

ACPA Macbook Handbook of Information and Procedures (Digital Art Students)

Receiving your MacBook

MacBooks and accessories will be distributed in the beginning of the school year. Parents and Guardians must sign and submit the MacBook Loan Agreement before the MacBook can be taken home by their student.

MacBook Check In

MacBooks and accessories will be returned to ACPA during the final weeks of school so they can be checked in for serviceability. If a student transfers or withdrawals from ACPA during the school year, the device must be returned.

Check-In Fines

If a student fails to return the MacBook and/or accessories at the end of the school year or upon termination of enrollment at ACPA, the student will be billed for the replacement cost of the MacBook or accessories. Furthermore, the student will be responsible for the cost to repair any damage.

Care of your MacBook

The MacBook is school property and all users will follow this policy and the ACPA Acceptable Use Policy for Technology. Students are responsible for the general care of the MacBook they have been issued by the school. Any MacBook that is broken or fails to work properly must be taken to Mr. Wagner for an evaluation of the equipment.

MacBook Policy (CONT.)

General Care

Use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the MacBook.

1. MacBook must remain free of any writing, drawing, stickers, or labels that are not the property of ACPA.
2. MacBook must never be left in an unlocked locker, unlocked car, or any unsupervised area or bag.
3. Students are responsible to keep the MacBook charged.
4. Excessive pressure on the MacBook screen may cause damage. Avoid leaning on top of the MacBook or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
5. To prevent damage, a MacBook should not be near food and drink.
6. Keep the MacBook out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness. Freezing conditions will damage components and impact battery life.
7. The MacBook is provided for the sole use of the student to which it is assigned. Do not loan out the MacBook or charger to other individuals.
8. Keep the MacBook off the floor where it could be stepped on or tripped over.
9. Do not disassemble or attempt to do any physical repairs to the MacBook

Technology Support

Technology support for devices will be available through ACPA. Reach out to Aaron Wagner at wagner@artcollegeprep.org for assistance.

MACBOOK POLICY (CONT.)

Personalization

Students will have the ability to customize their MacBook (screen background). You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, alcohol, drug and gang-related symbols or pictures are not permitted per school/district policies unless related to academic purposes. The presence of pornographic materials or inappropriate language is not permitted per school/district policies.

Protecting Your Data and Files

It is recommended that students regularly backup data to Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Do not expect that files stored on your MacBook will be private. ACPA may review your files and communications at any time to ensure you are using the MacBook appropriately. Students are responsible for the appropriateness of all files, data, and internet history on their MacBook. Students are not to take photos or videos of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Students are not to access another individual's materials, information, or files without permission.

Instructional Use

Students are responsible to bring their MacBook to school every day. If they do not have it, the student must complete all work as if it were present. Students may face disciplinary consequences for forgotten devices. Students are to bring their MacBook to school fully charged every day. It is the student's responsibility to have sufficient battery life for their expected use while at school. Limited access to a charging station will be available in designated areas. Updates to Apps and software are released periodically. It is both the student's and the school's responsibility to keep their device updated and synced prior to class.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones are the responsibility of the student and will only be permitted before or after school or during lunchtime in the cafeteria. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

MACBOOK POLICY (CONT.)

Acceptable Use

The use of ACPA's technology resources is a privilege, not a right. The privilege of using the technology resources provided by ACPA is not transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The ACPA Code of Conduct shall be applied to student infractions. Students may not jailbreak, modify, or in any other way tamper with the MacBook's operating system (iOS). Removing any or all installed Profiles is strictly forbidden. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved. Students will be responsible for the entire cost of repairs or replacement of MacBooks that are damaged intentionally, stolen, or lost. A MacBook that is stolen must be reported immediately to Mr. Wagner. The administration, technology department, and/or the appropriate police agency will conduct a full investigation and report.

MacBook Loan Agreement

Parents/guardians and students must sign and submit the MacBook Loan Agreement before the MacBook can be taken home by their student. *This form will be sent home digitally via PowerSchool.*

One MacBook and charger are lent to the student and are in good working order. It is the student's responsibility to care for the equipment at all times.

This equipment is, and at all times remains, the property of ACPA and is herewith lent to the student for educational purposes only for the academic school year.

Identification labels have been placed on the MacBook. These labels are not to be removed or modified.

STUDENT EXPECTATIONS

- Students will follow the expectations outlined in the MacBook Handbook.
- Students will keep their MacBook protected at all times.
- Students will immediately return the MacBook and accessories in good working condition upon request or prior to withdrawal from ACPA.
- Students accept responsibility for their school issued MacBook at all times.
- Students acknowledge that the MacBook Handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.
- Students will be responsible for repair or replacement costs as specified in the MacBook Handbook

PARENT/GUARDIAN AGREEMENT

- Parents/guardians will be responsible for the MacBook repair or replacement costs as specified in the MacBook Handbook.
- Parents/guardians acknowledge that they and their student are to follow the expectations in the MacBook Handbook and that a violation of these guidelines could result in the student facing disciplinary action.
- Parents/guardians will be responsible for monitoring student's use of the internet while the student is not at school.
- Parents/guardian agrees to immediately return the MacBook and accessories in good working condition upon request or prior to withdrawal from the school district.
- Parents/guardian acknowledges that the MacBook Handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

By signing the ACPA MacBook Parent/Guardian Agreement, the parent/guardian and student agree to the above terms.

Printed Parent/Guardian Name: _____

Signature: _____ Date: _____

Printed Student Name: _____

Signature: _____ Date: _____