

---

---

Print: Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

### **Harbor School – MacBook Rules of the Road**

The new Harbor MacBooks are tools for learning. From your MacBook you can access a world of information, create original “digital work”, learn just about anything and travel to the corners of the earth. **Just like any other tool, your MacBook needs to be respected, cared for and used appropriately.**

The following **RULES OF THE ROAD** will help all of us make sure your MacBook is used correctly and lasts for years to come.

As a student at Harbor Middle School, I understand and agree to the following MacBook RULES OF THE ROAD:

#### **Using Your MacBook During the Day**

1. Don't open up the computer in class until your teacher OKs it.
2. Never leave your assigned MacBook unattended.
3. You are the only authorized user of the MacBook assigned to you. Never touch, share or swap another MacBook.
4. Don't carry your MacBook in class unless it is closed. When going between classes, always carry your MacBook in its case.
5. Laptop cases should not be placed on the floor. During class store the case in an area designated by your teacher.
6. Never doodle, draw, or place stickers on your laptop, laptop case or identification label.
7. Keep your Desktop clean. All files must be placed within the Documents folder on your hard drive. Delete items you no longer need. Use bookmarks (not desktop shortcuts) to track web pages that you return to frequently.

#### **Taking Care of Your MacBook**

1. The MacBook is assigned to you and **MUST** be returned to Harbor Middle School at the end of each class period in its original condition.
2. Do **NOT** mark the MacBook in any way with markers, stickers, etc.
3. **DO NOT** use the laptop maliciously in any way.
4. Your computer and screen should be protected from liquid, food, erasers, gum, etc. You should never eat or drink while using your MacBook, or use it near others who are eating or drinking.
5. You must use the MacBook on a flat stable surface. Computers should not be placed on paper, books, notebook etc.
6. Don't place heavy objects (e.g. an instrument) on your MacBook.
7. Do not attempt to clean your MacBook screen with any cleaning solution. The MacBook cart monitors will be responsible for cleaning your computer on a regular basis.
8. Do not attempt to remove the keyboard or any other part of the MacBook.

9. Never grasp the laptop from the front latch side. Always grasp from the ports side or the hinge side.
10. Open and close the laptop gently. Never slam the laptop closed.

### **Playing Games, Audio and Video on Your MacBook**

1. Headphones are prohibited in class unless directed by a teacher.
2. You should not use downloaded audio or video (for example, from iTunes) unless directed by a teacher for an educational use.
3. You should not use iChat or other IM clients/tools unless directed by a teacher for an educational use.
4. Game playing, listening to music, watching videos and any other entertainment or leisure activity is not allowed during school hours unless it is directly related to a school assignment or activity and directed by a teacher.
5. Do not import personal audio or video.
6. The Harbor Middle School computer use policy applies.

### **Keeping Your Information Secure**

1. You should use the MacBook within the guidelines of the Boston Public Schools' Acceptable Use Policy that you agree to when you login to your MacBook.
2. You should never share personal information about yourself or others while using the Internet. This includes your name, screen-name, age, address, phone number, email or school name.
3. Remember that your teachers, the Principal, the Dean of Students and the staff in the I.T. Department can monitor your MacBook use remotely at any time. You do not have an "expectation of privacy."
4. Do not delete Firefox or any other browser History.

### **Charging and Help Desk Procedures**

1. You should notify a teacher immediately of any problems with your MacBook during class. Do not attempt repair yourself.
2. Notify your teacher if your battery is below 15% or 15 minutes. Charging stations will be available in most classrooms.
3. You will return MacBooks to the classroom storage cart at the end of each period. Be sure to tell the teacher if there are any problems with your MacBook.

**Any inappropriate use or neglectful care of an MacBook will result in the MacBook being taken away for a period of time that will be determined by teachers, the Director of Technology and/or administration. The length of time the MacBook is taken away will increase with each reported incident. Severe incidents will result in the MacBook being taken away indefinitely. Students who intentionally damage a laptop may be responsible for assuming the cost of repair or replacement.**

I have read and agree to the Harbor Middle School MacBook "Rules of the Road"

Student Name (Print)

Student Signature (Sign)

Date

Rules of the Road  
Seizure and Return Policy