

Northport Public School

Upper Elementary, Middle School

Mobile Computer Use and Safety Policy

Dear Parents/Guardians of Upper Elementary and Middle School Students,

Your student is about to embark on an exciting new phase of their education! Through various community grants and school allocations, Northport Public School has developed a laptop computer learning initiative that includes assigning each student in the fifth, sixth, seventh and eighth grades a personal laptop computer to use for the 2017-2018 school year. This is an exciting learning opportunity for both your student and you. Empowering students with this educational resource brings with it responsibilities, for both the student and the parents. In an effort to make this process understandable and easy to follow, Northport Public School staff members have developed a list of behaviors and expectations regarding student and parental use.

By agreeing to and following this list, you will be instrumental in ensuring that optimal learning potential is achieved and that maintenance of the computer is manageable. Once you have reviewed these items and discussed any questions with the staff, please sign the bottom of the form and return it to school.

Appropriate Use of Laptop

1. This laptop program is designed to be an educational tool. Each student is encouraged to teach the proper use and capabilities of the laptop to family members.
2. The laptop is the property of Northport Public School. Because of this, it can be inspected and repossessed at any time as deemed appropriate by any school personnel.
3. The laptop program is designed to support classroom instruction; therefore, the laptop must be brought to school every day. Additionally, the laptop must be brought to each of the student's assigned classes or left in a designated secure area.
4. Due to the variety of printers available, it is not possible to load all of the needed drivers onto each laptop for home printing. Printing directly from the laptop is only available at school. If a student would like to print at home, they will need to purchase a "flash drive" and transfer the document to your home computer.
5. Laptops are for educational success. The only appropriate time for using the laptops for games will be after school or with teacher permission.
6. **New software can only be added by school technical support personnel.**
7. Inappropriate/illegal use of the laptop will result in the removal of the student's privileges to have a laptop.
8. **Parents**, you are the first teachers in your student's life and as such you are expected to set and teach acceptable guidelines for the use of the laptop when it is in your home. Home guidelines must model the Acceptable Use Policy for Technology document.
9. **Log-in information is private** and should be treated as such. Log-in information is for the student and his/her immediate family members. Sharing log-in/laptop with unauthorized persons (example: other students, non-family members) is not considered appropriate use and will result in loss of technology privileges.
10. It is important for the school to maintain the proper function of all computers. Students are responsible for reporting any **malfunctions** to the teacher or technology personnel on the **next school day**.
11. Caring for the laptops is everyone's responsibility. Only approved cleaning supplies can be used on the laptop. Please see a teacher before using any cleaning materials on the laptop.

Care and Safety of Laptop

1. **Accidents** will be the liability of Northport Public School.
2. **Respect** the monetary value of the laptop.
3. **Any mistreatment** is the liability of the student and parent/guardian.
4. **Exposure to inclement conditions**, like extreme hot and cold, will damage the laptop.
5. **Food and beverages and laptops DO NOT mix.**

Please review and sign the Mobile Computer Use and Safety Policy. Once you have done so, please return it to the school.

(Parent) I have read, and agree to,
the policies enclosed in this letter.

(Student) I have read, and agree to,
The policies enclosed in this letter.

Date