



REVERE LOCAL SCHOOLS

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MACBOOK AIR LAPTOP HANDBOOK

Receiving Your MacBook Air Laptop

The MacBook Air Laptops will be distributed during "MacBook Air Orientation." Parents/Guardians and students must sign and return the MacBook Air Loan Agreement before the MacBook Air can initially be issued to their student.

MacBook Air Laptop Check-In

MacBook Air Laptops must be returned to the building media center during the final week of school so they can be checked for serviceability. If a student transfers out of the district during the school year, the MacBook Air Laptop must be returned to the building media center at the time of student withdrawal. Students who graduate early, withdraw, are expelled, or terminate enrollment in the Revere Local School District for any other reason must return their individual school MacBook Air Laptop on the date of termination.

Check-In Fines

If a student fails to return the MacBook Air Laptop and/or accessories at the end of the school year or upon termination of enrollment in the School District, the student will be billed for the replacement cost of the MacBook Air Laptop and/or accessories. Furthermore, the student will be responsible for the cost to repair any damage to the MacBook Air Laptop consistent with the District's Technology Protection Plan.

Care of Your MacBook Air Laptop

The MacBook Air Laptop is school property and all users will follow this policy and the Revere Local Schools Acceptable Use Policy for Technology. Students are responsible for the general care of the MacBook Air Laptop they have been issued by the school. Any MacBook Air Laptop that is broken or fails to work properly must be taken to the helpdesk in the Media Center for an evaluation of the equipment.

General Care

As recommended by Apple, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the MacBook Air Laptop.

- MacBook Air Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Revere Local School District
- MacBook Air Laptops must never be left in an unlocked locker, unlocked car, or any unsupervised area or bag.
- Students are responsible to come to school with MacBook Air Laptop fully charged.
- Avoid leaning on top of the MacBook Air Laptop or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the MacBook Air Laptop.
- To prevent damage, your MacBook Air Laptop should not be near food and drink.
- Keep your MacBook Air Laptop out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness. Freezing conditions will damage components and impact battery life.

- The MacBook Air Laptop is provided for the sole use of the student to which it is assigned. Do not lend your MacBook Air Laptop, charger/sync cable, or case to other individuals.
- Keep your MacBook Air Laptop off the floor where it could be stepped on or tripped over.
- Do not disassemble or attempt to do any physical repairs to the MacBook Air Laptop.

Technology Support

Technology support for MacBook Air Laptops will be available during the school day at the student helpdesk in the Media Center. After hours support is available through the AppleCare agreement provided for all devices. Students may go to www.apple.com/support/ or call 1-800-MY-APPLE.

Carrying MacBook Air Laptops

Students are required to keep the MacBook Air Laptop in the supplied protective case. When carrying the MacBook Air Laptop home, please avoid placing too much pressure and weight on the MacBook Air Laptop to and from school.

MacBook Air Laptops Left at Home

If students leave their MacBook Air Laptop at home, they are responsible for getting the coursework completed as if they had their MacBook Air Laptop at school. If a student repeatedly leaves his/her MacBook Air Laptop at home, he/she will be subject to appropriate disciplinary action. This laptop is no different than a required textbook. Students may also face restrictions or loss of MacBook Air Laptop privileges.

PERSONALIZATION

Screensavers/Background Photos

Students will have the ability to customize their MacBook Air Laptop screensaver and background. Students may personalize the lock screen and home screen with school-appropriate media. The presence of guns, weapons, alcohol, and/or drug-related symbols or pictures are not permitted per school/district policies unless related to academic purposes. The presence of pornographic materials or inappropriate language is not permitted per school/district policies.

Personal Apps

Students may install appropriate personal apps on their MacBook Air Laptop via their personal iTunes account. RLSD will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the MacBook Air Laptop. However, this does not limit what can be downloaded to the student's individual iTunes account or other personal device (iPhone or iPod). If storage space becomes an issue on student MacBook Air Laptops, student music, photos, and apps will need to be deleted.

USING YOUR MACBOOK AIR LAPTOP

Protecting Your Data and Files

It is recommended that students regularly back up files and data to their Google Drive provided by the school. Backing up your device regularly will allow the restoration of all data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. MacBook Air Laptop may also be restored to factory settings if needed. Therefore, files should be backed up to a cloud server.

Do not expect that files stored on your MacBook Air Laptop will be private. Revere Local School District officials may review your files and communications at any time to ensure you are using the MacBook Air Laptop appropriately.

Students are responsible for the appropriateness of all files, data, and Internet history on their MacBook Air Laptop. Do not take photos or video of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

Instructional Use

You are responsible to bring your MacBook Air Laptop to school every day. If you do not have it, you must complete all work as if it were present. Students may face disciplinary consequences for forgotten MacBook Air Laptops. Bring your MacBook Air Laptop to school fully charged every day. It is the student's responsibility to have sufficient battery life for your expected use while at school. Limited access to a charging station will be available in designated areas. Updates to Apps and the MacBook Air Laptop software are released periodically. It is your responsibility to keep your device updated and synced prior to class.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Appropriate music is allowed on the MacBook Air Laptop. Ear buds/headphones are the responsibility of the student. Ear buds/headphones may be used in the classroom based only upon individual teacher approval.

Acceptable Use

The use of the Revere Local School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Revere Local School District is not transferrable or extendable by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the District. This policy is provided to make all users are aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Revere Local School District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

Students will be responsible for the entire cost of repairs to MacBook Air Laptops that are damaged intentionally, stolen, or lost. A MacBook Air Laptop that is stolen must be reported immediately to the main office. The administration, technology department, and the appropriate police agency will conduct a full investigation and report.

PROTECTING AND STORING YOUR MACBOOK AIR LAPTOP COMPUTER

MacBook Air Laptop Identification

Student MacBook Air Laptops will be labeled in the manner specified by the Revere Local School District. MacBook Air Laptops can be identified based on serial number. Do not remove your MacBook Air Laptop's identifying labels or markings.

Storing Your MacBook Air Laptop

Students are encouraged to take their MacBook Air Laptops home every day after school.

REPAIRING OR REPLACING YOUR MACBOOK AIR LAPTOP/COST OF REPAIRS

The Revere Local School District recognizes that with the implementation of the MacBook Air Laptop initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following guidelines in place.

Damage/Loss

Take your MacBook Air Laptop to the Helpdesk in the Media Center if you experience any technical problems. If it cannot be fixed at that time, a loaner MacBook Air Laptop may be issued to you, if available. All MacBook Air Laptop policy agreements remain in effect for the loaner MacBook Air Laptop.

If your MacBook Air Laptop is stolen or damaged by another party, please report it to the office immediately. Your claim will be investigated further by the school district and/or the appropriate police agency.

Accidental damage causing the MacBook Air Laptop to be unusable is the responsibility of the parent/guardian unless they have paid for the Technology Protection Plan.

Technology Protection Plan

If paid, the Technology Protection Plan will release the parent/guardian from having to pay for loss or damage for the following reasons:

- Damages resulting from normal use and accidents.
- Loss or damages resulting from theft. An official copy of a police report is required.
- Loss or damages resulting from a fire. An official fire report from the investigating authority is required.
- Loss or damages resulting from a natural disaster.
- Damages resulting from a power surge.
- Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damages.
- The Technology Protection Plan will only cover two incidences per school year.
- The Building Administration will determine if damages were due to negligence or accident.

Exclusions (parent/guardian will be liable for entire replacement cost of the device):

- Intentional damages.
- Lying on any damage report.
- Not carrying the MacBook Air Laptop in a district-provided protective case.
- Not reporting damages the next school day.
- Negligence.
- Loss or damages resulting from fraudulent, intentional, or criminal acts.

Personal Home or Homeowner's Coverage

Students or parents may wish to carry their own personal insurance to protect the MacBook Air Laptop in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the MacBook Air Laptop computer. However, the student's liability is limited only by Revere Local School District policies, not the private policy. If the private policy will not cover the full cost of the damage or loss, the student is still responsible for the difference.

Intentional Damage

Students/parents will be held responsible for costs associated with ALL intentional damage to MacBook Air Laptops including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

Replacement Costs

- MacBook Air Laptop: \$900
- MacBook Air Laptop Case: \$15
- Charger/Power Cord: \$80

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent. Please note: The student will be issued one cover and charging cable with your MacBook Air Laptop. The student will be responsible for purchasing additional or replacement supplies if needed.