

Guidelines for Student Use of School Laptops, iPads, iPods

The laptops/iPads/iPods students will be using are the property of Safford Unified School District, and are made available to be used as a tool for learning. Students are to adhere to the procedures to retain the privilege of using the equipment.

1. Laptops, iPads, iPods are school property. Any damage to the equipment is to be reported when it happens. Students are responsible for reporting damage to the equipment before they begin using it or they will be responsible for the damage.
2. At no time should the equipment be left unattended in an unlocked classroom or left on campus overnight without being LOCKED in a secured cabinet.
3. Equipment MUST NOT be left in environments where temperatures are hotter or colder than normal room temperature (not left in cars, outside, etc.).
4. All activity conducted on the SUSD Internet / equipment / network is monitored. All use of the Internet/network should be to further the student's education and enrich the student's educational resources.
5. Students may only download or store files on laptops that follow the acceptable use policy AND abide by all licensing and copyright laws.
6. As school property, laptops, iPads, iPods are to be used by assigned student only. Family members, friends, or other non-school personnel should not use the equipment.
7. Students will be responsible for paying for any damages resulting from not adhering to equipment usage policies or irresponsible behavior during usage.
8. Laptops may only be moved when the lid is closed. Moving a laptop while the hard drive is spinning can both damage the hard drive and result in loss of data.
9. Lids should be closed anytime a laptop is not in use, even for a short period. This reduces the risk of damage should something hit the laptop.
10. Laptops may be transported outside of a classroom ONLY when in a laptop bag.
11. If a cord is necessary during use, it must lay flat on the floor with no part suspended between the outlet and the equipment. When removing a charger, do not pull from the cord.
12. Use the equipment on a flat, stable surface. (The top of a stack of books is not a stable surface!) Equipment that falls on the floor may be irreparably damaged.
13. All food or drink should remain at least a three feet away from all of equipment at all times.
14. Make sure hands are clean before using a equipment.
15. The laptop should never be opened at more than a 110 degree angle. Damage to the hinge and bezel brace around the screen can occur if the laptop is opened too far.
16. Do not mark equipment in any way with markers, stickers, etc. Each equipment is labeled with a district identification barcode. Do not remove this sticker.
17. Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the equipment.
18. IMPORTANT--Do not use water or other cleaning solutions on equipment. Wipe the surfaces lightly with a clean soft cloth. Always avoid touching the screen. When cleaning is necessary, use only a screen cleaning solution made for screens.