



# LAKE MARY

## PREPARATORY SCHOOL

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### Laptop Guidelines

- The laptop that is assigned to you is the property of Lake Mary Preparatory School (aka LMP). It is made available to you as a tool for learning.
- The use of a laptop is a privilege that can be revoked. Inappropriate use or neglect of a laptop can result in limits to or loss of use of the Laptop.
- Students are not permitted to alter the configuration or functionality of the laptop that has been established by the LMP Technology Department..
- Students are not permitted to tamper with the management profiles/settings on the laptop in any way. These are essential for device security and efficient administration of the laptop.
- Students must not leave the laptop unattended at any time. While at school, students must follow all school procedures for securing laptops when necessary (athletic activities, etc.).

### Handling and Care of Laptop

- Any damages to the laptop must be reported immediately to your teacher.
- Do not permanently mark, deface, or apply decals and/or stickers to the laptop in any way.
- The laptop is labeled with an asset identification label on the front of the device. Do not remove or cover this sticker.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the laptop.
- Never close the laptop with a pencil, pen, marker or other object between the keyboard and the screen.
- Always open the laptop along the edges of the lid. Never place a finger on the screen when opening the lid.
- Always store your laptop in the closed position.
- Do not use your laptop near water.
- Do not leave your laptop outside or in extreme high or low temperature environments.
- Do not eat or drink near the laptop.
- Make sure your hands are clean before using the laptop.
- Be careful when inserting or removing headphones from the audio jack.
- Be sure to line the charging cable up with the laptop when inserting and removing the cable or damage will occur.
- If you have hardware or software problems with your laptop, stop using the device and ask a teacher for help.

### Internet Guidelines

- The Acceptable Use policy as outlined in the LMP Student Handbook must always be followed.
- Schools will be using monitoring and management software that will allow them to monitor and restrict content on any laptop to ensure efficient and safe instructional use in the classroom.

### Student Usage and Interaction Guidelines

- Always be kind in your communication.
- Follow all expectations and rules established by your teachers.
- Keep your username and password to yourself. Never share this information with other students.
- Follow all internet safety guidelines.
- Use the laptop for school appropriate assignments and materials.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_