

**Mt. Ararat Middle School**  
**66 Republic Ave. Topsham, Maine 04086**  
**T 207-729-2950**  
<http://mam.link75.org>

Dear Parent/Guardian,

Your student will receive a state-owned MLTI Mac Book Air. This laptop will enhance your student's learning, as technology is integrated into classroom instruction. The laptop is provided to help students learn "hard to teach" concepts and practice skills needed for academic success. It provides the most current research and information and helps your child learn 21st century skills. Your child may bring the Mac Book Air home to continue work on class assignments, complete homework, and work on projects.

MSAD 75 offers Take Home Coverage for the MLTI Mac Book Air. You may elect to purchase this Take Home Coverage for the laptop assigned to your child. For a one-time yearly fee, the Take Home Coverage covers accidental damage that occurs outside of school. Please see the back of this sheet for the cost of the coverage.

**Coverage Details:**

**Take Home Coverage Plan, annual enrollment fee:**

- See chart on reverse side

**Deductible:**

- \$50.00 per billable damage incident.
- Once a maximum combined damage of \$500.00 has been reached the deductible will increase to \$100.00 per incident.

**Coverage benefits:**

- Accidental damage
- Fire
- Natural disasters
- Power surges

**Equipment covered:**

- Apple Mac Book Air, Charger, Extension Cord, Case.

**Please note: Wanton and willful destruction or negligence is not covered. Food, drinks, and liquids must not be near the laptop. Damage from food, drink or liquids will be considered negligence. All damage incidents deemed negligence result in students being billed the entire repair charge, or the cost of laptop replacement, if less expensive. The current MacBook Air replacement cost is \$699.00.**

Take Home Coverage has limitations. Issues of theft, loss or intentional damage will be referred to administrators and possibly the police for investigation. In these instances the level of coverage will be determined on a case-by-case basis.

MLTI Take Home Coverage can be paid online, in the 'Payment' section of the Infinite Campus Parent Portal. You can also send a payment to school with your child, but we urge you to use the online payment. Payments delivered to school should be turned in to the Main Office. Checks should be made out to MSAD 75.

Laptops will be deployed to eighth graders on Monday, Sept. 14, 2015 and seventh graders on Monday, Sept. 28, 2015 . To ensure that your student receives a laptop on that day, each student must:

1. Return this completed form indicating whether electing to purchase, or declining coverage.
2. Pay any outstanding fees or fines, or make arrangements for a payment plan. (All payment plans must be arranged with school administration.)

Students and parents should complete these steps before 2 PM on their assigned take home date will NOT be allowed to their laptop home. Any outstanding form or fee issues remaining at the start of 2015-2016 school-year will delay the issuing of a laptop to a student.

Please Note: Payment for the coverage can be made when you submit this form, but is not due until October 2, 2015. Any coverage payments not received by October 2, 2015 will result in a cancellation of coverage.

**Each student MUST return this Take Home Coverage Form, completed and signed by a parent/guardian, to receive a school-issued laptop.**

### MLTI Take Home Coverage Form

*This form must be completed and returned to the school office for your student(s) to receive a school-issued laptop.*

Please select one option:

- I / We have elected to purchase the MLTI Take Home Coverage , and will pay online before Oct. 2, 2016.
- I / We have elected to purchase the MLTI Take Home Coverage and are sending the payment to school before Oct. 2, 2015.
- I / We have elected not to purchase the MLTI Take Home Coverage. I / We accept all responsibility for the MLTI Mac Book should it be accidentally damaged, lost, stolen, or intentionally damaged. A MacBook damaged beyond repair will cost \$699.00.

You may include all students grade 7-12 on one form.

Student Name(s) \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature \_\_\_\_\_ Check Number \_\_\_\_\_

Please use the table below to calculate the cost of MLTI Take Home Coverage:

Number of students in family in <b>grades 7 to 12 only</b>	Students who pay regular lunch prices	Students who receive reduced lunch	Students who receive free lunch
1 student in family	\$50.00	\$30.00	\$10.00
2 students in family	\$40.00 per student	\$25.00 per student	\$10.00 per student
3+ students in family	\$30.00 per student	\$20.00 per student	\$10.00 per student

*In the case of financial hardship please contact school administration.*

**Directions for making the payment online:**

- 1) Login to the Parent Portal at: <https://ic.link75.org/campus/portal/msad75.jsp>
- 2) Click on 'Payments'. The payment will be called "MLTI – Take Home Coverage"

**Directions for payment by check:**

- 1) Make a check out to **MSAD 75**. In the memo line, please write "MLTI", and the name(s) of student(s) the payment covers.
- 2) Deliver the check to the school office, or mail to: Mt. Ararat Middle School (Attn.MLTI), 66 Republic Ave, Topsham, ME 04086

Office use only:

Received by: \_\_\_\_\_ Amount: \_\_\_\_\_ Date \_\_\_\_\_ Check Number: \_\_\_\_\_

THC Status entered in IC : \_\_\_\_\_

## **Strategies That Work**

### **A Guide for Families to Keep at Home**

Discussion with our children about appropriate, safe online and cell phone behavior can help them learn how to use technology wisely. We encourage families to create a family plan about laptop use at home. We suggest you and your child make the plan together. Below are some ideas to consider as you make your family plan:

#### **Internet Use**

- Discuss what internet sites are acceptable to you and may be used at home. Also establish what is not acceptable.
- Talk about the importance of using communication tools in safe, appropriate ways.

#### **Establish Limits**

- Establish a time the MLTI laptop will be turned off. Expect and enforce the agreed upon time.
- Communicate where the laptop will be kept each night when it is turned off and being charged. Would having the laptop charging in the kitchen be better than charging in the student's bedroom?

#### **Encourage Balance**

- Get your student involved in offline activities.
- Establish limits on how much recreational screen time will be allowed at home. The American Pediatric Association recommends a two hour daily limit.

#### **Establish a Weekly Physical Check-In Time**

- Students are responsible for the laptop. If they damage it, lose it, or choose not to keep it clean the school will hold them responsible. A minimum consequence of fees will be charged.
- Set up a weekly time to inspect the laptop, charger, power cord and case to be sure it is clean and work properly.
- Encourage students to use the cleaning supplies in the Learning Commons if needed.
- If you and your child find damage to the laptop your child should report the damage to the Learning Commons immediately.

#### **Impart Your Values**

- Cheating, lying, being cruel is wrong both offline on online.
- Discuss what is right and wrong in your family and how that relates to online behavior too.

#### **Explain What's at Stake**

- Inform your student what they do online today can be abused by someone tomorrow. Help them understand they should "think before they click."
- If your student breaks the family rules you set up about laptop use at home, discuss it. Set consequences with your student and enforce the agreed upon consequences.

Searching for more information and guidelines here are a few links to check out:

- Parent Guides: By parents, for parents: A growing collection of short , clearly written guidebooks that demystify apps, services and platforms popular with kids and teens. <http://www.connectsafely.org/guides-2/>
- Parent Concerns: Common Sense Media is a "non-partisan, not-for-profit organization, [that] provides trustworthy information and tools, as well as an independent forum, so that families can have a choice and voice about the media they consume." <https://www.commonsensemedia.org/parent-concerns>
- Mac Basics: Lessons on how to get the most out of the Mac? <http://www.apple.com/support/macbasics/>
- Google Tips: Things you didn't know you could do with Google. <https://get.google.com/tips/#>

## **Copy of Acceptable Use Policy for Parents/Guardians**

### **MLTI Technology Initiative: Expectations for Technology Use in MSAD #75**

*Teachers at Mt. Ararat Middle School will be reviewing and explaining the following Acceptable Use Policy with their students. All students will sign the policy before being assigned a laptop. This is a copy for you to keep at home.*

**MSAD #75 expects all students to use information and technology in safe, legal and responsible ways. Students are expected to:**

#### **Respect Yourself:**

- Take responsibility for your actions when you are using technology. Only use the district network for educational work.
- Select online names that are appropriate.
- Think before you click. Consider the information and images of yourself that you post online. Once it's on the internet it is there FOREVER.

#### **Protect Yourself:**

- Publish personal details that do not contain your contact information, schedule, or any other identifying information.

#### **Respect Others:**

- Be kind. Do not use technology to bully or tease other people.
- Consider the information and images of others that you post online to prevent harming anybody.

#### **Protect Others:**

- Protect others by reporting abuse and not forwarding inappropriate materials or communications to others.
- Do not post identifying information about others.
- Treat others online as you would expect to be treated in real life.

#### **Respect and Protect Intellectual Property:**

- Properly cite any and all use of websites, books, media and so forth. Respect the work created by others by getting permission to use it when necessary and citing it appropriately.
- Do not install software or games which you do not have the rights to use. This means that you may not install a copy of a game that your friend owns; this is a violation of copyright law and subject to legal action.
- Do not download music from torrent sites that you do not have the rights for. This means that downloading any music that you would have to pay for from a torrent site violates copyright law and is subject to legal action.

I understand the expectations MSAD #75 has for using technology. If I do not follow these expectations the consequences could include suspension of computer privileges, network privileges and/or disciplinary action. I also understand that my school network is maintained and owned by MSAD #75 and is not private. MSAD #75 has the right to access my network history, computer history, work stored on the MSAD #75 server and my computer at any time when on premises.

