Durham Community School
Laptop Expectations for 6th, 7th and 8th Grade

Dear Students and Families,

Please consider this notice a reminder that the MLTI laptops are owned by the State of Maine and that we are fortunate to be able to access them. You are responsible for the care of this exciting learning tool and you must treat it with respect. Laptops are used daily in your classes and it is your responsibility to ensure it is charged and ready to go each day.

You must meet the following expectations if you are to have continued access to the MLTI laptops:

- Students MAY NOT use MLTI technology to:
    - Download or exchange copywritten materials such as software, music, etc.
    - Install unapproved software.
    - Play or download games at school, unless approved by a teacher.
- Students should not leave their laptop unattended. If a laptop is left unattended, it will be taken directly to the classroom of the teacher who finds it.
- The laptop must be stored in a locker or in the classroom during lunch and break/recess.
- Whenever carrying the laptop, it must be in the protective case. Do not squeeze the laptop when inserting it into the case.
- Students should not eat or drink anywhere around their laptop.
- If any problem occurs whether it is hardware or software, students should bring their laptop to the computer lab. Do not wait for something to break. REPORT DAMAGE IMMEDIATELY.
- If your laptop needs cleaning, please take it to the computer lab. Do not use any glass cleaners or chemicals on the screen.
- Students should password their account, but not change the name of the student account.
- Students should come to class prepared with assignments printed (if required).
- Students may bring laptops with them on athletic trips and after school activities. For home practices/games, it is strongly recommended that students secure their athletic belongings in a locker with a lock if they are going to store their laptops in the locker room facility. Students may bring their own lock from home to use on a locker in the locker room only. Students may also leave their laptops in the computer lab and pick them up after they return from athletic games or student activities.

Durham Community School Technology Use Guidelines

Durham Community School's computers, tablets, networks and internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals. Incidental, personal, outside of the school day use is acceptable given that it does not interfere with educational activities. All RSU-5 Board policies, school rules, and expectations concerning student conduct and communications apply with students using computers, whether the use is on or off school property.

The intent of this document is to help the students, families, and staff of Durham Community School to have a better understanding of the possible consequences for the misuse of technology. This does not cover all disciplinary situations and will only serve as a guide. Modifications to this will be made depending on the details of the individual case at the discretion of the student's team or Principal.

The following will be dealt with by the appropriate administrator or teacher, with the involvement of the team, students and parents as needed.

Care of the device:

Laptop Practices	First Offense	Second Offense	Third Offense
1. Laptop improperly stored or handled. 2. Carrying case not being used when transporting beyond the classroom. 3. Laptop left unattended by student. 4. Food/drinks being consumed near the laptop. 5. Technology misuse	Computer stays at school overnight. Additional consequences may be applied based on the severity of the infraction.	Computer stays at school over two nights Additional consequences may be applied based on the severity of the infraction.	These offenses will be dealt with on an individual basis. Possible consequences include: ➔ Natural consequences (for example: if a laptop is left overnight without being charged, the consequence is a less than fully charged computer and the student may have to hand-write assignments for the day). ➔ Phone call to parents. ➔ Written student reflection. ➔ Detention. ➔ Loss of laptop use.

Laptop Usage:

The following will be dealt with by the appropriate administrator with the involvement of the team, student and parents as needed:

Examples of misuse of technology include the following:
1. Student accessing others' user accounts;
2. Playing games in school without teacher permission;
3. Accessing inappropriate websites;
4. Unauthorized access to blogs, chat rooms, social networking sites;
5. Usage/communication that violates DCS Core Values (sending threatening or harassing messages, "cyber-bullying");
6. Posting inappropriate materials;
7. Illegal activities;
8. Violating copyrights / plagiarism;
9. Vandalism.

Consequences for technology misuse include but are not limited to: a warning; parent meeting; restorative work (cleaning /repairing damage); loss of computer overnight/for weekends; computer stays at school; classes only; loss of all computer privileges. When the technology misuse is connected to DCS behavioral expectations, discipline consequences may also apply.