shelton MacBook Airs do not have cellular capabilities and no wired Ethernet connection is available.
- Internet content filtering technologies are being used to attempt to block access to inappropriate material while on and off campus. The content filtering system used by Shelton makes the best effort to block inappropriate material. Because technology changes constantly and thousands of new websites go online daily, it is difficult (if not impossible) to consistently and effectively filter student activity. Shelton does not have control over information found on the internet.
- Content filtering technologies are being used to attempt to block access to inappropriate YouTube videos and/or YouTube channels while on and off campus. The content filtering system used by Shelton makes the best effort to block inappropriate material found on YouTube. As new content is uploaded to YouTube daily, it is difficult (if not impossible) to consistently and effectively block inappropriate YouTube videos and/or YouTube channels.
- Prior to purchasing a printer, check to be certain that the printer is compatible with macOS 10.14.

Using the MacBook Air for Email and Other Communication

- School email accounts may only be used for legitimate and responsible school-related communication.
- Shelton email does not need to be backed up, because it is a hosted service.
- All content that is accessed or stored on a Shelton-owned device is subject to ownership guidelines found in Shelton Acceptable Use Policy for Technology.
- Use of Social Networking apps and sites is NOT ALLOWED on Shelton owned equipment.
- Rude, abusive, threatening, or otherwise inappropriate content is not permitted.

Technical Support

- If the MacBook Air is damaged or not working properly, it must be turned in to the Shelton Technical Support Office (otherwise known as Tekhelp) for repair or replacement. This office is located on the 3rd floor in room 324 (next to the Middle/Upper School Library).
- Students may not attempt repairs themselves or contract with any other individual or business for the repair of the MacBook Air. Unauthorized repair attempts will void the warranty on the MacBook Air.
- A limited number of Loaner MacBook Airs will be available in the event of a broken computer.

Responsibility for Damage/Loss and Consequences of Inappropriate Use

- **Damages** (whether accidental or purposeful) will be the sole responsibility of the student (and parents/guardians) to whom the device is assigned. Examples of damage include, but are not limited to, liquid spilled on the device, broken screen due to accident or mishandling, cut or frayed cables, etc.
 - Students/parents may not attempt repairs themselves or contract with any other individual or business for the repair of the MacBook Air. Unauthorized repair attempts will void the warranty on the MacBook Air.
 - Repair costs are difficult to estimate in advance. Charges will be assessed to the student/parents upon completion of repair. In the event of damage beyond repair, full cost of replacement will be assessed.
 - Do not eat or drink near your MacBook Air.
 - Do not use your MacBook Air near water (such as swimming pools or bathtubs).
 - Do not allow other students, family members, friends or parents to use your MacBook Air.
 - Keep your MacBook Air in the carrying case when not in use.
 - The carrying case is for your MacBook Air only. Do not store books, notebooks or papers in the carrying case.
 - Keep up with your power adapter.
 - Do not install unauthorized software or accounts on your MacBook Air.
- **Lost or stolen** MacBook Air, carrying case or power adapter will be the sole responsibility of the student (and parents/guardians) to whom the technology is assigned.
 - Students/Parents are responsible for the cost of replacing the MacBook Air and/or carrying case and power adapter, if lost or stolen.
 - Immediately report loss or theft to the local police and the Shelton Technology Department. Shelton will provide device serial number and description to law enforcement and/or personal insurance provider on request.
 - Replacement cost of items:
 - Apple MacBook Air 13" 128GB \$949
 - Apple 45W MagSafe 2 Power Adapter for MacBook Air..... \$79
 - Protective Carrying Case \$30
- **Warranty repairs** to the MacBook Air are defined as issues of manufacturer defect. Shelton Tech Support will work with Apple to diagnose warranty issues. If Apple acknowledges a warranty issue it will be repaired or replaced by Apple at no cost.