

Helen S. Dunn School

MacBook Take Home Form

Student _____

I. General Requirements

- The MacBook is owned by the State of Maine. It is issued to each student as an educational tool and should only be used in that capacity. The student is responsible for transporting the computer to and from school each day. The student is also responsible for ensuring the computer is fully charged and ready for use each day.
- All requirements of the Helen S. Dunn School Acceptable Use Policy are in effect the whole time the MacBook is at home.
- MacBooks may not be taken into locker rooms, on playing fields or courts, taken to away games, etc. For away games the parent may arrange to pick up the computer prior to the end of the school day. Provisions for storing MacBooks will be arranged when necessary.
- MacBooks may not be taken out of the State of Maine.

II. At Home

- When at home, the MacBooks will be used in a common family area with adult supervision.
- Parents/Guardians will have their child's login password in order to supervise student's usage at home.
- MacBooks must be **fully charged** when returned to school the next day. The 2nd time an uncharged MacBook comes to school will result in a First Offense and Loss of take home privileges for 5 school days.
- MacBooks will be available to take home during the regular school calendar year. They will be turned in at the end of the school year and will not go home over summer vacation.
- Nothing inappropriate or offensive is to be put on your MLTI MacBook. Inappropriate material can include music, images, content, software, etc. MacBooks found with inappropriate material will result in the same consequences as in-school use and:
 - First Offense – Loss of take-home privileges for 5 school days.
 - Second Offense – Loss of take-home privileges for 20 school days.
 - Third Offense – Loss of take-home privileges for the remainder of the school year.

III. Return

- MacBooks must be brought to school every day. Failure to bring the MacBook to school will result in an immediate call to parents who will be requested to bring the MacBook to school immediately.
 - First Offense – Loss of take-home privileges for 5 school days.
 - Second Offense – Loss of take-home privileges for 20 school days.
 - Third Offense – Loss of take-home privileges for the remainder of the school year.
- Students failing to bring the MacBook to school will not be issued a spare and will be responsible to make up missed class work after school.

IV. Responsibility

- If the MacBook is stolen while away from school, parents must notify the local police authorities immediately and Helen S. Dunn School personnel on the next school day to complete a lost property statement for the State.
- If damaged, the MacBook must be returned to school immediately and will remain out of use until repairs can be completed. A spare may or may not be issued based on availability and/or the conditions surrounding the damage. The parent/guardian assumes responsibility for needed repairs due to accidental damage or negligence.
- According to school policy, students who damage any school-issued property will be required to pay for the repair or replacement of such property. MacBooks are subject to this policy.

V. Conditions

- Procedures may change as the MLTI MacBook program progresses. Parents and students will be informed when changes are made to the procedure.

I agree to comply with the policy for MacBook use outside of school.

Parent/Guardian _____ Date _____

Student _____ Date _____