

File:

Laptop Policy

The Raymond School District supports the Maine Learning Technology Initiative to integrate technology and education. Students who have been issued a laptop computer are using the computer during school hours in a variety of curriculum activities.

The laptops will be available for students to sign out for educational use outside of the school day. However, it is important to highlight that the laptop is a delicate piece of technology and that repair and/or replacement costs for any damages that occur to the laptop while it is signed out, are the sole responsibility of the parent/guardian.

Alternative approaches (other than signing out the laptop for at home use) to integrating technology use outside of the classroom day include:

- Work on a home computer (or a common access computer – such as the Raymond Village Library), with a document emailed to the teacher for the student to access at school.
- Work on a home (or common access) computer and saving information to a disc or CD which can then be brought to school for integration with laptop work.
- Making arrangements to stay after school and work in the technology lab, or using the laptop at school and taking the late bus.

To make arrangements for signing out your child's laptop computer, please complete the Laptop Sign Out Procedure form, and contact your student's homeroom teacher to schedule a signout time. Signing out a Laptop for educational use is a privilege extended to students. This privilege can be revoked if the student has not demonstrated responsible behavior related to the use of the laptop.

Jordan Small Middle School

Laptop Sign Out Procedure and Form

The laptop that has been issued is an educational tool and should only be used in that capacity. Failure to comply with the guidelines and sign-out procedure will result in loss of laptop privileges.

Signing Out:

- Students must plan ahead and notify their homeroom teacher of the dates that they will be signing out their laptop computer.
- Contact (a note or an email) from the parent/guardian to the teacher is required, in which the parent explains their awareness of the dates that the computer is to go home.
- Students must signout their laptop and carrying case with their homeroom teacher. A computer equipment review will be conducted by the teacher with the student and/or parent present prior to the laptop going home.
- Parents are encouraged to make arrangements to pick-up their student and the laptop.

At Home:

- When at home, the laptop will be used in a common family location with adult supervision.
- The laptop is for use by the student only. (Siblings or other family members should not have access to the computer)
- Parents/Guardians can request their child's login password in order to supervise student's usage at home.

Return:

- The laptop and it's carrying case will be signed back in before or during homeroom on the first school day following the day it was signed out. (Failure to check the computer back in on time will result in the loss of privilege to sign out the laptop in the future.)
- Upon return, an equipment review will be conducted by the teacher with the student and/or parent present. Any changes in condition from the signout, will be documented at this time.

Responsibility:

- Repair for damages and/or replacement costs that occur to the laptop and it's carrying case while it is signed out are the sole responsibility of the undersigned parent/guardian. (costs could range between \$50 & \$800)
- If the laptop is stolen while signed out to you, it should be reported to the local police authorities and the Jordan Small Middle School Personnel immediately.

Requested Laptop Usage Date(s): _____

Printed Student Name: _____ Student Signature: _____
date

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____
Date

Condition of the Laptop **at signout**: In full working condition. Additional Notes: _____

Condition of the Laptop **at checkin/return**: In full working condition. Additional Notes: _____
