

Laptop Rules

Please remember: Your laptop is the property of the State of Maine. Anything you have on your laptop or view while using the laptop may be viewed by another person. You have no right to privacy with this tool.

1. Appropriate behavior

- Handle with CARE- Your laptop is breakable.
- KEEP IN THE CASE when being moved from class to class. Example: math to music
- Put your laptop on the top of any pile; never pile books on top of it.
- The device should be PLUGGED IN at the end of each day to maintain its charge.
- Laptops should be kept OFF THE FLOOR and OUT OF BATHROOMS
- NEVER store your laptop in your locker; if you do not need it place it in its storage cabinet.

2. Infraction Cards

- Students will carry an infraction card in their case.
- Staff members record infractions as they occur.
- **When a 3rd infraction** is recorded the staff member takes the laptop and infraction card and takes them to the appropriate staff member.
- The designated staff member will send a copy of the infraction card home and a consequence will follow. Immediate consequence is the loss of privileges until the teacher has spoken with your parent.

Reasons for receiving infractions include, but are not limited to

- Loss of infraction card (a new one is issued, but has two infractions already recorded)
- Inappropriate use of Internet
- Tampering with your internet history
- Inappropriate E-mail behavior
- Leaving your laptop in an unacceptable location (including the previous class)
- Using your laptop at an inappropriate time
- Not using care when handling your laptop

Consequences may include

- Loss of use of laptop(except if determined necessary by the teacher) until your parent has contacted the teacher
- Loss of e-mail privileges
- Loss of Internet privileges
- Loss of take-home privileges if they are in place
- Detention and suspension depending on the severity of the actions