

IF YOUR LAPTOP IS LOST OR STOLEN, YOU MUST REPORT IT IMMEDIATELY TO AN ADMINISTRATOR, WHO WILL NOTIFY THE POLICE. A REPLACEMENT WILL BE REQUESTED FOR YOU FROM THE STATE BUFFER POOL.

DO NOT SPRAY ANYTHING ON TO THE SCREEN TO CLEAN IT. USE A LENS POLISHING CLOTH OR BRING IT TO THE IT DEPARTMENT FOR CLEANING.

WHEN TRANSPORTING YOUR LAPTOP, CLOSE THE LID AND WAIT UNTIL THE "SNOOZE" LIGHT ON THE FRONT STARTS TO BLINK. MOVING THE LAPTOP PRIOR TO THIS COULD CAUSE DAMAGE TO THE HARD DRIVE AND RESULT IN DATA LOSS.



PLEASE REFER TO STUDENT COMPUTER AND INTERNET USE POLICIES IN FULL ON OUR WEB SITE AT:

[HTTP://WWW.RSU16.ORG/POLICIES.HTM](http://www.rsu16.org/policies.htm)

ATTACHMENT:

LAPTOP AGREEMENT SIGNATURE FORM

CONTACT INFORMATION
POLAND REGIONAL HIGH
SCHOOL

PRINCIPAL, CARI MEDD
CMEDD@RSU16.ORG

998-5400 EXT 129

BRUCE M. WHITTIER MIDDLE
SCHOOL

PRINCIPAL,
AYESHA FARAG-DAVIS
AFARAGDAVIS@RSU16.ORG

998-3462 EXT 301

RSU16 TECHNOLOGY
COORDINATOR

LINDA CHAISSON
LINDACHAISSON@RSU16.ORG

998-5400 EXT 103

RSU16 SUPERINTENDANT

DENNIS DUQUETTE
DDUQUETTE@RSU16.ORG

998-2727 EXT 103

CODE IJNDB-C
CROSS REFERENCE:
IJNB STUDENT COMPUTER AND
INTERNET USE
IJNB-R STUDENT COMPUTER AND
INTERNET USE RULES

RSU16

SCHOOL LAPTOP GUIDELINES



A GUIDE TO THE CARE OF LAPTOPS AT SCHOOL & HOME



ALL STUDENTS AT BRUCE M. WHITTIER MIDDLE SCHOOL AND POLAND REGIONAL HIGH SCHOOL WILL BE ISSUED A LAPTOP COMPUTER TO PROVIDE STUDENTS WITH ACCESS TO TECHNOLOGY AT SCHOOL AND AT HOME. THE FOLLOWING GUIDELINES HAVE BEEN DEVELOPED FOR STUDENTS AND PARENTS AND ARE KEY TO THE SUCCESS OF THIS INITIATIVE.

IN ORDER TO RECEIVE A LAPTOP COMPUTER, A PARENT OR GUARDIAN MUST ATTEND A PARENT ORIENTATION MEETING OR VIEW THE TRAINING VIDEO ONLINE AND SIGN THE TAKE HOME AGREEMENT.

A NON-REFUNDABLE ANNUAL USE FEE OF \$30 MUST BE PAID BY ALL STUDENTS. STUDENTS WHO RECEIVE FREE LUNCH WILL BE REQUIRED TO PAY \$20, AND STUDENTS RECEIVING REDUCED LUNCH \$25.

THIS FEE COVERS THE COST OF REPAIRS NOT COVERED BY THE WARRANTY WITH THE EXCEPTION OF NEGLIGENCE, WHICH WILL BE DETERMINED BY THE PRINCIPAL. THERE IS A \$60 PER FAMILY CAP ON THIS FEE.

NEW THIS YEAR ONLINE PAYMENT OF FEES

PARENTS MAY NOW PAY ANY FEES OWED TO THE SCHOOL DEPARTMENT (INCLUDING LUNCH MONEY) ONLINE THROUGH OUR INFINITE CAMPUS PARENT PORTAL. PLEASE CONTACT YOUR SCHOOL OFFICE FOR MORE INFORMATION.

DO NOT CONSUME FOOD OR DRINK WHILE USING YOUR LAPTOP.



LIQUID SPILLS ARE THE MAIN CAUSE OF DAMAGE TO LAPTOP COMPUTERS AND ALWAYS CONSIDERED NEGLIGENCE. STUDENT/PARENT WILL BE BILLED UP TO \$150 PER INCIDENCE OF NEGLIGENCE.

A 2-PART POWER ADAPTER WILL BE ISSUED IN THE FALL OF THE SCHOOL YEAR AND MUST BE RETURNED AT THE END OF THE YEAR. REGISTER THE SERIAL NUMBER OF YOUR POWER ADAPTER WITH YOUR ROUNDTABLE ADVISOR TO HELP LOCATE IT SHOULD IT BECOME LOST. THE POWER ADAPTERS COST \$65 AND EACH STUDENT IS RESPONSIBLE FOR KEEPING TRACK OF THEIR OWN AND REPLACING IT IF LOST.



A REPLACEMENT LAPTOP BAG IS \$25 SHOULD IT BECOME LOST OR DAMAGED.

THE RECHARGING OF THE LAPTOP SHOULD OCCUR AT HOME IN THE EVENING AND SHOULD BE FULLY CHARGED FOR THE SCHOOL DAY. IF YOU RETURN TO SCHOOL WITHOUT YOUR LAPTOP, YOU LIKELY WILL NOT HAVE ACCESS TO ANOTHER COMPUTER TO COMPLETE YOUR SCHOOLWORK.

IF STUDENTS ARE TRAVELING BY BUS TO AN AWAY GAME OR ACTIVITY, LAPTOPS WILL BE LEFT IN A DESIGNATED AREA FOR THE NIGHT AND CHARGED. LAPTOPS ARE NOT ALLOWED OUT OF THE BAGS WHILE RIDING THE BUS.

YOUR LAPTOP SHOULD BE IN YOUR POSSESSION, IN A SCHOOL CHARGING STATION, OR KEPT IN A SECURE LOCATION AT ALL TIMES. YOUR COMPUTER SHOULD NEVER BE LEFT UNATTENDED OR STORED IN EXTREME COLD OR HEAT.

ALWAYS PLACE YOUR LAPTOP IN THE BAG, PORT-SIDE UP AND NEVER CHARGE IT WHILE IN THE BAG. THE LAPTOP MUST BE SHUT DOWN WHILE TRANSPORTING IT IN THE BAG OR IT WILL OVERHEAT AND CAUSE COMPONENT DAMAGE.

IF YOU HAVE ANY PROBLEMS WITH THE LAPTOP, BRING IT TO THE IT DEPARTMENT BEHIND THE LIBRARY FOR SERVICE IMMEDIATELY.

DO NOT MARK OR PLACE STICKERS ON THE LAPTOP OTHER THAN YOUR NAME TAG.

AS WITH ANY SCHOOL ISSUED EQUIPMENT, INAPPROPRIATE USE OR NEGLECTFUL CARE MAY RESULT IN ADMINISTRATIVE DISCIPLINARY ACTION. THE SCHOOL'S STUDENT COMPUTER AND INTERNET USE POLICY MUST BE FOLLOWED AT ALL TIME. LAPTOPS ARE SUBJECT TO RANDOM INSPECTION.

