

# Charlevoix Public Schools

## Student Issued

### MacBook Air Procedures & Information

#### MacBook Air DISTRIBUTION AND RETURN

1. Receiving Your MacBook Air – MacBook Airs will be distributed on designated dates and times determined by the school district. Prior to receiving a school MacBook Air for the first time, students will be expected to attend an MacBook Air orientation. All fees must be paid prior to distribution.
2. MacBook Air Return – MacBook Airs will be returned during the final week of school, so they can be inspected for serviceability and prepared for summer storage. Students who graduate early, withdraw, are expelled, or terminate enrollment at Charlevoix Public Schools for any other reason must return their MacBook Air on or before the date of termination. If a student fails to return the MacBook Air in satisfactory condition at the end of the school year or upon termination of enrollment at Charlevoix Public Schools, that student may be subject to criminal prosecution or civil liability. Failure to return the MacBook Air will result in a theft report being filed with the appropriate authorities and the student will pay the replacement cost of the MacBook Air or, if applicable, any insurance deductible as outlined under **Insurance, Fees and Warranty** below.

#### TAKING CARE OF YOUR MacBook Air

Students are responsible for the general care of the MacBook Air issued by the school. MacBook Airs that are damaged, broken or fail to work properly must be taken to the Media Center for an evaluation of the device. Middle and high school students will be required to fill out an iHelp report.

1. General Precautions:
  - a. The MacBook Air is school property. All users will follow these procedures and the Charlevoix Public Schools Student Network and Internet Acceptable Use and Safety Policy (AUP).
  - b. Cords and cables must be inserted and removed carefully into the MacBook Air to prevent damage. Students will be responsible for replacing any damaged cords and cables.
  - c. MacBook Airs should never be left unattended, such as in an unlocked locker, unlocked car or any unsupervised area. Unsupervised areas include, but are not limited to the school grounds, campus cafeterias, computer labs, hallways, locker rooms, learning centers, or unlocked classrooms. MacBook Airs left in these areas are in danger of being stolen.
  - d. Students must not remove or deface any Charlevoix Public Schools identification.
  - e. MacBook Airs and school MacBook Air cases must remain free of any writing, drawing, stickers, skins or labels that are not the property of Charlevoix Public Schools.
  - f. Never expose an MacBook Air to long-term extremes in temperature or direct sunlight. An automobile is not a good place to store an MacBook Air.
  - g. Never place an MacBook Air in a book bag that contains foods, liquids, heavy or sharp objects.
  - h. NEVER drop the MacBook Air and never throw or drop a book bag that contains an MacBook Air.

- i. Each MacBook Air has the ability to be remotely located. Disabling or attempting to disable Location Services or “Find My Mac” is a violation of the acceptable use policy and grounds for disciplinary action.
2. Carrying MacBook Airs  
The cases provided with MacBook Airs offer sufficient protection from normal everyday use, and provide a suitable means for carrying the device. **MacBook Airs should always remain in the school issued protective case. Computers seen out the case will be subject to owner disciplinary action.**
3. Screen Care  
The MacBook Air screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
  - a. Clean the screen only with anti-static or dry, soft cloth. NEVER use any liquids or chemicals.
  - b. Do not lean on the MacBook Air.
  - c. Do not place anything near or on the MacBook Air that could put pressure on the device.
  - d. Do not place anything in the case that will press against the cover.
  - e. Do not “bump” the MacBook Air against lockers, walls, car doors, floors, etc., as it may break the screen.
  - f. Keep pencils and other writing tools OFF the MacBook Air surface.

#### **USING YOUR MacBook Air AT SCHOOL**

1. MacBook Airs are intended for use at school each day – In addition to teacher expectations for MacBook Air use, school messages, announcements, calendars and schedules may be accessed using the MacBook Air. Students must bring their MacBook Air to class each day, unless specifically instructed not to do so by their teacher.
2. Personal use – MacBook Airs are intended for school related use during class time. Non-educational personal usage (games, personal movies, etc.) is not allowed during class. Teachers may delete any apps from the MacBook Air and/or enable restrictions on the MacBook Air.
3. MacBook Airs not in class – If students do not bring their MacBook Air to class, they are responsible for getting the coursework completed as if they had their MacBook Air present. If a student repeatedly neglects to bring their MacBook Air to class, they will lose MacBook Air “take home” privileges.
4. MacBook Air Undergoing Repair – Loaner or replacement MacBook Airs may be issued to students when they leave their MacBook Airs for repair in the Media Center.
5. Charging Your MacBook Air – MacBook Airs must be brought to school charged each day. Repeat violations will be subject to disciplinary action.
6. Screensavers/Background photos – Inappropriate media may not be used as a screensaver or background photo. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
7. Sound – Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students who have personal headphones or earbuds are encouraged to bring them to school.
8. Apple ID – All students will need an Apple ID.
  - a. Students 13 must have a personal “rayder.org” Apple ID (not shared with others). If students have a personal Apple ID that is NOT using their “rayder.org” email, they must create a new account. Apple ID setup may take place during MacBook Air distribution as necessary.
  - b. For students under 13, Apple IDs require the parents to complete an online consent form. The school will initiate an email from Apple with instructions for granting consent. A parent email address is required for the school to initiate the consent request. Online

parental consent for the Apple ID is necessary before MacBook Airs will be distributed to students under 13.

9. Printing – Printing from the MacBook Airs on campus is may be available. Students may print from the MacBook Air off-campus, if they have access to a compatible device.
10. Off-Campus Internet Access – Students are allowed to connect to off-campus networks with their MacBook Airs. Students who do not have Internet access at home should download homework material onto the MacBook Air before they leave the school campus.
11. Opting out of MacBook Air take-home program – A parent/guardian may choose not to have their child participate in the MacBook Air take-home program by sending written notification to the building principal. In this event, students will be issued an MacBook Air but will not be able to take the device home. Students who do not participate in the MacBook Air take-home program will pick up and return their MacBook Air in the media center each day. Students who fail to return the MacBook Air to the media center at the end of every school day may face disciplinary action and criminal charges. Charlevoix Public Schools cannot guarantee equal access to material for students opted out of the MacBook Air take-home program.
12. Privacy – MacBook Airs grant students the power to take photographs, create film and communicate with many people. Students are expected to protect their own personal privacy as well as the privacy of others by using the MacBook Air for only appropriate purposes. Misuse of the MacBook Air by infringing upon another's personal rights may result in criminal action against that student. MacBook Airs are not allowed in school restrooms, locker rooms or other similar areas where there is a reasonable expectation of personal privacy.
13. AUP – The Student Network and Internet Acceptable Use and Safety Agreement is in effect for use of this device on and off campus.
14. Filtering/Firewall – Use of a VPN, proxy server or any other method to bypass the District's Internet filtering or firewall is a violation of the acceptable use policy and grounds for disciplinary action.
15. Browsing history – Internet browsing history may be periodically reviewed by school staff. Students shall not delete the browsing history from their MacBook Air.
16. Classroom MacBook Air Rules - Students are to adhere to the building classroom rules which will be posted in each classroom.

Charlevoix Public Schools reserves the right to inspect any school issued MacBook Airs at any time.

### **SHARING MacBook Airs**

1. DO NOT lend your MacBook Air to another person. Each MacBook Air is assigned to an individual and the responsibility for the care of the MacBook Air solely rests with that individual.
2. DO NOT borrow an MacBook Air from another student.
3. DO NOT share passwords, login information or usernames with others.
4. Access to another person's MacBook Air without consent or knowledge is considered in violation of the acceptable use policy.

### **MANAGING YOUR FILES & SAVING YOUR WORK**

1. Saving on the MacBook Air — Students may save work on the MacBook Air. Storage space will be available on the MacBook Air – BUT it will NOT be backed up in case of erasing or restoring the MacBook Air data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. MacBook Air malfunctions are not an acceptable excuse for not submitting work.
2. Saving to External Storage – It is recommended that students utilize an external "cloud" service such as iCloud, Google Drive or Dropbox.com for file storage and backup.
3. Network Connectivity – Charlevoix Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not

be responsible for lost or missing data.

## **APPS, SOFTWARE AND OTHER CONTENT**

1. District Installed Apps – The apps installed by Charlevoix Public Schools must remain on the MacBook Air and be accessible at all times. From time to time the school may add apps for use in a particular course. Students should not delete any apps, folders, or files that they did not create or that they do not recognize. Deletion of certain files or apps will result in the student's inability to complete class work. If an MacBook Air is found to be "jailbroken," or if District installed apps are removed or modified, the student may be subject to disciplinary action.
2. Additional Apps – The building principal may establish guidelines for the installation of apps by students. The installation and use of non-educational apps is a privilege. Use of the MacBook Air for educational purposes is a priority (before pleasure). The school district reserves the right to identify and deny apps deemed inappropriate or distracting to the educational environment.
3. Personal Content – All apps, videos, games, songs and other content installed by the student must be school and age appropriate. Sufficient storage space must exist for academic purposes. If sufficient storage is not available, personal content must be removed.
4. Procedure for re-loading data – If technical difficulties occur, the MacBook Air may be restored to its originally issued state. The school does not accept responsibility for the loss of apps or data deleted due to an MacBook Air restore.
5. iOS and App updates – iOS and App updates are available from time to time. It is recommended that students keep the MacBook Air iOS and apps up to date.

## **MacBook Air MALFUNCTION, DAMAGE, OR LOSS**

1. In the event an MacBook Air is damaged or malfunctions, students are required to submit an iHelp report to the designated teacher or the Media Center. The school district will manage repairs for MacBook Airs. **DO NOT TAKE YOUR MacBook Air TO THE APPLE STORE OR OTHER VENDORS FOR REPAIRS.**
2. MacBook Airs that are lost or stolen must be reported immediately to the Media Center, and a report may be filed with the appropriate authorities.
3. If an MacBook Air is found in an unsecured area, it will be taken to the Media Center.

## **INSURANCE, FEES AND WARRANTY**

1. Insurance – Charlevoix Schools has a cost effective insurance program for families. This insurance program requires payment of a non-refundable \$20 **annual** insurance fee. There are limited scholarships available for families who apply and qualify. Parents may choose to opt-out of this insurance program if they agree to accept full financial responsibility for all loss or damage to the MacBook Air.
2. Fees for repair or replacement:
  - a. Accidental Damage – parents/student are responsible for \$50 per incident for the first incident. The second incident will be \$100; third incident and every additional incident after the second will be \$350.
  - b. Lost, Stolen or Damaged beyond economical repair – a \$400 fee will be assessed to replace the MacBook Air.
  - c. Intentional damage – parents/student are responsible for the full cost of all repairs or replacement up to \$650 MacBook Air.
  - d. Replacement of power charger, cable and case – loss, damage or failure to return the power charger, cable and case will result in the following fees: Apple MacBook Air Power Adapter \$20, Apple MacBook Air Charge Cable \$20, Targus Case \$35.
  - e. Payment – all fees/payments are due upon notification unless other arrangements are

made with the building principal.

3. Claims – All claims will be handled through the Media Center.
4. Personal Coverage – Parents/students may wish to carry their own personal insurance in addition to the school insurance or if they choose to opt-out of the school insurance program. Please consult with your insurance agent for details about personal coverage options for the MacBook Air.
5. At the conclusion of the school year, students will be required to sign an acknowledgement if their MacBook Air has damage and requires repair. The student will be required to pay any repair fees before they leave for summer break.
6. Warranty – All MacBook Airs and Apple IDs are subject to Apple's warranty terms and all of Apple's store and account terms and agreements. These can be viewed at:  
<http://www.apple.com/legal>

**Policies are subject to change.**

**All updated policies will be posted to the Charlevoix Public Schools website – [www.rayder.net](http://www.rayder.net)**

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, that any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please see the district Bylaws and Policies at <http://www.neola.com/charlevoix-mi/search/policies/po7540.03.htm>

and Administrative Guidelines at <http://www.neola.com/charlevoix-mi/search/ag/ag7540.03.htm>

# STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

Please complete the following information:

Student User's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

## **Parent/Guardian**

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

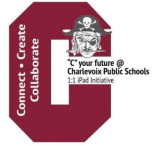
## **Student**

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

# Charlevoix Public Schools Student/Parent MacBook Air Agreement



## **MacBook Air Expectations:**

- I will follow the policies outlined in the Charlevoix Public Schools (CPS) “MacBook Air Procedures and Information Guide” as well as the Student Network and Internet Acceptable Use and Safety.
- I understand that my MacBook Air remains the property of the CPS and is subject to inspection at any time without notice.
- I agree to return the District’s MacBook Air, case and power cords in good working condition if I leave Charlevoix Schools or at the end of the school year.
- I will not remove or deface any CPS identification.
- I will not delete any apps that the district has installed on my MacBook Air.
- I will not attempt to disable Location Services or Find My MacBook Air.
- I understand that tampering with the MacBook Air’s hardware or software (i.e. jailbreaking) may void the warranty and insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I understand the insurance information that is provided.

## **MacBook Air Care:**

- I will take good care of the MacBook Air assigned to me.
- I will only clean the screen with a soft cloth – no liquid or chemicals of any type.
- I will not write on, place stickers on or otherwise mark-up, modify or decorate the school MacBook Air case or exterior of the MacBook Air.
- I will keep/carry my MacBook Air in an approved, protective case at all times.
- I will know where my MacBook Air is at all times – I will not leave the MacBook Air unattended.
- I will not expose my MacBook Air to extreme temperatures including leaving it in automobiles or exposing it to direct sunlight.
- I will never drop, lean on, squash or place any weight on my MacBook Air and will keep it away from sharp objects.
- I will keep food and drinks away from my MacBook Air at all times.

## **MacBook Air Use:**

- I will not loan out my MacBook Air to other individuals or share any passwords.
- I will bring my MacBook Air to class each day with the battery fully charged.
- I understand that I may only use my MacBook Air for school related purposes during class time. Non-educational personal usage (games, personal movies, etc.) is not allowed during class.
- I understand that I can save to my MacBook Air, but backing up to a cloud service is recommended.
- I understand that if technical difficulties occur, the MacBook Air may be restored to its original state.
- I will not take apart or try to repair my MacBook Air at any time.
- I will immediately take the MacBook Air to a designated teacher or to the Media Center to fill out an iHelp report when any damage, theft, vandalism, or technical problems occur.
- I understand I may NOT make audio recordings, take pictures, or make video recordings in class without the teacher’s permission. I will respect and protect personal privacy of staff and students.
- I understand that the installation and use of non-educational apps is a privilege and understand that using the MacBook Air for educational purposes is a priority (before pleasure). All apps, videos, games, or songs that I chose to download must be school and age appropriate. The school district deserves the right to identify and deny apps deemed inappropriate or distracting to the educational environment.
- I will not use a VPN, proxy server or any other method to bypass the District’s Internet filtering or firewall.
- I will not delete the browsing history on my MacBook Air.

I have read the policies, procedures, and information for the Charlevoix Public Schools MacBook Air program.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Initials I want to opt-out of my student taking the MacBook Air home.  
(NOTE: Students are still responsible for damage to MacBook Air during school)

Initials I want to opt-out of the \$20 annual school MacBook Air insurance program.  
By doing so, I accept full financial responsibility for all loss or damage.

### **Payment Information:**

Payment Amount:  
Date:  
Check # or CASH: