

MTCHS Laptop Policy

Each student is assigned and responsible for a school laptop.

Each student shall use school laptops for school-related and educational purposes.

Each student is responsible for the cost of repairs or the value of the laptop if damaged beyond the cost of repair as determined by MTCHS technical staff and administration.

Students may not use another student's assigned laptop.

Students must use software programs as required by MTCHS to complete curricular assignments.

A student may earn the privilege of bringing his or her personal laptop if he or she is a "student in good standing", free from discipline or attendance violations, and has signed the MTCHS Personal Laptop Acceptable Use Guideline.

A freshman student may earn the privilege of bringing his or her personal laptop at the beginning of the second quarter, if he or she is a "students in good standing", free from discipline or attendance violations, and has signed the MTCHS Personal Laptop Acceptable Use Guideline.

Laptops shall not be kept in backpacks, bags, or on the floor.

Laptops must be stored in the assigned slot of the laptop cart or in the student's locker during the day.

Laptop power supplies (chargers) should be stored in student lockers and not in laptop carts

Laptops must be stored in the assigned slot of the laptop cart after school hours.

Laptops are not allowed to leave the building.

Students with bags larger than a standard 3" binder must obtain approval from the Charter Administrator.

Daily Use Procedures

Pickup before school:

Laptop carts in Haley Hall open at 7:00 AM

Students pickup laptops by 7:50 AM

Students may play educational/approved electronic games before school

Lunch Time:

Students may put laptops in assigned slot of the laptop cart or locker

Students can use laptop to work during lunch in Haley Hall

Students may check email, use the internet, and play educational/approved electronic games

Laptops may not be taken outside of the building

Return after school:

When returning laptops, no books or other items are allowed at the laptop carts

Students may use laptop in open lab

Students will be released at the following times to return laptops:

Freshmen 2:30 PM

Sophomores 2:32 PM

Juniors 2:34 PM, bus riders excused at 2:32 PM

Seniors 12:48 PM

Laptop carts will be locked at 3:30 PM Monday-Thursday and 2:45 PM on Friday

Missing or Damaged Computers

Missing or damaged laptops or chargers must be reported to the front office immediately.

If a student forgets laptop for class, consequences will be determined by the teacher.

Students will be charged a \$1.00 recovery fee per item for temporarily lost equipment. Accounts exceeding \$10 will be billed.

Loaned laptops and chargers will be available at the front office; assigned laptop must be exchanged.

Troubleshooting Assigned Laptop

Check Power

Hold power key down until turns off and reset and/or take battery out and put back in

Screen doesn't come on: Get a loaner and submit help desk ticket.

Repair Network Connection

Check wireless button/switch

Still can't connect: Get a loaner and submit help desk ticket.