



# **MacBook Policies & Procedures**

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## USE AND OWNERSHIP

### What is a MacBook?

A MacBook is a laptop computer manufactured by Apple Computer, Inc.

### Ownership of the MacBook

Although students will be issued a MacBook for the duration of each school year, USD 215 retains ownership of the MacBook device.

### Receiving the MacBook

Every student in grades 9-12 will be issued a MacBook, power adaptor and protective casing for educational use in school and at home. The MacBooks and peripherals will be distributed within the first two weeks of each school year. If you have questions regarding the assignment of student devices, please contact your building administrator.

All parents/guardians are required to read and sign the USD 215 MacBook Use Agreement before a MacBook will be issued to their student.

All students are required to read and sign the USD 215 MacBook Loan Agreement before a MacBook will be issued.

### Returning the MacBook

MacBooks, along with all peripherals and accessories, will be collected before graduation and free of any student personalization (stickers, markings, etc.). Failure to turn in a MacBook will result in the student being charged the full replacement cost (\$799.99). Additionally, a report of stolen property with local law enforcement may be filed by the school district if a student fails to return their assigned MacBook.

Any student who transfers, withdraws or is expelled prior to graduation will be required to return the MacBook, peripherals, and accessories upon termination of enrollment. Failure to turn in the MacBook to the school office on the last day of attendance may result in the student being charged the full replacement cost (\$799.99). Additionally, a report of stolen property with local law enforcement may be filed by the school district if a student fails to return their assigned MacBook.

## Care of the MacBook

Students are responsible for the general care of the MacBook they have been issued by the school. MacBooks that are broken or fail to work properly must be reported to the office, technology staff or other designated staff as soon as possible so the issue can be resolved. The MacBook should NEVER be taken to an outside computer service for any type of repairs or maintenance.

## MacBooks Left Unattended

Under no circumstances should the MacBook be left in a car or any unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unsecured classrooms or hallways. Any MacBook left in these areas is at risk of being stolen or damaged. If a MacBook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses may result in disciplinary action.

## General MacBook Precautions:

- No food or drink is allowed on or immediately next to the MacBook.
- Cords, cables and removable storage devices must be inserted carefully into MacBooks.
- Do not use the MacBook with the power cord plugged in when the cord may be a tripping hazard.
- Never transport the MacBook with the power cord plugged in.
- Never store the MacBook in the carry case or backpack while plugged in.
- The MacBook and charger must remain free of any writing, drawing, stickers and labels unless approved by school administration.
- Heavy objects should never be placed on top of MacBooks.
- Never cover or otherwise obstruct the MacBook's vents while the device is turned on.

## Carrying the MacBook:

- Always transport MacBooks with care and with the screen closed.
- Never lift the MacBook by the screen.

## MacBook Screen Care:

- The MacBook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure or heat.

- Do not lean or put pressure on the top of the MacBook when it is closed.
- Do not store the MacBook with the screen in the open position.
- Do not place anything near the MacBook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that could cause screen damage.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, etc.).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.

### USD 215 Labels

All MacBooks will have a USD 215 label. Labels may not be covered, modified or otherwise tampered with in any way. Students may be charged up to the full replacement cost of a MacBook for tampering with the label or returning a MacBook without the USD 215 label in place.

## FEES, DAMAGES, REPAIRS, WARRANTIES & PRIVACY

### Technology Use Fee: \$75

The Technology Use Fee is to help offset costs for warranty and repair coverage on the device.

### Damage, Loss, & Repair Fees

The district will charge the following fees if damage or loss occurs due to the intentional acts or as the result of negligence in handling the device.

### MacBook Air – Repair Cost Structure

- 1<sup>st</sup> Incident: \$25.00
- 2<sup>nd</sup> Incident: \$75.00
- 3<sup>rd</sup> Incident: \$200.00
- 4<sup>th</sup> and Subsequent Incidents: Actual cost of repair/replacement

Accessories and parts that do not carry a warranty are charged at actual replacement cost. Repair cost schedule may reset annually.

### Replacement Costs for Items Not Covered by the Fee Structure

- Apple MacBook Charger Replacement: \$90.00
- MacBook Case replacement: \$48.00
- Apple Duckhead (2-prong adapter): \$10.00
- Full USD 215 Replacement Cost of the MacBook Air: \$799.99

### Stolen Device

In case of theft, vandalism or other criminal acts, a police report **MUST** be filed with local enforcement and a copy of the report submitted to school administration to prevent being charged the replacement cost of the device. A damaged device fee may still be incurred. If proof of theft cannot be supplied, the student will incur the full replacement cost of the device. The MacBooks are remotely managed devices and will be “tracked” and disabled in cases of theft. Insurance DOES NOT cover theft.

### Lost Device

Students will incur the replacement cost of the device, which is \$799.99. Lost devices are NOT covered by insurance.

## Reporting a MacBook Problem

All MacBook problems must be reported to the Technology Department. The district will repair or replace damaged equipment resulting from normal use. The district will make its best attempt to purchase replacement parts at the best possible price.

## MacBook Chargers

MacBook chargers are available for "Check Out" in the High School Media Center.

Students should NOT bring their chargers to school. Insurance coverage does not cover replacement cost of charging blocks or cords.

## Cleaning Fee

A cleaning fee of \$25 will be assessed for any student turning in a MacBook with stickers, writing, tape, etc... Stickers are prohibited from being placed on MacBooks or on MacBook cases.



## EDUCATIONAL USE

### Using the MacBook at School

School-issued MacBooks should be used for educational purposes. Students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. The MacBook is intended for use at school every day. In addition to teacher expectations for MacBook use, students may be asked to access school messages, announcements, calendars, handbooks and grades using their MacBook. Students are expected to bring a fully charged MacBook to school every day and bring the MacBook to all classes unless specifically advised not to do so by their teacher. Students who fail to bring the MacBook to school are responsible for getting the coursework completed as if the MacBook were present.

### MacBook Loan

A limited number of MacBooks are available as loaners. These MacBooks are available for check out to students who have left their device for repair only. If the repair cannot be completed by the end of the day, a loaner MacBook may be assigned to the individual student until the student's MacBook is repaired and returned. The student will be responsible for any loss or damage to the loaner MacBook.

### Charging MacBooks

MacBooks must be brought to school each day with a full charge. Students should charge the MacBooks at home every evening to be prepared for the next school day. An uncharged MacBook is in violation of this agreement. Repeat violations may result in disciplinary action.

### User Settings and Preferences

Inappropriate media may not be used for MacBook backgrounds or themes. Examples of inappropriate media include, but not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures. The use of any inappropriate media will result in disciplinary action.

Sound on the MacBook must be muted at all times in classrooms unless permission is obtained from a teacher. Headphones may be used at the discretion of the teachers. Students should have their personal set of headphones for sanitary reasons.

### Printing from MacBooks

Students are prohibited from printing on campus. They may still print at home using their own printer.

## Account Access

Students will log into their MacBooks using their school-issued Google account. Students must never share their account password with others.

## Managing and Saving Your Digital Work

The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices. Files may be stored temporarily on the MacBook's hard drive. Students should save frequently when working on digital media. The district is not responsible for the loss of any student work.

## Content Filter

The school district is committed to internet safety and helping keep students safe while online. In accordance with the federal Children's Internet Protection Act (CIPA), USD 215 partnered with industry leader SonicWall to provide the web filtering for our schools and devices. Web filtering software helps protect students from accessing inappropriate material and provides online activity reporting for school administration. All MacBooks, regardless of physical location and Internet connection, will have Internet activity filtered. Despite the filter, the district cannot guarantee that all controversial or inappropriate materials will be blocked.

## Using the MacBook Outside of School

Students may use the MacBooks at home and other locations outside school. A WiFi Internet connection will be required for the majority of MacBook use; however, some applications can be used while not connected to the Internet. Students are bound by the USD 215 Acceptable Use Policy, state and federal laws and all other guidelines in this document wherever and whenever they use the district-owned MacBooks.

## RESPONSIBILITIES

### Student Responsibilities

- The student will treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors or using it with food or drink nearby.
- The student will not lend the MacBook to any friends or siblings; it will stay in his/her possession or locked in his/her locker at all times.
- The student will not load software or apps onto the MacBook.
- The student will not install peer-to-peer file sharing programs.
- The student will not remove programs or files from the MacBook.
- The student will follow all board policies and administrative procedures when using the MacBook.
- The student will not provide personal information when using the Internet.
- The student will not attempt to repair the MacBook.
- The student will report damage or needed repairs immediately.
- The student will recharge the MacBook so that it is ready for use each school day.
- The student will bring the MacBook to school every day.

### Parent Responsibilities

- The parent/guardian will supervise his/her child's use of the MacBook at home.
- The parent/guardian will supervise his/her child's use of the Internet.
- The parent/guardian will not attempt to repair the MacBook.
- The parent/guardian will report any problems with the MacBook immediately to the district technology department or High School office.
- The parent/guardian will not load or delete any software from the MacBook.
- The parent/guardian will make sure his/her child recharges the MacBook battery nightly.
- The parent/guardian will make sure his/her child brings the MacBook to school every day.

### Rights and Responsibilities

Use of district technology is a privilege and not a right. Everything done on any district-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of district technology will result in the associated disciplinary action as identified in the student handbook, the MacBook Policies and Procedures handbook, and district Acceptable Use Policy.

## DIGITAL CITIZENSHIP & ACCEPTABLE USE POLICY

### Student Conduct – Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens. State and federal laws and board policy expressly prohibit form, including electronic means (cyberbullying) and harassment at school, on school property, and at all school-sponsored activities, programs, or events. Harassment or bullying in any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. Internet, cell phone, personal digital assistant, or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on school property, at any school-sponsored function, or in a school vehicle. If the bullying or harassment is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school, school officials may follow school policies in handling the bullying harassment violation.

### Acceptable Use Policy (AUP)

#### **Student will:**

1. Use technology in the manner directed by building teachers and principals.
2. Use technology to enhance the learning process.
3. Respect technology and report any damage or problem immediately to a staff member.
4. Report any accidental access to inappropriate material immediately.
5. Respect all copyright, trademark, and license restrictions.
6. Cite any reference to Internet sources as you would cite other reference material.
7. Regularly save any information stored on a District assigned computing device to your assigned network storage directory.
8. Expect your District assigned computing device to be regularly inspected for inappropriate material, which might include unlicensed software or inappropriate content and software. Any inappropriate content or unlicensed software will be removed.
9. Expect your software to be uninstalled and digital files deleted, if necessary, to fix or repair your District-assigned computing device, or its District-supported software.

## Acceptable Use Policy

### (Continued) Student will not:

10. Expect privacy with respect to information stored on District Technology.
11. Expect your email, files, directories, network access, or data transmitted on ALL devices while on school grounds to be private.
12. Use software, apps, or other technology to circumvent web content filters or other security systems employed by the District.
13. Share personal information including student identification numbers, social security numbers, usernames and passwords.
14. Use technology with inappropriate language, swearing and/or derogatory comments to harass others.
15. Intentionally access inappropriate material through, or with, technology including but not limited to district computers, mobile devices, and/or personal devices that would not be allowed in your school if presented in other media.
16. Intentionally damage, disable, or hinder the performance (or attempt any of the previous) of any District technology system, device, software, or network.
17. Use any District technology to damage, disable, or hinder the performance (or attempt any of the previous) of any (inside or outside of the District) computer, device or network.
18. Access or attempt to access any system, file, directory, user account, or network to which you have not been granted access.
19. Attempt to install any unapproved software on District devices.
20. Attempt to reinstall software, files, or drivers, which have been removed to correct a problem, or conflict, with your personally assigned computing device or its district-supported software.
21. Expect the District to save, backup, restore, support or accommodate any software or digital file installed, stored, or saved on your personally assigned computing device, which was not installed or approved by the District.
22. Use technology in a manner that would hinder the learning environment for you or any other student.

### Possible Consequences for Acceptable Use Policy Violations

23. Suspension from use of District technology.
24. Suspension or expulsion from school.
25. The District may notify law enforcement agencies.
26. Any consequence outlined in your student handbook.

## FREQUENTLY ASKED QUESTIONS

**1. Will students/parents/guardians have to purchase a MacBook?**

*No, USD 215 will provide a MacBook for every student grades 9-12.*

**2. Is there a technology fee at enrollment?**

*A \$75 technology use fee will be applied annually during enrollment.*

**3. Is there an option to buy after four years, or graduation?**

*Due to COVID and shipping delays, devices are unavailable for purchase after graduation.*

**4. Will students be able to take the MacBook home?**

*Yes, students will be able to take the device home during the school year.*

**5. How will MacBooks be inventoried?**

*USD 215 will inventory the MacBook devices by using the serial number. Students in grades 9-12 will be assigned a MacBook and can be tracked in our MDM (Mobile Device Management)*

**6. Will students be allowed to personalize their MacBooks?**

*Students are not allowed to place stickers on the MacBook or casing for the MacBooks.*

**7. What if a MacBook is damaged or broken?**

*If the MacBook is damaged, the student will turn the device into the technology department for repair. A limited number of loaner MacBooks are available. These MacBooks are available to students who have left their devices for repair. If the repair cannot be completed by the end of the day, a loaner MacBook will be assigned to the individual student until the student's MacBook is repaired and returned. The student will be responsible for any loss or damage to the loaner MacBook.*

**8. What happens if the MacBook is lost?**

*If a device is lost, the student will incur the replacement cost of the device, which is \$799.99.*

**9. Are parents/guardians required to purchase insurance for MacBooks?**

*The technology fee covers the insurance cost on all MacBooks.*

**10. If I must replace a MacBook, would I have to pay the same replacement cost, even if the MacBook is not the newest version?**

*Yes. No matter the age of the device, it costs the same amount of money to replace it.*

**11. What happens if another student steals my student's MacBook?**

*As with any theft, the authorities should be contacted immediately, a police report should be filed, and the school administration should be contacted. It will be possible to identify anyone who logs onto a MacBook with a USD 215 account, which will help authorities track the MacBook.*

**12. What happens if a person unaffiliated with USD 215 steals my student's MacBook?**

*The technology department can immediately lock down devices and track the location of the stolen device as long as its connected to the Internet. You will need to file a police report and report it to school administration immediately!*

**13. What if a student forgets the assigned MacBook at home? Is the student provided a loaner for the day?**

*Students who forget their MacBooks will not be given a loaner device. It is important to bring your device every day to class!*

**14. I am concerned about the MacBook being in bags with textbooks and the weight of the books damaging the MacBook; do you have any suggestions of how I can protect the device in my student's book bag?**

*Every MacBook will come with its own protective case.*

**15. Will a case/cover be required? If so, will the school purchase the case/cover?**

*Protective cases are required to be on the MacBooks at all times. Personal cases are not allowed.*

**16. What if the device malfunctions? Can my student access online files with another device other than the MacBook?**

*Students can access their documents stored in their Google Drive account wherever they can access the Internet.*

**17. If a student has an out-of-town game and will not be home until 11:00 p.m. or later and needs to study or do homework on the bus, can the student bring the MacBook on the bus? At the time of return, will students be able to access school lockers to retrieve their MacBooks?**

*The student may take the MacBook to off-campus activities, but is responsible for safeguarding the device, as the district cannot secure the device when away from school.*



**18. If a student uses the MacBook inappropriately, what discipline procedures are in place?**

*Information on disciplinary action can be found in the student handbook and within the Acceptable Use Policy (AUP) section in this document.*

**19. Will there be restrictions on the MacBook?**

*There is a filter on the device so that no matter where the students are when they access the Internet, they are accessing a filtered environment. Certain settings will be locked.*

**20. Does the district plan on blocking certain websites such as Netflix?**

*The limiting of access to certain websites and services is an ongoing process that involves several variables. We welcome parent input with this process. If there are other sites that are deemed inappropriate that have made it through the filter, please notify a USD 215 staff member.*

**21. What if a student does not have Internet at home?**

*Students will receive instructions on how to make their files available offline. Additionally, the district believes that there are enough free options to access the Internet around USD 215 that Internet service will not be provided by the district.*

**22. Does the WiFi configuration on the MacBook allow for connecting to other networks? ~~Yes,~~**

*MacBooks can connect to wireless networks that are within range.*

**23. Do the MacBooks have a place where my student can plug in a USB device? If so, where is the port located?**

*Only USB-C ports are available on the MacBooks. In order to use a regular USB device, a dongle will be required. These peripherals are NOT provided by the school.*

**24. Will students be able to print at home (wired or wireless)?**

*Students may be able to print at home, which is dependent on a number of technical variables such as age of home printer, print drivers that are widely recognized by operating systems, etc. Students may send documents to teachers that need to be printed while at the school.*

**25. Who sees the information my student saves or posts (photos or documents) on the MacBook?**

*Everything done on any district-owned computer, network or electronic communication device may be monitored by school authorities. Students have access to work collaboratively with other students using Google Drive.*

**26. How is the technology/software updated?**

*The device automatically updates after it has been properly shut down and restarted. It is recommended that the student shut down/restart the device daily to allow updates to be installed.*

**27. Is the MacBook Handbook included with the documents we encounter during the registration?**

*The Use Agreement is part of the registration information; however, the MacBook Initiative Policies & Procedures Handbook is not. You can access this document on the district website or using the QR Code located on the underside of the MacBooks.*

# USD 215 MACBOOK INITIATIVE STUDENT USER AGREEMENT

**Please read all of the following conditions before signing this agreement.**

1. One MacBook, one power adapter and one protective case are being loaned to the Student/Borrower and are in good working order. It is the Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.
2. This equipment is, and at all-time remains, the property of USD 215 (District) and is herewith lent to the Student/Borrower for educational purposes.
3. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing privileges to use this computer. The equipment will be returned to the school when requested by the District, or sooner, if the Student/Borrower withdraws from the District prior to the end of the school year.
4. The District property may be used by Student/Borrower only for educational purposes, in accordance with the District's Acceptable Use Policy (AUP) as well as local, state and federal statutes and regulations.
5. Student/Borrower may not install or use any software or apps other than those owned or approved by the District and made available to Student/Borrower in accordance with this MacBook User Agreement.
6. The District network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.
7. Identification and inventory labels have been placed on the MacBooks. These labels are not to be removed or modified. If they become damaged or missing, the student must contact the technology department for replacements. Additional stickers, labels, tags or markings are not to be added to the MacBook.
8. Students will be charged replacement cost for any intentional, negligent or repeated damage to, loss of, or failure to return the MacBook.
9. The Student/Borrower acknowledges and agrees that the use of the MacBook is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges the responsibility to protect and safeguard the MacBook and to return it in good condition.

**I have read and agree to conditions listed above. I have also read the MacBook Policies & Procedures Handbook, understand and agree to abide by its terms and all other USD 215 Board of Education Policies and administrative regulations.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Legal Guardian's Signature

\_\_\_\_\_  
Date