

# Laptop Take Home Procedures

## ◆ Signing Out

A completed and signed “Take Home Permission Form” from a parent or guardian must be on file at Memorial Middle School before an iBook may be taken home.

The student must sign out the iBook, its carrying case, and charger with the supervising teacher in the room where the laptop is normally stored during the last period of the day, period 17. The teacher will activate a sign-out card and note the condition of the laptop at the time of sign-out.

**iBOOKS MAY NOT BE SIGNED OUT FROM NON-TEAM TEACHERS OR SUBSTITUTE TEACHERS. iBooks may not be signed out during vacations.**

Students may NOT take laptops to away games. Special arrangements for parent or guardian sign out and pick up must be made in advance for those students participating in extracurricular activities. iBooks are not to be taken on to playing fields, courts, etc. Students should secure their laptops with an advisor or coach during after school activities, during practices, and at home games. iBooks should not be used while on the bus, while in transit, before/during/after practices or at games, on athletic fields, and at other extracurricular activities.

## ◆ Home Use

Laptops are to be used in a common family location where adult supervision can be maintained at all times. Students should not be allowed to use the computer in an isolated location such as a bedroom.

Parents/Guardians have the right to their child’s login password in order to facilitate in the supervision of the student’s computer usage at home.

If the iBook is stolen while signed out, it should be reported to the local police authorities and Memorial Middle School personnel immediately. Parents are financially responsible for any stolen iBook that is not recovered in good working order by authorities. Parents are financially responsible for any repairs needed due to negligent or willful damage while the laptop is signed out.

## ◆ Signing In

The iBook and its carrying case will be signed back in before homeroom on the first school day following the day it was signed out. The supervising teacher will note the condition of the laptop upon return. Damage must be reported as soon as it is discovered.

If a student returns to school without the computer that he/she signed out, a phone call to the parent/guardian will be made by the student in order to make arrangements for it to be brought to school immediately. Failure to check the computer back in on time will result in the school revocation of the privilege of signing out an iBook for home use by that student. It is expected that the signed out iBook will be returned to school with a fully charged battery for the school day.

Each iBook computer is the property of the State of Maine and is registered to Memorial Middle School. It must be returned to Memorial upon request. Students transferring schools or exiting the South Portland School District are expected to turn in the iBook.