

## Class of 2019

### **Macbook Program**

The Valdosta Early College Academy Technology Initiative supports the academic needs of VECA scholars. To support dual enrollment seniors, we have initiated a MacBook program to equip VECA senior dual enrollment students with Macbooks. Students will use these Macbooks for Valdosta State and VECA academic coursework at VSU, VECA, and home.

### **Safe and Responsible Use**

The wireless capacity of Macbooks enables students to access the Internet for information and research. They may also connect with other students and teachers to communicate and collaborate. With this ability to connect comes an increased need for students to understand the ethical and legal (including privacy and copyright) considerations for safe and responsible behavior online.

An Administrator account is located on the Macbook. Student Macbooks can be checked at any time by VECA administration or faculty. Each student has a personalized account. Students must use only the account and login credentials assigned to them.

### **Student Responsibilities & Use at VECA/VSU**

- Keep the Macbook with you or within your sight at all times. (Be aware of surroundings).
- Keep sound muted unless needed for a class activity or lesson (acquire teacher permission).
- Refrain from deleting files or folders you don't recognize.
- Only use Macbook in classroom with teacher permission.
- Adhere to the School District's Acceptable Use Policy (AUP) at all times.
- Bring your Macbook, charger, and case each day to school.
- **Report any problems, damage or theft immediately to Dr. Marshall or Dr. McKinney.**

### **Student Responsibilities & Use at Home**

- Charge your Macbook nightly. You should come to school with 100% battery life each day.
- Keep food or drinks away from Macbooks.
- Visit only appropriate sites.
- **Use only for activities related to your schoolwork.**

## **Procedure for Incidents:**

1. Notify Dr. Marshall or Dr. McKinney immediately. If incident occurs after school hours, please e-mail Dr. Marshall and Dr. McKinney at [jmarshall@gocats.org](mailto:jmarshall@gocats.org) and [mmckinney@gocats.org](mailto:mmckinney@gocats.org).

## **General Care:**

- **Don't do anything to the Macbook that will permanently alter it in any way.**
- Do not remove any serial numbers or identification placed on the Macbook.
- Clean the screen and keyboard with the cloth provided on a weekly basis.
- Transport the Macbook in the Macbook carrier provided.
- Don't put heavy books or other objects on top of the Macbook.

## **Personal Health & Safety:**

- Avoid extended use of the Macbook in any one position.
- Take frequent breaks when using the Macbook for long periods of time.
- Keep any passwords secret and be careful so others don't discover them.
- To stay safe, keep personal information about yourself and others off the Macbook and don't share personal information with others on the Internet.

## **Macbook Motto: "We will be Safe, Happy, and Secure!"**

Safe - being careful online, visit only proper sites, report improper ones that get through filters

Happy - considerate of others (students, parents/caregivers, teachers, principal, community)

Secure - taking good care of the Macbook itself

## **Student/Parent Financial Commitment**

A \$25 service fee will be charged for Macbook usage. **Please pay your \$25 service fee by Friday, September 14, 2018 to Ms. Glenda Fazekas.** Please note that you are responsible for returning the Macbook, charger, and case in the condition it was issued to you. Damages to the Macbook, charger, or case is at the expense of students and parents.

## **MacBook and Accessories**

Each student will receive a Macbook, charger, and case. Each item is numbered and assigned to the student. Students are responsible for maintaining all items and returning them in great condition at the end of the school year.

## **Restricted Use**

A student placed on Restricted Use may have Macbook privileges revoke due to violation of technology policy. Students who violate one or more of the conditions below may be placed on Restricted Use by the Principal or Assistant Principal. The Principal or Assistant Principal determines when the student has

satisfied the conditions for non-restricted use. During restricted used, a student may not use his/her Macbook for any reason. Reasons for placing a student on Restricted Use include the following:

- Excessive damage or loss
- Failure to bring Macbook to class each day
- Failure to charge Macbook nightly
- Excessive interruptions in service due to repair of local modifications
- Violation of School Policies or Guidelines for use of computer equipment
- Inappropriate, inaccurate, abusive, obscene, profane, or illegal material found on Macbook
- Violation of Valdosta City Schools policy of technology use

### **Educational Resources and Application Download Consent**

Valdosta Early College Academy uses many online educational resources. Educational resources include LearnZillion, Khan Academy, EdPuzzle, and more. Some resources require students to create accounts. Your signature at the bottom grants permission for Valdosta Early College Academy to register your child for online educational resources deemed appropriate and effective for instructional purposes.

I agree to follow these guidelines for Macbook use. I understand the use of the Macbook is a privilege that carries responsibility and behavioral expectations consistent with all federal and state law, school rules and policies. I also understand the Macbook is subject to collection or inspection at any time.

Student Name \_\_\_\_\_

Homeroom Teacher: **Thomas**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

I will help my child to follow these guidelines for Macbook use. I'll encourage my child to care for and use the Macbook appropriately.

Parent / Guardian \_\_\_\_\_

Date \_\_\_\_\_

***\*The Macbook User Guideline agreement is valid for the above student's tenure at Valdosta Early College Academy.***