

Apple iBook Sign Out Procedure/ MLTI Addendum Nobleboro Central School

Signing Out

- The iBook issued to each student is an educational tool and should be only used in that capacity. E-mail and Internet use is for school-related purposes only.
- Prior to a student signing out an iBook a parent must attend a MLTI Training Meeting and turn in the MLTI Addendum to the NCS Appropriate Computer Use Policy(AUP).
- Students must sign out their iBook and carrying case with Mr. Williams or Mrs. Hahn.
- All sign outs must occur either during homeroom period or immediately after school.
- Students will not be allowed to take iBooks into locker rooms, on playgrounds or playing fields and cannot take the iBooks on sports buses. Students participating in after school activities must leave their iBooks in Mr. Williams' or Mr. Hahn's classroom. After completing the activity the student must locate the evening custodian, identify themselves and go to either Mr. Williams' or Mrs. Hahn's classroom and retrieve their iBook. Students who realize that they need their iBook during the evening hours, or have traveled home from an athletic contest with a parent, may retrieve their iBook by finding the evening custodian and following the aforementioned procedure.

At Home

- When at home, the iBook will ALWAYS be used in a common family location with available adult supervision.
- Parents/Guardians will be supplied with their child's password in order to monitor their student's usage at home.
- When at home students' use of their iBook is still restricted to appropriate educational purposes. Many homes have either direct or wireless access to the Internet that might allow students the ability to visit sites unavailable at school. Should this occur at home it is still considered a violation of our use policy and disciplinary action will be taken. Students should not be allowed to use a school laptop to visit such sites as MySpace, YouTube, FaceBook, iTunes, etc. while at home.

Return

- The iBook will be signed back in to either Mr. Williams' or Mrs. Hahn's classroom as soon as the students are allowed into the building (generally at 8:10 AM). If Mr. Williams or Mrs. Hahn is going to be unavailable s/he will assign another junior high teacher to the task. Students may never leave the iBook outside Mr. Williams' or Mrs. Hahn's classroom or anywhere else in the building, ask another student to check their computer in, or take the iBook outside to recess. Lockers are not appropriate spaces for laptop storage.
- If a student returns to school without returning their iBook, the student or an NCS representative will make every attempt to contact the child's parent and arrange for the iBook's return that day. If this is impossible, the student will

