

**Molly Ockett Middle School**  
**MLTI Device Take Home Agreement**  
*Rev. 2.07*

**Parents and Students:**

*Use of a Maine Learning Technology Initiative (MLTI) laptop is a privilege, not a right. These computers that are being issued to our students are educational tools and should only be used in that capacity. Improper care and handling will not be tolerated. Failure to comply with Molly Ockett Middle School's guidelines will result in disciplinary action and/or loss of laptop privileges.*

In order for the MLTI laptop, charger, and its carrying case to be signed out by any student to take home, the student and his/her parent or guardian must attend an MLTI information meeting, or view our informational video and sign this agreement.

1. The student must check out the laptop, carrying case and charger from his/her homeroom teacher each night the student wishes to take it home. If this teacher is unavailable, arrangements may be made for another team teacher to substitute in that teacher's place.
2. The student planning to sign out his/her laptop and its carrying case should inform his/her homeroom teacher in advance of this request in order to ensure the teacher's availability after school. Please be aware that on occasion, if no advance notice is given, a homeroom teacher may not be available to give permission.
3. Sign out times for the laptop and its carrying case will take place in homeroom at the end of the school day, unless alternative arrangements have been made with the homeroom teacher. Special arrangements for those students participating in extracurricular activities will be made by their coaches and advisers. At no time should laptops be left in locker rooms or taken to extracurricular events.
4. When the laptops are signed out and brought home by the student and his/her family, it is the expectation that it will be used in a common family location so that adult supervision can be maintained at all times. Students should not be isolating themselves from others when using their computer. Students are responsible for making sure their laptops are fully charged for the next school day.
5. The laptop and its carrying case will be signed back in before or during homeroom on the first school day following the day it was signed out. If you return to school without the computer that you signed out, an immediate phone call to the parent/guardian will be made in order to make arrangements for it to be brought to school immediately. Failure to check the computer back in on time will result in the school revoking the privilege of signing out your laptop to take home.
6. Under no circumstance is the laptop to be used by other siblings or friends.
7. Parents/Guardians have the right to all of their child's login passwords in order to facilitate in the supervision of the student's computer usage at home.
8. Students should have no expectation of privacy on these devices. Web history, email history, application usage history, and keystroke logging are in place for their protection and can be reviewed by MSAD 72 staff or parents as needed.
9. This laptop computer is the property of the State of Maine and registered to Molly Ockett Middle School. It must be returned to Molly Ockett Middle School upon request. Students transferring schools or exiting Molly Ockett Middle School are expected to turn in the laptop immediately to Molly Ockett Middle School.

- 10. Replacement costs and/or repairs for malicious damages that occur to the laptop, charger and its carrying case are the sole responsibility of the undersigned parent/guardian and you may be billed at cost accordingly. (Typical costs: Duckhead - \$3, Case - \$20, Charger - \$75, Screen - \$450, computer - \$800). Accidental damage is typically covered by the district with a case-by-case review - to date we have never charged a parent for accidental damage.
- 11. If the laptop is stolen while signed out to you, the parent must report it to the local police authorities and inform Molly Ockett Middle School personnel immediately.

Cross Reference IJNDB and IJNDB-R

**By signing below, the parent and student agree to the rules and responsibilities set forth in this document and the MLTI program.**

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

Signature \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Please bring this completed form to the Tech Office at Molly Ockett Middle School

Amended: 3/9/16