

Sgt. Dominick Pilla Middle School

Macbook Air Handbook



NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

[1:1 Macbook Air User Agreement](#)

[Technology Philosophy](#)

[Macbook Air Care Requirements](#)

[General Macbook Air Care Requirements:](#)

[Carrying the Macbook Air](#)

[Power Management](#)

[Screen Care and Cleaning](#)

[Security](#)

[Loaning Equipment to Others](#)

[Passwords](#)

[Acceptable Use Policy](#)

[Acceptable Use](#)

[Passwords](#)

[Sound](#)

[Email and Internet Use](#)

[Internet Safety](#)

[Off-Site Internet Use](#)

[Privacy](#)

[Damages, and Theft](#)

[Damages](#)

[In-School Maintenance/Repair](#)

[Theft](#)

[Returning Macbooks](#)

[Macbook Air Summer Sign-Out Option](#)

[Procedures](#)

[Summer Sign-Out Application](#)

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

1:1 Macbook Air User Agreement

Macbook Air User Agreement:

Please fill out, sign, and return this cover sheet prior to using the MacBook.

- All students must submit this completed form in order to be assigned a Macbook Air.
- Families with multiple Lincoln Avenue students must complete one form per student.

By signing below I acknowledge and agree with the following statements:

- I have read and understand the Sgt. Dominick Pilla Middle School 1:1 Macbook Air Guidelines, as published in the Macbook Air Handbook on the Sgt. Dominick Pilla Middle School website, www.vineland.org.
- I understand that Macbook and Apple accessories found to be damaged or lost may result in a fine being issued to the students/parents of the responsible parties.
- Each student is assigned a 12" Macbook Air laptop and a charger that must be kept in good, usable condition until the end of the school year.
- The electronic device may record or collect information on the student's activity/location or the student's use of the device. Sgt. Dominick Pilla Middle School shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

By signing below, I acknowledge that I have read and understand the Sgt. Dominick Pilla Middle School 1:1 Macbook Air Guidelines that will apply for the length of the student's attendance at Sgt. Dominick Pilla Middle School.

I acknowledge and agree with the guidelines as stated above.

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Legal Guardian Printed Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

Technology Philosophy

Technology Philosophy:

All students, as a part of our Sgt. Dominick Pilla Middle School technology-based educational institution, will be prepared to meet the challenge of a dynamic global society in which they participate, contribute, achieve, and flourish through universal access to people, information and ideas. Within this context, we believe that technology is a tool for learning that expands our instructional repertoire and is the vehicle that maximizes the capacity of all teachers and learners. It is the philosophy of Sgt. Dominick Pilla Middle School that students be engaged in a stimulating academic environment and a challenging curriculum that is student-centered and focused on inquiry-based learning.

Specifically, we envision that technology is available and effectively supported for all students and staff to:

- *Provide global access to information*
- *Meet the curricular needs of all learners*
- *Provide access to the general curriculum and course materials*
- *Refine critical thinking skills and foster creativity*
- *Provide a medium for expression and communication*
- *Collect, assess, and share performance information*
- *Improve the effectiveness of administrative tasks*
- *Provide skills and proficiencies necessary for college and the workforce*

Goals:

All students will be prepared to excel in the community, workplace and in our global society using 21st century skills and responsible digital citizenship practices.

All educators will effectively integrate educational technology in the classroom in order to enable students to achieve the goals of the New Jersey Student Learning Standards as they relate to specific college majors and careers.

Educational technology will be accessible by students, teachers and administrators and will be utilized to enhance instructional purposes in all learning environments, including classrooms, library media centers, and other educational settings.

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

Macbook Air Care Requirements

General Macbook Air Care Requirements:

Students are expected to take appropriate care of their assigned Macbook Air computers throughout the year at Sgt. Dominick Pilla Middle School. It is the student's responsibility to ensure that his/her assigned Macbook Air is functioning properly and kept in good condition.

When using the Macbook, keep it on a flat, solid surface so that air can circulate (For example, using a Macbook Air while on or your lap can cause damage due to overheating).

Wash hands frequently when using the Macbook Air to avoid grease and dirt buildup on the touchpad, keyboard and screen, which can cause problems with the use of the device.

Liquid, foods, and other debris can damage the Macbook Air. Avoid eating or drinking while using the Macbook Air. DO NOT keep food or food wrappers in your Macbook Air case.

Never attempt repair or reconfigure the Macbook Air. Under no circumstances are you to attempt to open or tamper with the internal components of the Macbook Air.

Take care when inserting cord, cables, and other removable devices to avoid damage to the Macbook Air ports.

Exposing your Macbook Air to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time will cause damage.

A label has been applied to your Macbook Air for ID purposes. Please do not place additional stickers/items on the computer. Remember the Macbooks are the property of the Vineland Board of Education.

Keep your Macbook Air away from magnets and magnetic fields, which can corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

Carrying the Macbook Air

Always close the lid before moving or carrying the Macbook Air. Be careful not to leave pencils, pens, papers or other items on the keyboard when closing the screen.

Macbooks should always be shut down or placed in sleep mode before being placed in the carrying case or charging station.

Macbooks are to be carried in a Macbook Air protective cases at all times.

Carefully unplug all cords, accessories, and peripherals before moving the Macbook Air or placing it in the case.

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

Take precaution when placing the Macbook into its case and do not place other items into the case with the Macbook.

Do not overload the Macbook Air carrying case. Overloading your Macbook Air case is likely to cause damage the device.

Textbooks, notebooks, binders, pens, pencils, food, drinks, etc. are not to be placed in the Macbook Air carrying case.

The Macbooks are to be returned to the charging station during p.m. homeroom everyday. If your Macbook is taken home for any reason, it must be kept in its carrying case unless in use. Do not leave the Macbook Air in a vehicle for extended periods of time or overnight. Keep the Macbook out of sight and secure while in the vehicle for very brief periods of time. The Macbook is to be returned to its charging station by the end of the next school day.

Power Management

It is the student's responsibility to fully recharge the Macbook Air battery for each school day by placing it back into its charging station during p.m. homeroom before dismissal.

Macbooks should be placed in sleep mode if they will be used within 30 minutes.

For prolonged periods of inactivity, the Macbooks should be shut down completely before closing the lid. This will help conserve the battery. Shutting down will use less battery charge but will start back up a little slower.

Macbooks should always be shut down or placed in sleep mode before being placed in the charging station or carrying case.

All classrooms are equipped with chargers (AC Adapters) in case there is a need to recharge the Macbook during class.

Dimming the LCD brightness of your screen could extend the battery run time.

Uncharged batteries or failure to bring the Macbook Air to class will not be acceptable excuses for late or incomplete work or the inability to participate in class activities.

Screen Care and Cleaning

Take extreme caution with the Macbook Air screen. The screens are susceptible to damage from excessive pressure or weight.

Avoid placing excessive pressure or weight on the Macbook Air screen.

Refrain from picking up the Macbook Air by the screen or placing your finger directly on the screen with any force. Avoid touching the screen with fingers, pens, pencils, or any sharp instrument. Picking up the Macbook Air by the screen and/or touching the screen with fingers or other objects can cause damage.

Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

Always disconnect the Macbook Air from the power outlet before cleaning.

Clean the screen with a soft, lightly dampened, lint free cloth using only LCD approved anti-static screen cleaners or wipes.

NEVER clean the screen with glass cleaner or other types of household cleaning solutions as they may damage the screen.

Security

NEVER leave Macbooks unsupervised. Unsupervised areas include, but are not limited to the cafeteria, outdoor tables, benches, computer labs, buses, LOCKER ROOMS, media centers, classrooms, gyms, dressing rooms, restrooms, hallways.

Avoid using the Macbook Air in areas where damage or theft is likely.

Students are responsible to return their Macbook Air to its charging station during p.m. homeroom everyday to be charged for the next day and to ensure all devices are accounted for each day.

Macbooks should not be left in a vehicle. If a Macbook Air is placed in a vehicle temporarily, it should never be visible from the outside.

Loaning Equipment to Others

Students are not to lend Macbook Air or Macbook Air components to others for any reason; this includes other family members.

Any misuse, damage, or theft that may occur to any Macbook will be the responsibility of the student to whom the Macbook Air is assigned. Consequences may include, but are not limited to disciplinary consequences, fines, etc.

Passwords

Students will login under their assigned Google usernames and passwords. Students will not share their password with other students.

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

Acceptable Use Policy

[Policy 2361 ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES](#)

Acceptable Use

The Vineland Public Schools' *Acceptable Use Policy* and *Internet Safety Agreement* sets forth the expectation that students comply with ethical-use guidelines and abide by the federal copyright laws. Music and games can be disruptive during class and may not be used in school unless the student has permission from the teacher for an educational project.

Passwords

Students will login under their assigned Google usernames and passwords. Students will not share their password with other students.

Sound

Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with permission from the teacher.

Email and Internet Use

Email accounts are provided by the school. Email correspondence will be utilized for educational purposes only. Electronic communication coming from or going to the school issued Macbook Air can and will be monitored to make sure the terms of the agreement are being followed. Digital communications etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, online training, online courses and online collaboration sites.

As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for use on the Macbook Air while students are in school. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Sgt. Dominick Pilla Middle School cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. It is the responsibility of the user to appropriately use the Macbook Air and the Internet. Sgt. Dominick Pilla Middle School will not be responsible for any harm suffered while on the Internet.

Students are required to notify building personnel if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety

As part of our curriculum, students will be instructed about appropriate online behavior.

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

Students are expected to:

Immediately report any unauthorized activity on the Internet or network.

Notify a teacher immediately if you accidentally access an inappropriate site.

Never read someone else's email or open their folders or files.

Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.

Never arrange to meet an unknown person utilizing social networks from the Internet.

Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.

Protect your user account by keeping your password secure and logging off or locking when not at computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged on you are responsible. Keep your password a secret.

Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.

Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Off-Site Internet Use

Sgt. Dominick Pilla Middle School will not serve as a home Internet service provider. It is the responsibility of the parent or guardian to monitor student Macbook Air use, especially Internet access, in the home.

Parents may contact Comcast to see if they qualify for Comcast's Internet Essentials \$10-A-Month Service.

Sgt. Dominick Pilla Middle School is not responsible for providing Internet access outside of school. The ability to access the Internet from home varies from situation to situation. No guarantee is implied.

At this time, Macbooks are not available for sign out for home use.

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

Monitoring Macbook Air Usage

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

“The Anti-Big Brother Act” - A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.

Students should never be left unsupervised while using Macbook Airs or other computers. While at school, this is the responsibility of the school-district personnel. While at home, this is the responsibility of the parent and/or guardian. Students will provide access to the Macbook Air and any accessories assigned to them upon request by the school or district. A search of the Macbook Air may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

Sgt. Dominick Pilla Middle School personnel will be able to monitor/access student Macbook Air at any point during the day through remote transmission. Students may be randomly selected to provide the Macbook Air for inspection. Students who fail to report damage to a Macbook Air will be subject to additional fines and disciplinary actions.

Students do not reserve the right to use their own personal devices as a substitute for the Macbook Air. They are required to utilize the school-issued Macbook Airs during instructional time. Offenders will be subject to disciplinary action.

Privacy

There is no expectation of privacy regarding the contents of Google files and communication using any school-owned computer or network. Sgt. Dominick Pilla Middle School reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Sgt. Dominick Pilla Middle School's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned Macbook Airs, computers, or other equipment.

All Macbook Airs have a monitoring system that is activated when the Macbook Air is logged on. This enables the school to track all devices. The school does not have remote access to the web camera installed on each computer. Capturing video, audio, or photography without the consent of a classroom teacher is forbidden.

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

Damages, and Theft

Damages

Should the Macbook Air be lost or damaged beyond repair, a parent/guardian will be responsible to cover a \$25.00 deductible for the first incident. Should the second device become lost or damaged beyond repair, the school reserves the right to charge an additional deductible or the full cost of the device. Students do not reserve the right to supplement the school-issued device with a personal device, should theirs become damaged or lost. Regardless of how the damage to a Macbook Air is incurred, it is the responsibility of the student who has been issued the Macbook Air to care for it and take responsibility for damages (including financial obligations).

Incidents of broken screens or repairable damages (with parts required) will require students to pay a \$25.00 per incident fee.

In-School Maintenance/Repair

Should students have maintenance or repair issues with their Macbook Air, they are to hand-deliver their device to the technician in the Media Center during SMART period or first thing in the morning during homeroom or the beginning of Block 1. Students will need a pass from their teacher in order to drop off their Macbook Air if it is during class time. When receiving a loaner Macbook Air, the same rules apply to that device as indicated in this handbook.

Theft

If at any point a Macbook Air is stolen/lost during the school day, the student is to immediately report it to school administration. All machines have the capability of being tracked by the IT department.

If at any point a Macbook Air is stolen when off school property, it must be reported to the Police Department by the parent or students and a copy of the police report must be brought to the school within 24 hours (barring weekends) to be given to the administration.

Returning Macbooks

Students who transfer out or leave the district will be responsible for returning their Macbook Air, protective cases, and chargers. All items must be returned in good condition. Failure to return these items shall result in a fine.

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

Macbook Air Summer Sign-Out Option

Sgt. Dominick Pilla Middle School encourages students to continue to cultivate their academic experience over the summer months. Therefore, any students who wish to sign out a device for the summer time can do so as long as they have met the following requirements:

- Completed and signed Summer Sign-Out Application (on the next page)
- Signed up for and show proof of enrollment in an approved summer course.

Procedures

1. Have your summer course(s) approved through Sgt. Dominick Pilla Middle School. Contact the guidance department for the necessary paperwork.
2. Do all necessary paperwork to sign up for summer courses.
3. Print out proof of enrollment in approved summer course. This can be a course schedule or receipt of payment for a course.
4. Fill out the Summer Sign-Out Application (on the next page) with all necessary attachments and turn it in to the Sgt. Dominick Pilla Middle School IT department.
5. Once you hand in your application, the IT department will issue you a Macbook Air for the summer and record the Macbook Air inventory number.
6. Upon returning to school, you must return the Macbook Air you signed out for the summer. Students who do not return their Macbook Airs will be obligated to pay a \$250 replacement fee.

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.

Sgt. Dominick Pilla Middle School

Macbook Air Handbook

Summer Sign-Out Application

Please fill out, sign, and return this cover sheet by the first day of school.

- All students applying for a summer device must submit this completed form in order to receive a Macbook Air. Families with multiple Sgt. Dominick Pilla Middle School students must complete one form per student.

By signing below I acknowledge and agree with the following statements:

- I have read and understand the Sgt. Dominick Pilla Middle School's 1:1 Macbook Air Guidelines, as published in the Sgt. Dominick Pilla Middle School Macbook Air Handbook available on the Sgt. Dominick Pilla Middle School website at www.vineland.org
- I understand that Macbook Air and/or accessories found to be damaged, lost or stolen may result in a fine being issued to the students/parents of the responsible parties.
- Each student is issued a Macbook Air and a charger that must be kept in good, usable condition until the end of the summer/beginning of the school year. Macbooks signed out for the summer must be returned by the first day of school.
- The electronic device may record or collect information on the student's activity/location or the student's use of the device. Sgt. Dominick Pilla Middle School shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

By signing below, I acknowledge that I have read and understand the Sgt. Dominick Pilla Middle School 1:1 Macbook Air Guidelines. I acknowledge and agree with the guidelines as stated above.

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Legal Guardian Printed Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Internal Usage Only:

Macbook Air Inventory Number: _____

Returner Signature: _____ Return Date: _____

NOTE: The contents of this handbook are subject to change at the discretion of administration. Students and parents are responsible for staying up-to-date on these guidelines.