

car, etc., use the Device sleeve provided by the District. It will greatly reduce the risk of damage. Do not place other objects in your sleeve. The pressure can damage the screen of the device.

- **Shut down your Device if you will not be using it for a day or more.**
- **DO NOT** remove or damage any identification labels that are on the Device.
- **DO NOT** apply stickers, skins, or additional labels to the Device.
- **DO NOT** pick up the Device by the screen/monitor. Close the monitor and lift the entire Device.
- **DO NOT** leave any objects on the keyboard. Items like pens, pencils, or earbuds that are left on the keyboard will damage the screen if the lid is closed.

Power Management

A battery takes between 2 and 3 hours to fully charge. The battery in the Device can last for up to 7 hours with careful use. Check the battery level indicator in the menu bar for the status of the battery. Bring your device to school completely charged each day.

Battery conservation tips: close the lid of the Device and allow it to enter sleep mode when not in use; reduce the brightness of the screen; turn off Bluetooth and WiFi when not in use; disconnect USB or other external device

Personal Health and Safety

- **AVOID** leaving your Device in a vehicle. The inside of a vehicle could experience large temperature swings that could damage a Device, and a Device (or Device bag) is an inviting target for a smash and grab thief.
- **AVOID** extended use of the Device resting directly on your lap. The Device can generate significant heat that can cause injury.
- **AVOID** using the Device for extensive amounts of time. Take frequent breaks and alter your physical position to minimize discomfort.

Handling Technical Problems

Should anything go wrong with your computer, try restarting it, as this solves many issues that may happen. If you have an issue that you are unable to resolve, please report the issue to one of your teachers. If he/she cannot resolve the problem quickly, he/she will report the issue to the CMUSD Technology Department.

Students are responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to be sure that the Device is not lost, stolen, or damaged. Such care includes:

- Be careful with your charger. **DO NOT** roll over, step on or "yank" the cord. Keep your charger in a separate area from your Device. If you carry your charger in your Device case, be careful when you lay your Device case down. Be sure the charger is on the top to keep the screen from cracking.
- **DO NOT** pick at your Device keys or remove them for any reason.
- **DO NOT** place your Device on a pillow or other soft material when it's on, this may cause the computer to overheat.
- Students must keep the Device attended (with Student or within a secured classroom) at all times.
- When using your Device or charging the battery, it is normal for the bottom of the case to get warm. For extended use, place the computer on a hard flat surface.
- **NOT** leaving equipment in an unlocked car or unlocked home.
- **NOT** leaving equipment unattended or unlocked while at school or elsewhere.
- **NOT** lending equipment/cords to anyone.
- **NOT** using equipment in an unsafe environment, including outside or near water/pool.
- **NOT** leaving equipment in full view inside vehicles.
- **NOT** removing the provided protective case.
- **NOT** eating or drinking while using or near the Device.
- **NOT** placing the Device on the floor or seating area.
- **NOT** leaving the Device near table or desk edges.
- **NOT** stacking objects on top of the Device.
- **NOT** checking the Device as luggage at the airport.
- **NOT** placing adhesive stickers on the case.

Taking care of your Device at home

- **Be sure** to store the Device in a safe place with nothing placed or stacked on top of it.
- **Place** your Device on a sturdy work surface clear of all food, drink, and sharp objects.
- **Be sure** to unplug your Device if there is an electrical storm.

Portables risk losing data: Protect valuable data by backing it up to a flash drive or external hard drive. Any hard drive (the Device's most sensitive part) can go bad — through no fault of the user — at any time and without warning. **Back up work you cannot live without!**

Violation of Acceptable Use Policy will result in consequences:

Examples of violation:

1. Searching and/or sending videos with sexual content; pornography including pictures and videos; firearms; gang related content; unlawful activities
2. Cyberbullying
3. Any attempts to hack or bypass district firewalls or proxy server

Consequences for violation of Acceptable Use Policy (Consequences do not start over at the end of 1st semester.)

- 1st offense- Verbal warning and parent contact
- 2nd offense- 1 day of ISD with parent contact.
- 3rd offense- Loss of device for 10 days, 3 days ISD with parent contact
- 4th offense- Loss of device for remainder of year, 1 day OSS with parent contact.

By signing the MacBook User Agreement, you indicate that you have read this document and agree to its stated conditions.

Student Grade Level _____

Student Printed Name

Student Signature

Date

Parent Printed Name

Parent Signature

Date