



LAKE MARY

PREPARATORY SCHOOL

2023-24 School Year

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: _____